Instructions for authors

I. Evaluation process

All manuscripts submitted to the ZSR undergo a peer review process. For this purpose, the manuscripts are anonymized by the editorial staff and then passed on to two expert reviewers, selected by the publishers, for evaluation. Based on the experts’ opinion, the editorial staff decides how to proceed with the publication. Authors will be informed about the decision via e-mail. If necessary, authors will receive detailed proposals for revision; Refusals are also justified/explained. The evaluation process usually takes two to three months.

II. Formal conditions for the manuscript submission

No other submissions: Manuscripts can only be submitted to the ZSR if they have not already been published elsewhere or a currently under review at another academic outlet.

Format of the submission: Please send manuscripts only in electronic form as RTF or DOC / DOCX file to the editorial office of the ZSR. Please save graphics and tables in separate files and indicate with notes in the text corpus where they should be pasted/inserted.

Manuscript word count: The total word count (abstract + keywords + text + footnotes + bibliography) of the submitted manuscripts should not exceed 72,000 characters including spaces. Graphics and tables reduce the maximum number of characters by 1,500 characters per half page with a graphic/table.

Anonymization: In order to guarantee an anonymous evaluation, the name of the author as well as personal comments of any kind (mentions to one’s own person in references, acknowledgments, etc.) are to be deleted from the text corpus. (In the case of an actual publication, deleted passages can be reinserted.) Each manuscript must be provided with a title page containing the personal details of the author. This title page will be removed by the editorial staff before the manuscript is passed on to the reviewers. The title page must contain the following information: name of the author, title of the manuscript, submission date, postal address and e-mail address.

Language and Spelling: Manuscripts for the ZSR may be submitted in German or English and must be flawless both grammatically and orthographically. The ZSR uses the new German spelling. Please provide both an abstract in the English and German languages. If providing an abstract in German is difficult for you, a solution will be found in case your manuscript is accepted for publication.
III. Text style

**Manuscript structure:** Separate title page (see above), then: Title (without author!), abstract in English (heading "Abstract" without outline number, max 1000 characters including spaces), 5 German keywords about the content of the article, text corpus, bibliography; Please attach graphics and tables separately.

**Headings and outlines:** Texts are to be structured in a decimal format (1 -1.1 -1.2 -2 etc.). A maximum of three outline levels are used. All sections and subsections must be provided with headings that accurately describe the content. A blank line has to be inserted in front of all headings; headings themselves are not formatted differently than the text.

**Text formatting:** To facilitate the editorial work, the text should contain as few edits as possible. Please use only the following basic formatting for the entire text: Font Times New Roman, font size 12 pt, line spacing 1.5-fold, automatic hyphenation, justified, 3 cm margin on the right. No tabs! No indentations except for longer quotes (see below)!

**Highlights:** Please make parsimonious use of highlighting. Highlight exclusively by using italics.

**Foreign-language words:** Uppercase and lowercase letters, and combined foreign words (where words are joined with words from other languages) and the composition with German words have to follow the rules of Duden (22nd edition, Rules K 38-42). Examples: Status quo, National Insurance, Flat-Rate-Prinzip.

**Footnotes:** Footnotes serve the purpose of supplementary information and should be used parsimoniously. Footnotes are not to be used for references (see VI.). Endnotes are not used. Footnotes that refer to an entire sentence or phrase are placed without spaces after the period or comma. Footnotes formatting: justified, one-line, Times New Roman, font size 10 pt.

**Figures and tables:** The figures and tables sent in a separate file should have a maximum width of 11.6 cm.

IV. Citations

**Short and long references:** Shorter references (up to about 2 lines) are cited in the body text using typographic quotation marks ("""). Longer references (from about 3 text lines) are separated from the running text and quoted without quotation marks; this means they have to be moved to a separate paragraph, with 1cm additional distance on the left side; except for this, the formatting is like the text body.

