

Advice for guest editors

Contributions should be in the form of printed manuscripts and not conference papers.

The guest editors are obliged to compose an introduction in which the subject of the book is introduced and outlined.

The deadlines must be adhered to (1st October for 1/20xx, i.e. in the autumn of the previous year and 1st April respectively for 2/20xx, i.e. in the spring of the year in which the volume will be printed) and has to be posted to the JSBC editor in charge of the volume.

It is recommended to set the contributors an early deadline so that the guest editor has time to make corrections and answer queries. Recommended deadlines: 1st September of the previous year for the springtime and 1st March for the autumn edition.

In order that the contributions can be peer reviewed in plenty of time, the articles may be sent to the editor in charge of contributions before being formatted according to the JSBC stylesheet. This should be done as early as possible i.e. as soon as the guest editor is satisfied with the amended version.

The final version of every contribution must be completely edited and sent to the guest editor properly formatted according to the stylesheet. The general editors reserve the right to make further changes. It is expected that the changes recommended by the peer reviewer will be made. Otherwise the contribution may be rejected.

Images and ideas for the cover design must be delivered in an adequate format, i.e. with a minimum of 300, preferably a higher resolution if possible.

Permission to reproduce images must be obtained by the relevant contributors and/or guest editors.

Abstracts of the articles and keywords for the title page and the electronic version need to be provided by the guest editor.

A list of addresses of the contributors must also be provided in order that the author's copy be dispatched on schedule.

Native speaker proof-reading

It is the guest editor's responsibility to have the contributions checked by a native speaker.

Print guidelines:

- All articles, including the introduction but excluding reviews, should be no more than 200.000 characters (without spaces).
- One page in the printed Journal is consistent with *c.* 2.600 characters (without spaces); i.e. if one divides the total number of characters by 2.600, one can calculate the approximate number of pages. 200.000 characters are consistent with approximately 76 pages.