



ökumenische zeitschrift
für sozialethik

ethikundgesellschaft

GUIDELINES FOR AUTHORS

1. Submission of manuscripts

Manuscripts can be submitted either when invited by the editorial department or on own initiative. *First:* The editorial department invites authors to assure a comprehensive editing of the particular topics. Upon receipt the essays of the invited authors will be revised by assigned members of the editorial department. If the texts are considered for publishing, the authors will get information and correction notes. At the same time, the essays will be handed to an external expert. In case the members of the editorial department and this expert do not agree upon a text another expert will be consulted. The opinion of this expert will be deciding. This method is also applied on the essays of the editors and the members of the editorial department. *Second:* By publishing the topics of the next edition authors are invited to send their texts. The incoming essays will be forwarded anonymized by two editors to two members of the editorial department. Together they discuss whether the particular text will be published. If so, the authors will get informed and may receive correction notes.

The editorial department reserves the right to reject submitted essays – mainly if they don't meet the scientific standard even when revised. Rejections will be justified in writing. Authors have the possibility to object. The editorial department will decide upon this objection within two weeks. The simple majority of all received votes decides.

2. Formal requirements of the manuscripts

The manuscripts should be sent electronically (as *.rtf or *.doc for corrections, if possible additionally as *.pdf) to the editors who are in charge of the particular topic. If necessary, differing text formats have to be agreed upon. Graphics and tables have to be saved in separate files; please note this in the text. Paper versions can be sent in after consultation.

There are no strict parameters for the authors concerning the length of the manuscripts. 40,000 to 72,000 characters can be considered as a guide line.

Deviations from this guide line do not have to be agreed upon.

The structure of the manuscript has to be as follows:

- Separate title page (cf. next paragraph),
- Title and author,
- Abstract (in German and English, each max. 800 characters including the spaces),
- Text,
- Bibliography (cf. 5.),
- Introduction of the author (cf. the following remarks).

Graphics and tables have to be included separately.

The title page of the manuscript comprises the following information: name of the author, title of the essay, date of submission, postal address and e-mail address.

The introduction of the author consists of the following information: name, year of birth and place of birth, academic title (if you have several titles only the highest are required), basic data of your education, current occupation and important recent publications (five titles at the most).

Example:

Heinz Umperding, 1960 in Bochum, Prof. Dr. Dr., studies in Theology and German in Bochum, Münster and Dublin, professor for Comparative Religion Studies at the University of Dublin.
Recent Publications: Zur Kritik der Religion, Münster 2007.

Generally, manuscripts have to be submitted in German and have to be grammatically and orthographically flawless. »Ethik und Gesellschaft« uses the new German orthographic rules.

3. Text layout

Texts must be structured in a decimal outline format (1, 1.1, 1.2, 2 and so on). You can use three subsections at the most. All sections and subsections have to be characterized by significant headlines. Above all headlines a blank line has to be added, headlines do not differ from the format of the text.

Basically, the text should not have too much formatting to support the editorial department. Please use the following basic formats for the whole text: font type Arial, font size 11, line spacing »Multiple 1.2«, activated automatic hyphenation, full justification, margin left 6.75 cm, margin right 2.5 cm. No tabs and indentations may only be used with long quotes!

Emphases are only given in italics. Please use this feature sparingly.

The rules of the Duden (22nd edition, rules K 38-42) are binding for upper and lower case as well as separate and compound spelling of foreign words such as multi element words and compounds with German words.

Examples: Status quo, National Insurance, Flat-Rate-Prinzip.

Footnotes are exclusively used for additional information. Literature references shall not be written in the footnotes. Endnotes are not used at all. Footnote signs which refer to footnotes of a whole sentence or parts of a sentence are to be set without space behind the period or comma. Formatting footnotes: full justification, single spaced, Arial, font type 10 pt.

4. Quotations

Shorter quotations (up to about 2 lines of text) are written into the running text and are marked by typographic quotation marks (» «). Longer quotations (of about 3 lines of text and more) are distinguished from the running text by individual margins. The margins on the left and right are 1 cm wider and no quotation marks are used.

A short citation in parentheses is used to account for literal quotations or paraphrasing as well as general references. The citation is to be made within the text via round brackets and the name of the author, the year of publication and, if necessary, the particular page.

When citing the same source several times in a row the abbreviation »ebd.« (»ibid.«) is used. Brackets are used before punctuation marks – if necessary, remove the punctuation marks from the quotation.

