Guidelines for the design of manuscripts for the ZMR

I. In general

1. The text accepted for publication should be sent as a **Word document** to the editor (see above). Authors are requested to include their **postal address** in the e-mail.

2. The text should be summarised in German and, if possible, also in English (max. 8 lines each or max. 1010 characters incl. spaces). The German summary can also be prepared by the editors. The summary should also be supplemented by four **key terms** relating to the text. Information on the number of characters can be found at: https://www.ctsi.uni-bonn.de/zmr/richtlinien/richtlinien

3. The new German spelling rules apply to all German-language contributions (please pay particular attention to s/ß spelling and capitalisation). German quotations follow the spelling in the cited work.

4. A bibliography at the end of the article is only published in **exceptional cases**.

II. To the article

1. The text should be left-aligned and formatted with single line spacing; bold formatting and underlining should always be avoided. Font: Times New Roman 11.

2. For headings: two free lines before and one free line after.

3. There should be no free line between the paragraphs.

4. Book titles should be formatted in italics in the main text (without inverted commas).

5. Hyphens for word combinations and dashes between numbers (page numbers, year numbers, etc.): - Only dashes are formatted as follows: –

6. Automatic hyphenation and protected spaces should always be avoided.

7. If possible, please use these inverted commas: » … « (single inverted commas for quotation within quotation: › … ‹

8. Omissions in a quotation: [...]

9. The literature in the notes should be cited as follows:

- **Author**: First name and surname in small caps [not capital letters].
    - **Monograph:** THEO SUNDERMEIER, Was ist Religion? Religionswissenschaft im theologischen Kontext. Ein Studienbuch, Gütersloh 1999.

- **Anthology:** KARL MÜLLER / THEO SUNDERMEIER (Hg.), Lexikon missionstheologischer Grundbegriffe, Berlin 1987. Fremdsprachliche Literatur: Eds. bzw. Ed. Manchmal ist auch die Umkehrung der Reihenfolge möglich und sinnvoll: zunächst Titel, dann: hg. von

- **Article in an anthology or encyclopaedia:** ANDREAS FELDTKELLER, Christliche Mission und islamische Ausbreitung, in: ULRICH VAN DER HEYDEN / JAN BECHER (Hg.), Mission und Gewalt. Der Umgang christlicher Missionen mit Gewalt bei der Ausbreitung des Christentums in Afrika und Asien in der Zeit von 1792 bis 1918/19, Stuttgart 2000, 15-27.

- **Article in a magazine or encyclopaedia with known abbreviations:** HEINRICH BALZ, Religionswissenschaft und Missionswissenschaft. Konstellationen in Berlin 1900-1974, in: BThZ 16 (1999) 267-281; GERHARD ROSENKRANZ, Art. Mission I, in: RGG^3, Bd. IV, 969-971. [No comma after the bracket!]

- **Article in a magazine with full mention of the magazine:** ROBERT STREIT, Fr. Roman Panes O.S.Hier., der erste Ethnograph Amerikas, in: Zeitschrift für Missionswissenschaft 10 (1920) 192-193. [No comma after the bracket!]

- **Internet source:** Web address (XX.XX.XXXX)

- If **several references** appear in one note, they are separated by: ;

- For **repeated citation** of a title: ibid., with page reference, if it is the same work as in the previous footnote or short citation according to the scheme: author's name in small capitals, main keyword from the title, reference to the first citation, e.g.: SUNDERMEIER, Religion (Anm. **), S.-S.

- If several places of publication are mentioned, these must be separated by a slash: e.g. Graz-Wien-Köln [without spaces]

The basis of the literature references is taken from KATHARINA LAMMERS / KLAUS VON STOSCH, Arbeitstechniken Theologie (Grundwissen Theologie; 4170), Paderborn 2., überarbeitete Auflage 2024.