

Guidelines for Authors

Formalities 2015

The following guidelines for articles and other contributions are intended to enhance the cooperation between the authors and the editors of the magazine „SOLARZEITALTER“.

General remarks

Articles submitted to “SOLARZEITALTER” should be initial releases. If you submit an edited article or reprinted feature, please notify the editors in advance and include a clear remark in the article. Unfortunately EUROSOLAR cannot provide remuneration for written contributions. The editors reserve the right to shorten or modify the manuscript. For a reprint of a covered feature in a different publication, please consult the editors of SOLARZEITALTER and include a reference.

Author information

At the end of each article, SOLARZEITALTER provides information on the authors. This includes title(s), occupation and position. Please provide the full address including email address and website of all authors, as they are required for communication and distributing author’s copies. Please notify the editors if you do not want your website, email or address published. For each author, we also request a portrait photograph with at least 200kb to imprint at the end of the feature.

Copy deadlines

Issue 1/2015: Monday, 16th February, 2015

Issue 2/2015: Monday, 18th May, 2015

Issue 3/2015: Monday, 7th August, 2015

Issue 4/2015: Monday, 30th November, 2015

Contact to publisher and editors

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Comprehensiveness

The preferred extend of an article is *14.000 characters* including blanks. This will be account for four pages in the final layout. If you intend to deviate effectively, please consult with the editor. You can indicate the number of characters at the end of the text.

Formalities/Typography

The article has to be transmitted as a .doc .rtf. or unprotected .pdf file. Please use *type size 12* and *use page numbering*. Please avoid hyphenation and forced line breaks. Also please do not use multi-column layouts and headers and footers.

Title/Abstract/Structure

The title of the submitted article should not exceed 80 characters. It is possible to include a sub-headline of up to 100 characters. Every article should feature an abstract at the beginning. The summary should not exceed 1.000 characters (including blanks) and should be formatted in **bold** letters. If the article comprises more than 7.000 words, please introduce subheadings and numbered sections.

Illustrations and diagrams

Tables and illustrations are desired. The image data should have a resolution of 300dpi and should be transmitted as a .TIFF (compatible for Mac and Windows) or .JPG (chose “high quality” when saving). Illustrations and tables are printed in color. Please include your illustrations and diagrams separately and provide clear indications in your manuscript. Give an in-text reference to the respective illustration’s or table’s number (Tab. 1) or (Fig.2). Please avoid tiny font sizes.

We kindly ask you to respect these formalities. If you have any further questions or remarks, please contact the editor.

Footnotes/Sources

SOLARZEITALTER does not use footnote referencing. Please include important references in brackets and stick to the following scheme:

- *(Last name, first name: title. sub-headline. place and year of publication, pp. xx-xy)*
- *(Last name, first name: title. sub-headline. In...)*
- *(Last name, first name: Ed.: title of edited book. Sub-headline. Place and year of publication).*

Example: (Scheer, Hermann: Sonnenenergie. Für eine neue Politik. Bonn. S.104) or (Frankfurter Rundschau, 15.5.2009, S.8).

- Abbreviated Solarzeitalter is SZA (SZA 4/13).

Enumerations/listings

Please only use word processing tools like tabs for enumerations. Please never use spaces to align text!

Spellings/abbreviations

- Please avoid too technical language and explain specific terminology.
- Please write out all numbers until twelve. Use numerals only from 13 on.
- For thousands, include a comma: “6,000 people were present at...”
- Please use MW for megawatt, kWh for kilowatt hour, 35°C for 35 degrees Celsius, m² for square meter and CO₂ for carbon dioxide. Please only use common abbreviations and units.
- After numerals, please use € instead of “Euro” and % instead of percent. For written out numbers, please also use written out units.

Terms or organizations with common abbreviations should be written out when mentioned for the first time with the abbreviation included in brackets. In the following text the abbreviations can be used: “The European Court of Justice (ECJ) has interpreted the Citizens rights directive (CRD) in a new light. With the ruling of the ECJ, the applicability of the CRD has increased.”

- Please use fixed spaces between numbers and units like 30 m, 30 €, § 5... fixed spaces are inserted by holding the control and shift keys while pressing the space bar.
- For dashes, minus signs and from...to... hyphens, please use a long line by holding control while pressing -. (1990 – 2010; –4 °C).

Graphs/Charts/Plots

- Please only use clearly visible line widths and patterns in plots.
- Surface areas in charts should always have clearly distinguishable colors, hatching or grey tones.
- Please label the axes of diagrams adequately and provide a legend and sufficient clarification.
- Please include the original files such as excel sheets.
- The resolution should be at least 800dpi.

Tables

Please use the table function of your word processing program. Please do not use blanks to create tables.