Examples:

- If the name of the author is not mentioned within the text put it in parentheses: »... (Rahner 1994) ...«.
- If the name of the author is mentioned within the text only the year of publication of the source must be referred to: »... schrieb Rahner (1994) ...« (»... Rahner wrote (1994) ...«)
- Page number after the year of publication, separated by a comma without »S.« or »p.«: »... Rahner (1994, 13) ...«; with more pages no »f.« (»et seq.«) or »ff.« (»et seqq.«) but rather the particular numbers of the first and last page are used: »... Rahner (1994, 13-14) ...«.
- When quoting two authors, mention both: »... (Müller/Schulz 1994) ...«; when quoting three or more, take down the first author and note »u.a.« (»et al.«): »... (Buhr u.a. 1994) ...«. If two authors have the same name use their first name initials to distinguish
- Institutional authors can be abbreviated by their common abbreviation if this abbreviation is defined in the literal references (cf. 5.): »... (BMGS 2004) ...«.
- If more titles by one author and year are mentioned, the letters a, b, c etc. are added after the year of publication: »... Rahner (1994a, 12; 1994b, 17) ...«.
- Several consecutive references are separated by a semicolon and merged in one parenthesis: »... (Metz 1972; Rahner/Vorgrimler 1982; Rahner 1994) ...«.
- Punctuation marks, such as periods and commas are set after the reference:
Example: » ... »soziale Ausgrenzung« (Schulze 2001, 13).«

Quotations from the Bible are included directly in the running text or set in brackets.

Examples:

»In Mt 3,4 wird deutlich ...«. » ... (Mt 3,4)«. (»Mt 3,4 shows ...«. » ... (Mt 3,4)«.)

Between abbreviation and number a protected blank has to be used (MS Word: ctrl+shift+space; WordPerfect: Pos 1, then space).

References taken from legal texts are also included directly in the running text or set in brackets. You have to specify: »§« article [if necessary »Abs.« Absatz (»para.« paragraph)] [if necessary. »S.« Satz (clause)], generally accepted abbreviation of the legal text. Between the »§« and the number a protected blank has to be used (MS Word: ctrl+shift+space; WordPerfect: Pos 1, then space) as well as with the abbreviations »Abs.«/«S.« and the respective numbers.

Examples:

- *Reference in the running text:* »An § 9 Abs. 1 SGB VI lässt sich der Unterschied zu § 1 SGB IX gut herausarbeiten:«. (»Considering § 9 Abs. 1 SGB VI the difference to § 1 SGB IX is evident:«.)
- *Reference in brackets:* »Die Unterstützungskasse ist eine rechtlich selbstständige Versorgungseinrichtung, die keine Rechtsansprüche auf ihre Leistungen einräumt (§ 1b Abs. IV BetrAVG)« (in Anlehnung an Blömeke in ZSR 3/2004: 261).

Court decisions can be directly embedded into the text (file number (»AZ.«) in brackets) or is to be mentioned within brackets. The following information is required: name of court, judgment date and file number.

Examples:

- *Reference in brackets:* (OLG Hamburg, Urt. v. 31. 3. 2003, Az.: 3 OR 23/24).
- *Reference in the running text:* »In seiner Entscheidung vom 31. 3. 2003 hat das Oberlandesgericht Hamburg (Az.: 3 OR 23/24) [...]«. (»The decision of the Higher Regional Court Hamburg on 31/3/2003 (Az.: 3 OR 23/24) [...]«.

5. Bibliography

The bibliography (headline »Literaturverzeichnis« (»Bibliography«)) features all quoted titles in alphabetical order, sorted by author (and each author sorted by publication date). Every combination of author/date of publication has to be relatable to the respective parentheses in the text (if necessary, use the letters a, b, c... to distinguish, see above). The list has to be complete and must contain all quoted titles (and only those!).

Format of the bibliography: full justification, single spaced, font type Arial, spacing before paragraph 3pt. Do not use »u.a.« (»et al.«) in the list but rather name all authors. Separate different authors (and editors respectively) by semicolons. The name of the publishing company should be abbreviated but still comprehensible (for example »Enke« instead of »Ferdinand Enke Verlag«). With more than one place of publishing »u.a.« (»et al.«), e.g. »Oxford u.a.« (»Oxford et al.«).

If institutional authors are quoted with an abbreviation within the text (e.g. BMGS 2004) they have to be mentioned with this abbreviation in the bibliography followed by a comma and the full name (e.g. BMGS, Bundesministerium für Gesundheit und Soziale Sicherung (2004): ...).

Dependant on the type of literature the following information must be given:

Monographs

Name of author, first name (year): Title. Subtitle, place: publishing company.

