

ARGOS-Guidelines: Manual of checking an article (14.11.2024)

First check if there are automatic field functions (e.g., with citavi) inserted into our template by the authors and ask them to erase them.

1.) Naming of files

- incoming files are named with author name and date: [Ellwanger_20.08.24](#)
- the anonymized file is named with a title code: [Anonymos_Water_21.10.24](#)
- later versions with date and akronym of editor(s) [Ellwanger_11.11.24_AK_OK](#)
- proofs for the author as PDF [Ellwanger_Proofs_12.11.24](#)
- final version *without* DOI/date of publishing [Ellwanger_FINAL_13.11.24](#)
- final version *with* DOI/date (as word & PDF) [Elwanger_FINAL_DOI_22.04.24](#)

Please indicate in the publication manager with date and your akronym that you finished the checking process: SFSp (Style, Format & Spelling checked).

2.) Automatic spelling and grammar check

- mark all the main text & footnote text (ctrl A) to define the language of the whole article
- check the grammar errors step by step
- check the spelling errors step by step
- use the replace function in order to replace all **double spaces** through single space (separately in the main text and in the footnotes, WORD does not cover both at the same time)

3.) The manual check

Read the whole article and check the following aspects:

a) Structure and page numbers

- the structure of the article is the following:
 - [Headline](#)
 - [Abstract \(in the article's language\)](#)
 - [Chapters 1 to X](#)
 - [Bibliography](#)
 - [About the author\(s\)](#)
 - (• [Acknowledgements](#))
 - (• [Abstract in English for non-English articles](#))
- only chapters of the first order are counted, not the minor headlines, not the bibliography
- within a special issue the title page is not counted but the table of contents
- the first page of an article is counted but the page number is never displayed


b) Font size

- font size of the title headline is 16 / sub-headline can be reduced to 15 if necessary
attention: authors often alter the headline formats
- the main text and the bibliography are in 11,5
- footnotes are in 10
- chapter headlines (first order) are in 14, chapter headlines (second order) are in 12
- the headers "Bibliography", "About the authors", "Acknowledgements" are in 14
- the headers "Abstract" are in 12
- abstracts, acknowledgments, author information are in 11

c) Fonts

- all headlines (first & second order) are in Book Antiqua
- all the text is in Calibri Light 11,5
- all headlines are coloured
- *italics* are used for denoting words of other languages, book titles in the main text and – if adequate – specific names of entities (organizations, churches etc.)
- titles of articles in the main text are set in quotation marks
- note that quotes in the text are never in *italics*
- make sure that the quotation marks are typographical “(curved)” and inverted and "not"

d) Headline, frontpage and 1st page bottom footnote

- in the title only the author's name(s) is/are displayed, no affiliation(s): Jana Bricks
- the date is supplemented on the date of publication
- before the main text and before the bottom footnote there is a blue separation line
 - adjust the “author” note in the bottom footnote to the actual author(s)
 - adjust the page numbers, issue number etc.
 - be aware that for book reviews the bibliographical title is not “Book review of...” but only the full book title and its author(s)
 - **no** academic degrees and mail address is displayed (this is in the biography note in the end)
 - check that the size of the Copyright CC NC symbol is only slightly above normal size
 - example of the bottom footnote for a special issue contribution:
Corresponding author: Till Mostowlansky, Geneva Graduate Institute.
To quote this article: Mostowlansky, Till. 2024. “Decolonizing Concepts before It Was Cool: Taking ‘Lamas and Shamans’ for a Ride through Global History.” *ARGOS* 3 (2) Special Issue *Towards a Global History of Religion*, 72–78. DOI: 10.26034/fr.argos.2024.4755.
 Licence by *ARGOS* and the author(s). Visit <https://www.journal-argos.org>.

