

## Notes for authors

*Procedure for submission and form of the manuscript:* Manuscripts should be sent as MS-Word files exclusively by email attachment to the editorial office (redaktion.soziale-systeme@uni-bielefeld.de), in the case of themed issues, to the respective editors of the issue as well. Manuscripts that have already been published elsewhere or are simultaneously offered to other publication organs cannot be submitted.

A manuscript should not exceed a total length of 80,000 characters including spaces. It should be written in one of the usual 12-point fonts with a line spacing of 1.5. Please make sure to include a 10 to 15-line summary of the article on a separate page at the beginning of the article. Furthermore, we ask for a note on the author separated from the text (approx. 10 lines).

*Footnotes* should be numbered consecutively and should *not* be used for bibliographical references but only for content annotations.

*Emphasis* should be written in italics.

*Tables and figures* should be added to the manuscript separately. In the manuscript, please indicate the places where tables or figures are to be inserted.

*References in the text:* Mention of the author's last name, the year of publication and, if applicable, the number of pages. When citing the same source several times, abbreviations such as "op. cit.", "ibid.", "ibid" etc. should *not* be used; in such cases, it is sufficient to mention the publication year or page number again.

1. If the name of the author is mentioned in the text, only the year of publication must be added in brackets: "... as **Parsons (1960) argues, ...**".
2. If the name of the author does *not* appear in the text, insert the surname of the author and the year of publication in brackets: "... (s. **Arendt 1958**) ...".
3. In case of a literature reference with several authors, separate the names of the authors by a slash: "... (**Maturana/Varela 1980**) ...".
4. Insert page details after the year of publication after a comma: "... (**Luhmann 1984, 242ff.**) ...".
5. If several titles by the same author from one year are cited in the manuscript, add the letters a, b, c, etc. to the publication year to distinguish them: "... (**Esser 1994a, 12**) ...".
6. If several titles of an author are mentioned in a bibliographical reference, the titles must be separated by semicolons and enclosed in a common bracket. It is *not* necessary to mention the name of the author again: "... (**Esser 1994a, 12; 1994b, 124**) ...". In the case of several successive references from different authors, also separate the information by a semicolon: "... (**Parsons 1960; Maturana/Varela 1980; Glanville 1988**) ...".

*Bibliography:* List all cited titles alphabetically by author name and (in case of several titles per author) ascending by year of publication at the end of the manuscript under the heading "References". Please list the titles completely, i.e. also with any subtitles that may be available. Please state the first name of the author in full. Please state the name of the publisher in an abbreviated but still understandable form. Examples:

1. Books: Parsons, Talcott (1951): The Social System. Glencoe, Ill.: Free Press.  
To be observed: Several authors or editors of a title are separated by a slash, the order "surname, first name" is *not* broken: Talcott Parsons / Edward A. Shils (eds.) (1952): Toward a General Theory of Action. Cambridge, Mass.: Harvard UP.
2. Journal articles: Luhmann, Niklas (1993): Deconstruction as Second-Order Observing. *New Literary History* 24, 763-782.
3. Articles from anthologies: Derrida, Jacques (1979): Structure, Sign and Play in the Discourse of the Human Sciences, in: Richard Macksey / Eugenio Denato (eds.), *The Languages of Criticism and the Sciences of Man: The Structuralist Controversy*. Baltimore: The Johns Hopkins Press, 247-265.  
To be observed: The publishers are named here in the "natural" order, i.e.: "first name surname".

*Review:* The submitted manuscripts undergo a peer review process in double-blind mode. Therefore the contribution should be made as anonymous as possible. Following the review process, the editorial conference decides on acceptance for publication. A decision on a manuscript is usually made within four to six months.

*Corrections* will be submitted by the publisher with the request for careful checking and immediate return by email attachment. Only one correction (flag correction) will be sent. Costs for extraordinarily extensive, late corrections or corrections for which the author is responsible must be reimbursed by the publisher.

*Editorial address:*

Johannes Schmidt, Redaktion SOZIALE SYSTEME, Faculty of Sociology, Bielefeld University, Postfach 100 131, D-33501 Bielefeld; Tel. (+49) (0)521 / 106-12990; email: redaktion.soziale-systeme@uni-bielefeld.de