Guidelines for manuscript submission at *socialpolicy.ch*

Editorial Team of socialpolicy.ch

University of Fribourg

Dear authors,
Thank you for publishing your work with socialpolicy.ch. As open-access journal we feel particularly committed to transparency. This document introduces you to the guidelines for manuscript submission.

Formal Guidelines

No simultaneous submission: socialpolicy.ch does not accept manuscripts that are submitted to another journal at the same time, nor manuscripts that have been published elsewhere.

Submitting your manuscript: Each manuscript will be sent (in .rtf or docx. format) to the editorial team as well as to the team of guest editors. Manuscripts should be submitted by e-mail attachment to: redaktion(at)sozialpolitik(dot)ch. Illustrations and tables should be sent as separate and editable attachments (e.g. xlsx format). Their place of insertion should be marked by square brackets in the manuscript.

Manuscript Length: Manuscripts for general contributions *(Beiträge)* may not exceed 11,000 words, including abstract, keywords, text, footnotes and references. Illustrations and tables are not included in the word count. Short contributions *(Forumsbeiträge)* should not exceed 6,000 – 8,000 words, including abstract, keywords, text, footnotes and references.

Anonymization: In order to ensure the anonymous peer review, names as well as all personal references (references to the author in citations, acknowledgements, etc.) have to be removed from the manuscript. They can be re-inserted later before publication. Each manuscript has to include a title page providing the following personal details of the authors: name of the author, title, date of submission, mail address, email contact. The title page will be removed by the editorial team before the manuscripts are passed on to the guest editors.

Language and orthography: Manuscripts have to be submitted in German, English, French or Italian and have to demonstrate an adequate level of grammatical and orthographical accuracy. Title, abstract and keywords have to be provided in the language of publication AND in English.

Formatting

The format of the manuscript should be kept as simple as possible. The editorial team is responsible for final formatting and adaptation to the standard layout. The following rules should be observed:

Order: Separate title page (see above), title (without the author's name), abstract (titled "Abstract", not exceeding 800 characters, including spaces), five keywords, text, references. Please attach separately: English title, English abstract, five English keywords; illustrations and tables.

Outline and sub-headings: Texts should be structured referring to decimal numbers (1 – 1.1 – 1.2 – 2, etc.). A third level of sub-heading should not be exceeded. All sections and subsections should be headed by a meaningful title.

Formatting: The text should be single-spaced throughout, consistently using one fond (e.g. Times New Roman) and be standard 11 or 12 point. The editorial team will be responsible for final formatting.

Paragraphs: Paragraphs of the text will be consecutive, so refrain from using blank lines.

Emphasis: Please only make sparse use of emphasis. Emphases should be italicized.

Footnotes: Footnotes should be used to provide further information. There are no endnotes. Footnotes in text that refer to the whole or parts of the sentences should be inserted without comma. Concerning the formatting of footnotes, see description.

Text Citations

Long and short citations: Short citations (until two lines) should be integrated into the text by using quotation marks (""). Longer citations (three lines and more) are inverted, italicized and cited *without* quotation marks.

Example:
From the beginning the compulsory military service law from 21st of July 1956 granted the right to refuse military service.

> *Who by conscientious objection does refuse the participation in the usage of arms between states and hence refuses the usage of arms during the military service, has to fulfill an obligatory civil service outside of the Army. On behalf of his wishes, he can be called upon for service in the Army that does not require the usage of arms (Article 25 WPflG).*

Compulsory military service only applied to men.

Citation and Reference: For direct citations, indirect citations and paraphrasing, the parentheses-style citation is used. Citations are made in text by citing the author's name, the year of publication and, if needed, the page number (Mueller 1998: 20).

Examples
- If the author's name is not mentioned in the text, the author's name and the year of publication should be inserted in parentheses: "… (Fachinger 1994)…"
- If the author's name is mentioned in the text, citation of the year of publication in parentheses is sufficient: "…according to Faist (1994)…"
- Page number is added without referring to "p" or "pp". For instance "…(Jacobs: 13-14).
- If there are two co-authors, both names are cited: "… (Mueller/Schulz 1994)…". If two authors have the same names, initials are provided. Institutions can be cited using their common abbreviation, if such abbreviation is explicated in the references section and if its full name is cited upon first reference in the text: "… (BMGS 2004)…".
- If more than one title from one author per year is cited, letters a, b, c etc. should be added after the year of publication: "…Fachinger (1994a:12; 1994b:17)…"
- Consecutive citations should be separated by semicolon and included in one single parentheses: "… (Ludwig 1995; Fachinger/Faik 1994; Bleses 1994).
- In case of three or more authors, the first citation should include all names: "Nichols Casebolt, Krysik and Hamilton (1994) draw the same conclusions…". Further citations can cite the first name and abbreviate the others by "et al.": "Nichols Casebolt et al. (1994:95) put forward an alternative hypothesis".
- Consecutive citation of the same work: each citation refers to the name of the author (and is not abbreviated, for instance by "ibid").

References

All works cited in text should be referenced in the references section (entitled "References) in alphabetical order based on the authors' last names (and different works of one author in chronological order). Each citation in text has to clearly correspond to one citation in the references section (for differentiation, use small letters a, b and c, for instance. See above). The references have to be exhaustive, but only contain titles that are cited in the text.

In the reference section, first and last names of authors should be fully written out. The alphabetical order is based on the name of the first author. Institutional authors are cited with their abbreviation, followed by the full name.

Please indicate if a cited reference is accessible online, and provide a URL with the date of last access, for example: "Website. Last accessed 07.08.2017: https://www.bmwi.de/Redaktion/DE/Downloads/E/energiekonzept-2010.pdf)."

Do not provide the DOI.

Journal article

Name, first name, first name, name and first name, name (year). Title. *Name of the Journal*, number of the issue, page-page.

Monograph

Name, first name, first name, name and first name, name (year). *Title of the book* (number and type of re-edition). Place: Publisher. (If there are several places of publication, only one is cited. Translations are not indicated; emphasized elements in the original in quotation marks).

Edited volume

Name, first name, first name, name and first name, name (eds.) (year). *Title of the book*. Place: Publisher.

Book Chapter

Name, first name, first name, name and first name, name (year). Title of the chapter. In: name, first name first name, name and first name, name (eds.). *Title of the edited volume*. Place: Publisher, page-page.

Dissertations or unpublished manuscripts:

Name, first name (year). *Title*. Unpublished character of the work. Name of the institution/department, name of the university, place of the university.

Articles (newspapers, magazines)

Name, first name (year). Title of the article. *Title of the newspaper*, DD.MM.YYYY, page-page. If the author is unknown, the title of the newspaper or the name of the press agency can be cited alternatively.

Report/Working Paper

Name, first name and first name, name (year). *Title of the source*. Unpublished character of the work. Name of the institution, name of the university, place of the university.

Website

Name, first name (year). *Title of the source*. Website. If accessed online, always add: Last accessed DD.MM.YYYY on http://weblink (as hyperlink).