



GUIDELINES FOR AUTHORS

These guidelines need to be strictly adhered to, when submitting a contribution to Planet@Risk. It is not the responsibility of the editors to reformat submitted contributions. Papers, which do not conform to this format, will be returned to the author(s) for correction.

LANGUAGE

Contributions should be written in British or US English, but not a mixture of the two, and need to be submitted in electronic form in MS Word (see template)

COLOUR, ALIGNMENT, FONT AND SPACING, MARGINS

The text should be black, 12 pt, justified, Times New Roman font (for the main text) and Arial font (only for tables).

Paper size: A4.

Margins: top: 2.5 cm; bottom: 2.5 cm; left: 2 cm; right: 2 cm; and all other settings 0.00 cm.

Please reduce text formatting to the minimum.

ARTICLE LENGTH AND HEADERS

Contributions should have a maximum length of 10,000 words, footnotes and references included.

They should be organized in two or three levels of headers (1 main header, 1.1 sub header and - if needed- 1.1.1 sub paragraph) and numbered in appropriate order.

All contributions should be introduced by an abstract of 100 – 300 words and a set of up to six key words.

FOOTNOTES

Footnotes should be used for explanation, clarification of the text and as reference to additional literature. They should be types in 10 pt and single-spaced.



TABLES, FIGURES AND EQUATIONS

Tables and figures should be numbered consecutively and each table and figure should include a title and a source(s). TIFF or JPEG format for figures is preferred. Tables should preferably be created within MS Word.

Table: Please prepare tables as in the template (use Arial Font, 10 pt. and show only the main horizontal lines). Use a table caption (Table 1: ...).

Figures: Each figure must be centered between margins and placed in portrait format (i.e., do not place it sideways on the page). Captions should appear underneath the figure (Fig. 1: ...). Please do not put a box around the figure.

Equations: Please use the equation editor of Microsoft Word. Equations are indented 12 mm (0.47") from the left margin [Formula]. Number equations consecutively and place the number with the tab key at the end of the line, between parentheses. Refer to equations by these numbers.

REFERENCES AND CITATION RULES

Citations in the text should be indicated in shorter form (name, year: page).

e.g. (Scholte, 2000: 156)

The list of quoted literature should be titled „REFERENCES“ and placed in the end of the paper.

Sources should be quoted as described below:

Books (author (year): title, place: publisher), e.g.:

- Scholte, J. A. (2000): *Globalization: A Critical Introduction*, Basingstoke/New York: Palgrave MacMillan.

Papers in journals (author (year): title, journal, Vol(No): pages), e.g.:

- Gifford, C. (2006): The rise of post-imperial populism: The case of right wing Euroscepticism in Britain, *European Journal of Political Research*, 45(5): 851-869.

Papers in books (author (year): title, in: author (ed.), title of the book, place: publisher), e.g.:

- Robertson, R. (2000): Globalization as a Problem, in: Lechner, F. J., Boli, J. (ed.), *The Globalization Reader*, Oxford: Blackwell.

Internet source (URL= website (date of visit)), e.g.:

- URL= http://www.who.int/hac/events/drm_fact_climate_risk_management.pdf (14 April 2012)



FILE LABEL

Please name your contribution as follows:

YourLastName_Initial_dd.mm.yyyy.doc (e.g. Smith_J_22.03.2012doc).

Please use the [TEMPLATE FOR MANUSCRIPTS](#) provided on the Planet@Risk website to ensure that you submit your contribution in the requested format.