e) Footnotes

- every footnote ends with a dot
- footnote numbers are set behind the dot of a sentence
- adjust the second line of footnotes to be indented flush aligned (bündig eingerückt)

f) Spacing / splits

- check if the spacing between the lines & paragraphs corresponds to the template
- especially see that the spacing before chapter headlines is consistent (12pt before and 2pt after)
- the line spacing for a new paragraph is 5pt. (not a full line!)
- check that footnotes, bibliographical notes & quotes are not split over different pages

g) References in the text

- the reference title is followed by a colon, not a comma (Smith 2012: 23)
- there is no “p.”/”pp.” for pages
- several authors have a semicolon between titles (Smith 2012: 23; Jones 2021: 17)
- works of the same author without page numbers have a comma (Smith 2012, 2017, 2021) but (Smith 2012: 23–25; Smith 2016; Smith 2017: 234), **not** (Smith 2012: 23–25, 2017)
- works of the same author and year: (Smith 2012a, 2012b), **not** (Smith 2012a, b)
- the reference date refers only to the work that is actually used/quoted (dates of original editions are listed only in the bibliography)
- a work with up to three authors is referred to with all their names and no spaces between the slash (Smith/Jones/Meyer 1998)
- a work with more than three authors is referred to as (King et al. 2013) and all the authors are listed in the bibliography
- there are no abbreviations and indications used such as “ff.”, “ibid.”, “cf.”, “e.g.”

h) Quotes

- quotes of up to two lines are not intended
- they end with the reference without an additional punctuation: “[...] is a strong evidence.” (Mayer 2012: 123) Even if Meyer agrees upon [...]
- intended quotes are only marked by our quotation symbol and not by additional marks
- page breaks should be avoided with indented quotations

i) About the author(s)

- academic titles are added here (due to the conventions in the specific language)
- the name (not the titles) of the author is in bold letters
- there is no dot after the e-mail address of the author

j) Specifics in certain languages

General

- deactivate the automatic hyphenation (automat. Silbentrennung)
- dates should comply with the specific templates in each language (in English with 23/09/2022, in the other languages 23.09.2022): you can easily search date by the search function with “.20” or “/20” so all current dates are displayed
- checking if the punctuation sign is consistently before or after quotation marks

English

- check if the text is consistent in using either BE or AE
- check the correct use of “hyphens” - (word composita), “en dashes” – (page numbers 23–25) and “em dashes” — (punctuation sign for sub sentences)
- 1st, 2nd, 3rd, 19th century etc., the endings are superscripted
- the headline of articles is capitalized and follow the Chicago Manual of Style, check with <https://capitalizemytitle.com/style/Chicago/>
- titles of chapters are not capitalized

German

- check the correct use of “hyphens” - (page numbers 23-25) and “en dashes” – (Gedankenstriche)

French

- prevent singled quotation marks / colons in the wrong line
- is the point milieu set correctly in French un·e chercheur·euse

k) Bibliography

- do all references in the main text correspond to an element in the bibliography?
- do all elements in the bibliography are referred to in the main text?
- are the spelling of authors' names and the year of publishing identical with the references
- the second first name is abbreviated: Mayer, Peter F. 2012.
- there is always a space before and after a slash: Meyer, Gerda / Peter Pettigrew. 1998.
- is the alphabetical order of elements is correct?
- the order of same authors' works is ascending by year, then come co-author works
 - Smith, Peter F. 1988.
 - Smith, Peter F. 2011.
 - Smith, Peter F. / Jane Fowler. 1998.
 - Smith, Peter F / Jane Fowler. 2001.
 - Smith, Peter F. / Amber Young. 1987.
 - Smith, Peter F. / Jane Fowler / Amber Young. 1986.
- a third first name is left unmentioned: Getty, Mary M. K. 1998

- if a title ends with a punctuation mark, no further dot is added (**not:** ... in Late Antiquity?.)
- with articles in journals only the title of the journal follows in italics
- in anthologies there is also an “In” before the *Book Title*
- further editions are marked by elevated numbers before the year of publication:
 - Weber, Max. ³1975.
- the date of an original edition in the original language can be added in the bibliography:
 - Mead, Margaret. ⁴2017 [1962].
- read carefully the elements of the bibliography: especially titles in foreign languages (from the author’s perspective) are a constant source of errors
- “edited by” / “herausgegeben von” ... is abbreviated with “ed. by” / “hg. von” ...
- check if all *articles* have page numbers listed in the bibliography
- check that every bibliographical note ends with a dot

4. Final check

- check the general layout (note that changes might have occurred through corrections)
- check that footnotes, bibliographical notes & quotes are not split over different pages
- check that the page numbers in the bottom footnote on page 1 are correct
- check the PDF for formatting mistakes