

Guidelines for authors

Dear authors,

The *Merkurstab* layout has its own typographical and graphics rules. Manuscripts are copy-edited and processed for typesetting by the editorial staff. Your manuscript should be ready for setting as far as content is concerned. With regard to layout and typography, we would ask you to take note of the following.

Thanking you,
The editorial office

Text formatting

Please send your manuscript in Word format as flowing text, i.e. start new lines using 'enter' only for starting a new paragraph. (Do however avoid unnecessarily many paragraphs.) We would ask you not to use additional typographical elements as the journal has its own typographical and graphics rules which ensure uniform presentation.

For emphasis, please use only italics and more rarely bold text. Please do not use underline.

Please use quote marks only where really necessary.

Length of texts

The length of a paper (also under the heading *Originalia*) should not exceed 30,000 keystrokes (including spaces), i. e. about 10 or 12 manuscript pages (A4, Calibri, 11 points, 1.5 line distance between lines).

Title

The title should be short and to the point.

Authors

If there are several authors, confirm their agreement to publish the paper in writing. Give the complete address for correspondence of the author who is signing responsible at the end of the item.

Abstract

For items in the *Originalia*, *Anthroposophic medicines* and *Anthroposophic medical practice* please add an abstract. Maximum length for abstracts is 200 words. The content of abstracts for trials or studies should be in the following sequence: introduction, methods, results, conclusions.

Keywords

Please give 5–10 keywords in German and English. Keywords are terms for the subject of the item. Please do not include terms that appear in the title. Note that keywords are short and to the point, ideally one word (chronobiology), sometimes two words (rhythmic massage), but not whole phrases (significance of temperature).

Headings

Please limit yourself to a maximum of three classes in organizing your text. If you are numbering the headings in your paper, please do so consistently throughout, using the following format: 1, 1.1, 1.1.1.

Quotations

Put quotations in quotes, but not in italics. Please use only typographical quotes.

Put three dots ... for omissions.

References

Indicate references in the text in parentheses (), with no further qualifiers (e.g. “see”, “compare”, etc.). Page numbers are given in the text, also in parentheses (see the example below). If reference is made to two consecutive pages, please put “f.” immediately following the page number. For references to more than two consecutive pages, please put the actual page numbers (and not “ff.”).

Example: (1)
 (2, p. 15)
 (3, p. 17f.)
 (4, pp. 180–187)

References in the text are numbered consecutively as they come in the text. If the same source is referred to again, this is not given a new number, and the original number is used instead. Every reference is thus listed only once under References.

In the References section, the references are numbered as in the text (figure, no full stop or parentheses). Please list always all authors. Please format references as follows:

a) Monograph

- 1 Steiner R. Earthly Knowledge and Heavenly Wisdom. RSE 782. Tr. S. Seiler. Lecture of 11 Feb. 1923. New York: Anthroposophic Press; 1991.
- 2 Hamre HJ. Amalgam – Probleme und Lösungen in der naturheilkundlichen Praxis. Stuttgart: Hippokrates Verlag; 1997.
- 3 Marieb EN. Human Anatomy and Physiology. California, USA: Pearson Education Inc.; 2004.

b) Edited volume

- 4 Husemann A (ed). Studien zur anthroposophischen Medizin. Stuttgart: Verlag Freies Geistesleben; 1998.
- 5 Ausfeld B, Heusser P (ed). Erkenntnisgrenzen in Medizin und Wissenschaft – sind sie überwindbar? Bern: Peter Lang; 2011.
- 6 Glöckler M, Jaschke A (eds). Documentation of the 1st World Conference for Eurythmy Therapy. Dornach: Medical Section at the Goetheanum and Forum / Network Heileurythmie; 2008.

c) Article in an edited volume

- 7 Pfennig N. Mikroorganismen im Naturzusammenhang. In: Suchantke A (ed). Ökologie. Stuttgart: Freies Geistesleben; 1998: 50–60.
- 8 Kiene H. Placebo effect in clinical trials. Blinding: sense and nonsense. In: Scharff PW (ed). Complementary Medicine Compendium III. Spring Valley: Mercury Press; 1992.