**Quotations and bibliographical references:** References to verbatim quotes and paraphrases as well as, more generally, bibliographical references in the ZSR have to be set in brackets. Bibliographical references are marked in the text through round brackets with the author’s name, publication year and, where needed, the page number.
If the same source is cited several times, repeat the full text in this form and do not use abbreviations such as "a.a.O.", "op.cit.", "Ibid.", "Ebda." Etc.

Examples:

- If the author’s name is not mentioned in the text, insert the author’s name and year of publication in brackets: "... (Fachinger 1994) ...
- If the author’s name is mentioned in the text, it is enough to insert the year of publication of the source in brackets: "... Faist (1994) ...
- Page references are to be set after the year of publication after a colon, without “S.” or “p.”: "... Jacobs (1994: 13) ..."; for more pages please use the precise page reference with first and last page, and not “f.” or “ff.”: "... Jacobs (1994: 13 -14) ...
- or "... Jacobs (1994: 13-16) ...
- For two authors specify both names: "... (Müller/Schulz 1994) ...
- In case of more than one title per author and year of publication, add the letters a, b, c, etc., after the year for distinction: "... Fachinger (1994a: 12; 1994b: 17) ...
- Separate several consecutive references by semicolon and insert them in joint brackets: "... (Ludwig 1995; Fachinger/Faik 1994; Bleses 1994) ...

Special cases: laws, legal commentaries, law reports, court decisions

Legal texts
- Quotations from legal texts are either incorporated directly into the text or indicated in brackets
- Here it has to be indicated: "§" Paragraph [if applicable "Par." Paragraph] [if applicable "S." sentence] legal text as a valid abbreviation between the paragraph mark "§" and the paragraph number is a fixed space character (in MS Word: Ctrl + Shift + space bar) to use, as well as between the abbreviations used if necessary "Abs." / "S." and the corresponding numbers
- In case of very frequently changing laws or in legal historical analysis, it is also advisable to include to the version of the law(s) being referred to.
- Example of reference in running text: "On § 9 par. 1 SGB VI the difference to § 1 SGB IX can be worked out well:" (so Igl in ZSR 4-5 / 2004: 371)
- Example of reference in brackets: "The provident fund is a legally independent care institution, which does not grant any legal rights to its benefits (§ 1b Abs.IV BetrAVG)." (Based on Blömeke in ZSR 3/2004: 261)
- For other cases see also section "Legal texts" under V.

Legal commentaries and articles
- Comments are mostly cited by marginal numbers, not by pages. In order to make the citation unambiguous, the abbreviation "Rz." has to be used in the running text (but still no abbreviation "S." for page citation). Apart from that, comments are quoted like the usual literature (name: "Rz." Rz.).

Law reports
In contrast to the usual citation, the citation of law reports does not need reference to the year and instead requires the volume, e.g.: "The Federal Labour Court interpreted the exclusion of claims as a right of revocation exercised only in very limited cases (BAGE 25: 194), [...]" (Blömeke in ZSR 3/2004: 261)

**Court decisions**
- can be built directly into the body text (then Az. in brackets) or in brackets
- The following have to be named: court, decision [date], file number
- Example of reference in brackets: (OLG Hamburg, Urt. v. 31. 3. 2003, Az.: 3 OR 23/24)
- Example of reference in running text: „In its verdict of 31.3.2003 the Higher Regional Court of Hamburg (Az.: 3 OR 23/24) [...]“

**V. Bibliography**

**General**: In the bibliography, all cited titles are listed alphabetically by authors’ names (and each author by year of publication) (heading "Bibliography"). Each combination author / publication year must be clearly assigned to the corresponding parentheses in the text (if you need to differentiate use small letters a, b, c, ..., see above). The list must be complete and contain all titles (and only these) cited in the text.

