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- 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 *<u>The Chicago Manual of Style</u>*, when preparing your text. Other styles are acceptable provided they are used consistently.
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