d) Article in a journal

- 9 Sommer M, Soldner G. Die Mistel und ihre Wirtsbäume. Der Merkurstab 2000;53(1):29–43.
- 10 Kienle GS. Fever in cancer treatment: Coley’s Therapy and epidemiology observations. Global Advances in Health and Medicine 2012;1(1):90–98.

e) Article in an online journal with DOI

- 11 Kienle GS, Grugel R, Kiene H. Safety of higher dosages of *Viscum album* L. in animals and humans. Systematic review of immune changes and safety parameters. *BMC Complementary and Alternative Medicine* 2011;11(1):72; DOI: 10.1186/1472-6882-11-72.
- 12 Linde K, Berner MM, Kriston L. St John's wort for major depression. *Cochrane Database of Systematic Reviews* 2008;4:Art.No.:CD000448; DOI:10.1002/14651858.CD000448.

f) Websites (URLs)

- 13 Available at www.echamp.be (25.01.2013).

Please limit references covered in the text to a maximum of 40. Please submit your References section as a separate file.

Figures and tables

General points. Please include photographs, figures, diagrams and tablets only if they provide essential support to your argument or vital illustrations of the subject matter. Tablets and diagrams should not merely repeat what has been said in the text. The number of figures should not exceed 10 (irrespective of b/w or colour). Once again it should be noted that figures should illustrate and not decorate a text.

Colour pictures are possible if the author is prepared to share the costs. The rate is 50 Euro per colour picture.

Submission. Photographs, figures, diagrams and tablets are digitally processed according to *Merkurstab* rules. Please submit only originals or scanned electronically (300 dpi in colour, 600 dpi b/w greyscales, 1200 dpi b/w line bitmap) in jpg, eps, tif, od, pdf format. Minimum size for illustrations in the *Merkurstab* is one column width as a rule (72 mm). Please do not integrate figures and diagrams in the text but put them in a separate file. The figures or tablets must be numbered in sequence, with a reference to the figure or table in parentheses at the relevant point, e.g. (Fig. 1, Table 1).

For the reproduction of photographs and figures protected by copyright the copyright owner's (publisher, author) printing permission must be obtained by the author of the article.

Notes and legends

Notes and legends should not be more than 2 lines in length. Please submit legends also in a separate file.

Spelling

Texts in German must follow the rules of current orthography, with medical terms based on Duden *Das Wörterbuch medizinischer Fachausdrücke*.

Abbreviations

Medical abbreviations should only be used if of general usage (e.g. ACYH, ECG, DNA). Abbreviations only known to specialists must be resolved (in parentheses to follow the abbreviation).

Case records / papers on therapy

Separate guidelines are available for the composition of case records and papers on anthroposophic therapies (see information for authors on our homepage www.merkurstab.de). It is important to follow these guidelines and so ensure a uniform structure.

Copyright

In accepting the manuscript *Der Merkurstab* acquires publishing rights at home and abroad for the printed edition as well as for potential electronic edition (e.g. in *Anthromedics*, specialist portal for

anthroposophic medicine). In accepting the manuscript *Der Merkurstab* also acquires the right to translate the manuscript into other languages.

When previously published papers are submitted to *Der Merkurstab* we assume that the author has obtained permission from the publishers of the original. The responsibility for this is solely the author's.

Financial support

The names of firms or institutions that have financially supported the work must be given.

Acceptance procedure and time interval until publication

An acknowledgement is sent to authors on receipt of manuscript. Papers are assessed in an anonymous review process. This takes 6–8 weeks as a rule. The result is sent to the author in writing. The editors of *Der Merkurstab* reserve the right to place papers in issues dedicated to relevant subject areas. Authors do not have the right to demand publication in a particular issue.

Proofs

Please submit your item in its final version where content is concerned. Check your manuscript for grammatical, typing and spelling errors before submitting it. Only errors due to typesetting or should occasion arise remaining typing and spelling errors can be corrected in the proofs. The subject matter cannot be altered at the proof stage.

Method of submission

Please submit your manuscript as a file by e-mail.

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