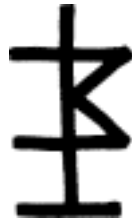


# H.E.R.M.E.S.'s Publishing



## *Instructions for Authors*

Last revised on 15 September 2013

H.E.R.M.E.S.'s Publishing seeks to publish peer-reviewed academic books, reference works, source-texts, sound historically grounded popular books, revised MA and PhD theses/dissertations and article anthologies related to all aspects of esotericism including magic, occultism, hermeticism and related currents (East and West) from antiquity to modern times. The sub-imprint H.E.R.M.E.S. Academic Press is especially dedicated to publishing academic books related to the academic field of esotericism.

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Please feel welcome to contact us to discuss your proposal.

### *General Guidelines*

As a guideline, books should be between 40.000-200.000 words and articles should be between 5.000 and 10.000 words. Electronic manuscripts are preferred (via e-mail attachment) in MS Word (.doc) or RTF format. If authors submit via surface mail, they should submit a CD/DVD plus two prints of the manuscript (double spaced, including bibliography and footnotes; with broad margins; printed on one side of the paper only). All submissions are to be sent to the Editorial Address below.

### Languages

Books and Articles should be submitted in English only (unless other languages have been agreed upon prior to the submission of you manuscript).

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## Abstracts and Autobiographical Statement

Books and articles should be accompanied by an abstract in English of approximately 100 and 150 words, as well as up to six selected key words. A short autobiographical statement mentioning the author's year of birth and institutional affiliation, if any, must accompany every submitted book or article.

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### Illustrations

Books and Articles may contain illustrations if these are clearly relevant to the argument, and referred to in the main text. Clearing permission for reproduction falls under the responsibilities of the author.

### Notes and Bibliography

Articles must contain a complete alphabetically ordered bibliography at the end of the main text, according to the following format.

- *Books*: Author's last name, first name, A.B., *This is the Title of his Book: This is the Subtitle* (City: Publisher, Year).
- *Articles in Journals*: Author's last name, first name, A.B., 'This is the Title of the Article', *Journal* 5:1, Year, pp. (100-120).
- *Articles in Books*: Author's last name, first name, A.B., 'This is the Title of the Article', in: Editor's first name, last name (ed.), *This is the Title of the Collective Volume* (City: Publisher, Year), pp. (100-120).

Footnotes should be numbered consecutively for the whole book or article. They must refer to the bibliography by giving the author's family name. The first time a book is used in a new chapter it should be referred to in full, as in the bibliography, but first name first, thereafter an abbreviated title of the publication can be used, followed by page nr(s). For example:

- *Books*: Author (last name), *Title Words*, 112.
- *Articles*: Author (last name), 'Title Words', 112-113.
- *Articles in Books*: Author (last name), 'Title Words', 112-113.

### Style Issues

- Always use single quotation marks (') for relatively short direct quotations. Longer quotations should be presented as a separate block of text, indented on the left, preceded and followed by a blank line, and printed in characters of normal size; such longer quotations are *not* enclosed in quotation marks. Double quotation marks (") are reserved for single words, concepts or short phrases that are not a quotation. The use of these (") should be kept to a minimum. Quotation marks should always precede punctuation marks.

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- Books mentioned in the main text should be made *cursive* and articles from journals or from books should be marked with single quotation marks (‘) as in the footnotes.
- Conventional academic standards are to be maintained throughout. All of the important arguments should be backed by references and should follow a logical-rational structure.
- The size of the main text should be 12pt and notes 10pt. The preferred font is “Book Antiqua” but “times new roman” can also be used. Titles and subtitles should be given the appropriate typography. The text block should be “even” and line spaced 2.0.
- Footnote numbers in the text should follow both quotation marks and punctuation marks. For example: This sentence contains ‘one quotation’;<sup>1</sup> and ends with a footnote and a full stop.<sup>2</sup>

## Editorial Address

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