**Format**: justified, single-spaced, font Times New Roman, font size 12pt, paragraphs hanging 1cm, distance before paragraph 3pt. Do not use "et al." or "etc." in the bibliography: in case of several authors for one publication, name all of them. Separate authors (or editors) by semicolon. Include the publisher's name in abbreviated, but still understandable form (for example, instead of "Ferdinand Enke Verlag" only "Enke"). For multiple publisher locations "i.a.", e.g. "Oxford, i.a.". If institutional authors are cited in abbreviated form (e.g. BMGS 2004), these authors must be listed in the bibliography under this abbreviation, followed by the full name separated by a comma (e.g. BMGS, Federal Ministry of Health and Social Security (2004)): ...)

**In detail**: Depending on the type of literature, the following information must be provided (please also use the displayed italics in similar fashion):

**Monographs**
- General: author's family name, first name (year): *Title*. Place/Location: Publishing house/publisher.
- Examples:
  - Fachinger, Uwe (1994): *Lohnentwicklung im Lebensablauf. Empirische Analysen für die Bundesrepublik Deutschland anhand von prozeßproduzierten Längsschnittdaten*. Frankfurt u.a.: Campus.

**Journal articles**
- General: author's family name, first name (year): “Title”, *Journal* year's issue: page number.
- Examples:


Anthologies

- General: Family name, first name of the editor/s (ed.) (year): Title. Place: Publishing house.

- Examples:
  o Müller, Rainer; Schulz, Thomas (Hg.) (1994): BetriebsärztInnen im Handlungsfeld beruflicher Politiken. Chancen und Dilemmata beim Gesundheitsschutz. Bremerhaven: Wirtschaftsverlag NW.
  o Rein, Martin; Wadensjö, Eskil (Hg.) (1997): Enterprise and the Welfare State. Cheltenham u.a.: Edward Elgar.

Articles from anthologies

- General: Author’s family name, first name (year): „Title“, in: first name family name of the editor/s (ed.): Title of the volume. Place: Publishing house, page number.

- Examples:

- If several (at least three) contributions from an anthology are cited and the anthology itself appears in the bibliography, then the individual contributions can also be listed in short form:

Gray literature, working papers; Parliamentary / government papers and similar

- General: author’s family name, first name (year): Title. Institution of the publication, exact denomination (working paper or similar), date (month / year, if known).

- Examples:
Internet sources

- Only texts that are exclusively available on the Internet should be cited as an Internet source. For texts that are also available on the Internet in addition to a paper version (for example, some journal articles), the paper version should be quoted. The curly brackets {} in the following statement indicate an explanation, they are not to be taken over into the individual details. Square brackets, however, need to be taken over.

- General: author name, first name (year): title. {Possibly, clarifications on the type of text and / or organization on whose website the cited text appears {e.g. Dissertation University of Tübingen or Rheinisch-Westfälisches Institut für Wirtschaftsforschung (RWI)}}. Download at: exact internet address (access on the date).


Legal texts

- Legal texts are not expressly included in the bibliography

- However, since the readers of the ZSR consists not only of people who can directly decrypt the abbreviations used in the text, the editors can ask the author to draw up a list of legal abbreviations that precedes the bibliography (see Blömeke in ZSR 3/2004). Such a directory can be omitted only if very well-known abbreviations are used (GG, SGB, BGB etc.), or if it is only one or very few known abbreviations. These can then be written out once in the text, stating the future abbreviation, e.g. "As stated in § 16 of the Law on the Improvement of Occupational Pensions (BetrAVG), [...]"

- Helpful – but not always necessary – are in some cases also brief explanations in parentheses, e.g. "§ 5 SGB XI (Social Code Book - Social Care Insurance)".

Legal commentaries

- are treated in the bibliography like anthologies or individual contributions in anthologies

Law reports

- Law reports are not expressly included in the bibliography

- The abbreviations of collections of law reports will be included in the list of abbreviations of legal texts, if one exists (see under "Legislative Texts"); if not, the abbreviation must be explained in a footnote in the text.

Court decisions

- Court decisions are not expressly included in the bibliography.