Phenomenological Studies
– Guidelines for editing manuscripts –

1. General Information

• Length of the articles: 6.000 – 8.000 words
• Abstract: c. 1.000 characters; keywords: c. 5
• Biographical information: c. 500 characters
• Put the document in page format DIN A4
• Single column text; align left
• Please use a Unicode-compatible font (e.g. Times New Roman) and discuss the use of special fonts (foreign languages; diacritical characters) with the editors and publishers
• No syllabification (neither manual nor automatic)
• No headers (column titles)
• Save the document in Word-Format (Ending in .doc or .docx)

2. Headings

• Please make the hierarchy of headings distinguishable either by numeration or formatting feature (primary headings: italics; secondary, right indent)
• If you work in Word with style sheets, please use the style sheets “Header 1,” “Header 2” etc.

3. Footnotes

• Use automatic footnote settings
• Continuous count (not page wise) with superscript Arabic numerals
• Footnotes should stand under the main text on the page (not defined as endnotes)

4. Emphasis / Accentuation

• In principle, approach accentuation sparingly: please accentuate only using italicized text. Bold print, underlining, and letter spacing are only permissible in justified exceptional cases.
• In general, names will not be accentuated.
• In-text citations of a title are to be written in italics (e.g. “Husserl says in his Logical Investigations”)
• Expressions in other languages are to be written in italics.

5. Quotation marks

• Quotation marks should be used appropriately respective to the language of the text. In German: „…“ and „„“, in English: ‘…’ and “…”; in French: « … » and « … ».
• In citations of a text coming from a foreign language, the conventions of the contributing article’s language (and not of the quoted text) should be applied.
6. Quotes

- For complete quotations in the text, the footnote number shall stand behind the quotation marks; for run-in quotations, they should come behind the punctuation mark that follows the closed-quotation mark.
- Omissions will be signified by […] (three periods in brackets).

7. Citation Method

References are given only in the footnotes. At the first mention, the source is given in full:

- Monographs:


- Edited volumes:


- Contributions to edited volumes:


- Journal articles:


At subsequent mentions, short titles are given, e.g.

- Bernet et al.: *Edmund Husserl*, 96.
- Szanto: “How to share a mind”, 107.

If the same source is used twice or more times in a row, the abbreviation “Ibid.” plus page number shall be used (e.g. “Ibid., 475”). If a subsequent quotation refers to the same page within the same work as the previous one, only “Ibid.” is used without the page number.

8. Miscellaneous

- Format only according to these guidelines. You should not layout or configure. The more “neutral” your text is – in other words, the more unformatted the data of your submission is – the simpler it is for the
specialists to format later.

- Please be mindful to spell all names, titles, and abbreviations correctly. Utilize them in a unified manner.
- Please pay attention to the finer details such as spaces after punctuation marks or having multiple spaces following each other.
- Do not indent with spaces or tabs, but with “format–paragraph.”

The Editors and Publisher