

# Information on manuscript editing

#### 1. General Information

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The editors and publishers are committed to producing the journal economically and to publishing it as quickly and accurately as possible. Please send your manuscript as an email attachment to kriminalistik@cfmueller.de, including your full name, title and position. The following editable file formats are accepted: MS Word documents (.docx), text files (.txt), rich text format (.rtf).

### 2. Layout of the Manuscript

- A short description of the content/abstract of the article (approx. 600 characters including spaces; without footnotes) must precede the manuscript.
- Texts should be submitted in a single document, left-aligned, single-spaced, with automatic hyphenation.
- Please do not separate lines/syllables manually, do not use tabs and do not create manual page breaks. Please only use a single line feed if you want to set a paragraph.
- Structure: Longer articles should be divided into a maximum of four levels, with each level containing a heading (without a footnote, see below): 1, 1.2, 1.1.3, 1.1.1.4 (no full stop after the last count).
- Gender-neutral language: If only the masculine form is used to refer to a person for reasons of readability, the other gender is of course included.
- Abbreviations such as "e.g." should be set with a protected space (CTRL/SHIFT/SPACE). These protected spaces are defined as a fixed value in the sentence, so the abbreviations can no longer be separated.
- Slash: A slash appears without a space: Example/Example.
- Dates: Without a leading zero, e.g. 1.1.2020.
- Numbers must be preceded by a fixed space (CTRL/SHIFT/SPACE) in the thousands (10 000 instead of 10,000).

- Terms and formula symbols must comply with DIN standards, if such standards exist. Please write formulae in such a way that they can be easily read and unambiguously transferred by the typesetting department. Units of measurement should be chosen in accordance with the international SI system of units.
- Please number footnotes consecutively (1, 2 ... without full stops and brackets); the same applies to tables, formulae and graphics (e.g. Fig. 1, Tab. 1). Please anchor footnotes exclusively in the main text, not in the abstract or in headings!
- The bibliography/source list should not be too extensive in relation to the main text. Please list the literature/sources alphabetically (books: author, title, possibly volume edition, possibly edition, year of publication, number of pages; journals: title, volume, year of publication, number of pages). When citing sources from the Internet, please state the date of retrieval.
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- Please do not hand over your manuscript until it is ready for typesetting to avoid subsequent changes.
- Photo of the author(s): If you agree, please attach a photo (e.g. passport photo) of yourself (see below).
- English contributions will only be accepted in exceptional cases.
- It is not possible to transfer Cyrillic characters.

## 3. Length of the Manuscript

The total length of a manuscript should not exceed 8 pages including abstract, figures and bibliography (one printed page comprises approx. 5500 characters including spaces). Submission of the complete, typewritten manuscript by the **15th of the month** at the latest.

### 4. Photos/Illustrations/Graphics

- If illustrations or photos are provided to supplement the text, please insert them at the appropriate place in the manuscript and save them as a separate file. Suitable formats include .tif, .jpg, .eps or .bmp. Alternatively, the position in the text can also be specified (e.g.: insert Fig. 1 here).
- Tables/graphics should be created in Word or PowerPoint and also saved separately.
- Photos/illustrations must be clean and of good quality in terms of sharpness and contrast. Text and image files should have a resolution of at least 300 dpi in relation to the print size. Suitable formats are .tif, .jpg, .eps or .bmp.

If you have any questions, please contact:

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