

**Publication Guidelines for the GCSC series  
(= Giessen Contributions to the Study of Culture)**

If you are planning a publication as either a Research Area or as another team of editors, these following guidelines may serve as an overview of the mandatory process:

- 1) You may already refer to a prospective publication when you apply for GCSC fundings of an event (conference, workshop, etc.). Please note: a confirmation of conference funding does not necessarily include the acceptance of the publication for the GCSC series.
- 2) If your event has proved successful and the presentations were promising and suitable for a conceptual volume that clearly exceeds a mere collection of conference presentations, please contact the GCSC's Executive Board in a timely manner after the event.
- 3) Work out a convincing concept for the publication (1-3 pages). This concept has to cover the following:
  - a) (working) title of the publication
  - b) team of editors
  - c) an abstract outlining the publication's substantial concept and impact
  - d) a preliminary table of contents with major thematic sections
  - e) (if possible) authors and titles of prospective articles
  - f) a viable schedule
  - g) 1-2 persons of contact with email addresses
- 4) Following this formal application you will receive feedback via the GCSC's Executive Board (i.e. the series editors) if your proposal sounds generally promising, what kind of conceptual changes are necessary, etc.
- 5) In case your proposal is accepted you may decide whether this publication is your Research Area's fully funded book (every RA is eligible for funding of a publication every three years; further publications require external funding).
- 6) Contact Mirjam Horn ([mirjam.horn@anglistik.uni-giessen.de](mailto:mirjam.horn@anglistik.uni-giessen.de)), the GCSC coordinator for publications, as well as Katharina Zilles ([katharina.zilles@gcsc.uni-giessen.de](mailto:katharina.zilles@gcsc.uni-giessen.de)) and keep them up to date concerning the publication's progress and persons of contact. If need be, they will provide you with helpful updates relevant for all running publication projects.
- 7) Download the manuscript template and style sheet for the GCSC series from our website, read them carefully and forward the style sheet to your contributors. Please also indicate that all pictures, tables, graphs, etc. may only be reproduced in black-and-white (reproducible resolution 300 dpi). In case of copyright limitations, the rights for pictures have to be acquired through the individual authors. Please note that the book's publishers are solely responsible for preparing proof reading and the final manuscript.
- 8) If you wish to guarantee your publication's progress or to reconsider profound changes at an early stage, let the Executive Board have the completed table of contents as well as your conceptual introduction for the volume (it is supposed to provide a truly contribution to research in the respective field, locate your volume within the GCSC series and not simply list the included articles).

- 9) Submit the final version of your publication (as Word-document and PDF) to Mirjam Horn who will undertake another review. Your version includes the table of contents, introduction, all articles, finalized, formatted, paginated and cleared for publication by the authors). Please submit all images, tables, etc. as separate files (JPG or similar), the final title and blurb (up to 250 words) and the authors' and editors' postal addresses for mailing all specimen copies. This submitted manuscript requires the series editors' imprimatur.
- 10) Only on this basis your manuscript can be finally accepted. In case you did not submit intermediate results to the Executive Board, at this stage extensive conceptual changes may be asked for. But don't worry: If there are fundamental objections that prevent the volume's publication you are pointed towards these problems at an early stage in the process.
- 11) If the series editors have finally conceded to the printing of the book, Mirjam Horn informs you about the successful acceptance of your volume for the series and submits the manuscript to the publisher. There, a formal review of the document takes place. In case the publisher asks for additional formal changes, they will contact you as the book's editors.
- 12) In case the publisher finds no fault with your manuscript, they will ask you to finally clear the galley for printing.
- 13) If the volume is funded as a RA publication, the GCSC's Executive Board is provided with an invoice by the publisher and assigns payment. Otherwise, the invoice is sent on to you to be paid for by means of external funds.
- 14) After your clearance of the manuscript the volume has entered printing (6-8 weeks). Congratulations! Completed specimen copies are forwarded to the GCSC where Mirjam Horn takes care of sending out the copies to you and the respective authors.
- 15) Now it is your responsibility to actively take care of scholarly reviews in relevant journals: Address prospective reviewers and/or editors and promote your publication in pertinent forums!

These points provide you with initial guidelines as potential editors of a volume of the GCSC series. If you have any further questions concerning the publication process, contact Mirjam Horn and Katharina Zilles, who readily provide these details for you, at an early stage.

Enjoy your project!

[Effective: August 2011]