

MPIWG Preprint Guidelines

<https://www.mpiwg-berlin.mpg.de/en/resources/preprints>

1. In many cases it is possible to create a preprint of a work that has already been accepted by a commercial publisher. However, before beginning the preprint process you will need to ask for the publisher's written permission to distribute the work as a preprint (and especially to make it available as a PDF on the MPIWG website). Assuming they agree, details of the future publication must be given in the preprint text.
2. The director of the relevant MPIWG department must approve a preprint before it is accepted for the preprint series.
3. Your director's written permission is required for higher print runs (100 copies is standard) or for the use of colored images (which involves extra costs).
4. Please deliver a clearly formatted and copyedited manuscript as both a Word document and a PDF file. Please make use of the Word template for a preprint.
5. If other software is used (e.g. LaTeX), the format should be A4 and the page numbers given at the center bottom of the page.
6. Provide a short abstract of 150 to 200 words, in English, which will be posted on the website.
7. Please refer to the MPIWG Style Guide, based on *The Chicago Manual of Style*, when preparing your text. Other styles are acceptable provided they are used consistently.
8. All copyrights must be cleared before the preprint is accepted and we will need copies of all permissions you have secured. If images are reproduced in PDFs that are downloadable from the website, then these must have corresponding permissions (i.e. permission to circulate these freely on the Internet).
9. Please send your files to:
Department I: Lindy Divarci divarci@mpiwg-berlin.mpg.de
Department II: Josephine Fenger fenger@mpiwg-berlin.mpg.de
Department III: Gina Grzimek ggrzimek@mpiwg-berlin.mpg.de
or to the Head of the Research Group with which you are affiliated.