

IzR Author Guidelines

The "Informationen zur Raumentwicklung (IzR)" journal deals with topics from the fields of spatial planning, urban development, construction and housing. It is edited by the Federal Institute for Research on Building, Urban Affairs and Spatial Development (BBSR) within the Federal Office for Building and Regional Planning (BBR). 4 IzR issues are published per year. The IzR editorial staff plans the topics on a long-term basis and revises them in terms of contents, form, style and layout.

Requirements to manuscripts

- The manuscripts should be send to the editorial staff as unformatted Word files.
- The length is flexible, an article should have between 5,000 and 35,000 characters.
- What is important is that the articles should be usefully structured and that they contain headings (three heading hierarchies maximum). The headings should be short and convincing.
- Generally, the articles are preceded by a short teaser (2 – 4 sentences), which raises the interest in an article, and by 2 – 3 sentences on the authors.
- Bibliographical and source references are formulated in shortened form and brackets directly in the text. The references in the bibliography have to be complete (see IzR referencing rules).
- The format is flexible. Scientific papers, but also interviews, statements, reportages, reports etc. are possible.

Figures and photos

- **Placing:** The desired place of figures and photos in the text should be marked. Furthermore, authors must indicate the source and a short caption for each figure/photo. Figures and photos can be integrated in the Word manuscript for illustration. But they should also be sent enclosed as separate files.
- **Quality:** The minimum resolution for figures and photos should be 300 dpi. If only a part of the figure/photo is used, it should also have a resolution of 300 dpi. For the front page of the article, a very large and convincing photo is required. The editorial staff reserves the right to revise the graphics and to adjust them to the IzR design. Figures and photos should be free of third-party rights. Figures and photos taken over from third parties can only be used if a formal reprint permission was submitted (the form "Reprint Permission" should be filled in by the author and be send to the IzR editorial staff together with the manuscript, if possible).

Other components required

- **Alternative texts:** Descriptions for all figures (for a accessible representation in the internet)
- **Author profile:** published on the BBSR website; contains biographical information, main focuses of work, publications, photo (optional)
- **Information about the Author:** for royalty billing. The royalty per printed page is €30.00, €300.00 maximum. Sales tax deductions or transfer costs will be charged to the author, i.e. the royalty.

Editorial process

- The IzR editorial staff revises the manuscript on arrival in terms of contents, form, style and layout. Normally, before setting and layout, it returns the revised manuscript to the authors to check it.
- When the manuscript was approved, it is set.
- Before publication, the authors receive a pdf of their article (galley proof) in order to check it. Based on this galley proof, they grant the imprimatur. In that stage, only important mistakes should be corrected and, if possible, only a few passages be added or changed. It is not possible anymore to revise the manuscript comprehensively. Correctons or additions must be clearly marked in the pdf.
- When the IzR editorial staff has received the approval by the authors, the article will be printed.

Specimen copies

Each author of an article receives three specimen copies on publication of an issue; only two copies in case of articles with less than five printed pages. Writing communities with more than two persons receive two specimen copies per author.

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