



MEMO – Medieval and Early Modern Material Culture Online

Checklist for Text Submission

When submitting your final text for publishing in MEMO, please ensure that you provide all necessary information and files. Please refer to the following list for supporting information:

✓ Submission

Submit as a Word file, max. 45,000 characters including spaces, with subheadings (indicate heading levels). Please avoid excessively lengthy titles – if necessary, divide into main and subtitle. If you want your submission to contain images, please indicate where you want them to appear in the body text.

✓ Images

Images, graphics, overview illustrations, diagrams, etc. should always be submitted **as separate files** – consecutively numbered, in .jpg file format, 300 dpi resolution. In the case of large amounts of data, you can send us the files via WeTransfer, Dropbox, or similar file hosting services.

Additional information:*

✓ Image captions

For each illustration/graphic, etc. – please designate clearly! This information will appear in the text directly next to the image.

✓ Illustration source

Required information about image source, location, image rights (credits), analogous to the bibliography.

✓ Abstract – German and English

An expository abstract of your submission that briefly and concisely outlines the topic and the main question(s). Please formulate in sentences (no keywords, no lists).

✓ **Slider text** – German **and** English

A short (max. 290 characters incl. spaces!) headline-like text as a preview of the article, intended to arouse the readers' curiosity and encourage them to continue reading.

✓ **About the author** – German **and** English

Information pertaining to the author: e-mail address, institution, website, professional affiliation, fields of research, and main research interests (max. approx. 3 lines).

✓ **Tags** – German **and** English

To facilitate search engine optimisation, please enter up to 5 keywords – in German and English.

✓ **Preview image**

Each submission needs an image for display in the preview; if the text contains images, one of these images can be used (please indicate which, if applicable); otherwise, please provide an image (as a .jpg file, 300 dpi, with caption and image source/credits).

*** Can be attached to the Word document of the text as an appendix, or sent as separate documents.**