Examples:

Fachinger, Uwe (1994): Lohnentwicklung im Lebensablauf. Empirische Analysen für die Bundesrepublik Deutschland anhand von prozessproduzierten Längsschnittdaten, Frankfurt u.a.: Campus.

Bundesarbeitsgemeinschaft der Freien Wohlfahrtspflege (1994): Gesamtstatistik der Einrichtungen der Freien Wohlfahrtspflege, Bonn: Eigenverlag.

Magazines

Name of the author, first name (year): title, in: magazine volume, page number.

Examples:

Faist, Thomas (1994): States, Markets and Immigrant Minorities, in: Comparative Politics 26, 439-460.

Jacobs, Herbert (1994): Wer dramatisiert denn hier? Anmerkungen zum Forschungsprojekt ›Sozialhilfekarrieren‹, in: Sozialer Fortschritt 43, 121-128.

Anthologies

Name of the editor/s, first name (Hg. (Ed.)), (year): Title. Subtitle, place: publishing company.

Examples:

Leisering, Lutz; Geissler, Birgit; Mergner, Ulrich; Rabe-Kleberg, Ursula (Hg.) (1993): Moderne Lebensläufe im Wandel. Beruf – Familie – soziale Hilfen – Krankheit – Sozialpolitik, Weinheim: Deutscher Studien Verlag.

Müller, Rainer; Schulz, Thomas (Hg.) (1994): BetriebsärztInnen im Handlungsfeld beruflicher Politiken. Chancen und Dilemmata beim Gesundheitsschutz, Bremerhaven: Wirtschaftsverlag NW.

Rein, Martin; Wadensjö, Eskil (Hg.) (1997): Enterprise and the Welfare State, Cheltenham u.a.: Edward Elgar.

Articles from anthologies

Name of the author, first name (year): Title, in: name, first name of the editor/s (Hg. (Ed.)): Title of the volume. Subtitle, place: publishing company, page number.

Examples:

Ludwig, Monika (1995): Lebenslauf und Biographie als Gegenstand von Armutspolitik, in: Hoerning, Erika M.; Corsten, Michael (Hg.): Institution und Biographie, Pfaffenweiler: Centaurus, 179-192.

Schmähl, Winfried (1994): Fundamental Issues of Financing of Social Security with Respect to the Transformation of former Socialist Economics, in: von Maydell, Bernd; Hohnerlein, Eva Maria (Hg.): The Transformation of Social Security Systems in Central and Eastern Europe, Leuven: Peeters Press, 285-325.

If at least three articles are quoted from one anthology and the anthology itself is mentioned in the bibliography, the articles can be given in short form:

- *Anthology*: Behning, Ute (Hg.) (1997a): Das Private ist ökonomisch. Widersprüche der Ökonomisierung privater Familien- und Haushaltsdienstleistungen, Berlin: edition sigma.
- *Article from an anthology*: Klein, Martina (1997): Zwischen Utopie und Anpassung – Perspektiven auf die Ökonomisierung haushaltsnaher Dienstleistungen. Ein Kommentar zu den voranstehenden Beiträgen, in: Behning (Hg.) (1997a), 207-214.

Gray literature

Name of author, first name (year): Title. Subtitle, institution of publication, correct designation (working paper or the like), date (month/year, if known).

Examples:

Trampusch, Christine (2002): Die Bundesanstalt für Arbeit und das Zusammenwirken von Staat und Verbänden in der Arbeitsmarktpolitik von 1952 bis 2001. Max-Planck-Institut für Gesellschaftsforschung, Working Paper 02/5, Mai 2002.

Bundestags-Drucksache 15/1515 (2003): Drittes Gesetz für moderne Dienstleistungen am Arbeitsmarkt, Gesetz vom 23.12.2003.

Internet sources

Generally, texts from the Internet should only be quoted if they are exclusively available on the Internet. If the texts are also available as paper version (e.g. some articles in magazines), please quote the paper version.

Name of author, first name (year): title, download from: accurate Internet address (access on date).

Examples:

Leicht, René; Lauxen-Ulbrich, Maria (2002): Soloselbständige Frauen in Deutschland: Entwicklung, wirtschaftliche Orientierung und Ressourcen. Mannheim: Institut für Mittelstandsforschung/Universität Mannheim. Download-Paper Nr. 3, Download unter: <http://www.ifm.uni-mannheim.de/unter/fsb/nr3.pdf> (Zugriff am 7. Juni 2004).

Books of the Bible

are not mentioned in the bibliography.

Legal texts

are not mentioned in the bibliography.

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