

Concept and Guidelines of 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 peer-review process and the different steps leading up to the publication of an issue.

Concept

The journal socialpolicy.ch (ISSN-Number: 2297-8224) was founded 2016 and is based at the department of Sociology, Social Policy and Social Work of the University of Fribourg (CH). We publish **two issues** per year, dedicated to a **specific topic**, with contributions in German, English, French and Italian.

sozialpolicy.ch includes contributions from the various fields of social policy and the welfare state, with a special emphasis on the connection between theory and practice. As such the journal aims to address social scientists as well as practitioners. It shall provide a space for discussions on a wide range of social policy making and theoretical concepts in research that relates to Switzerland as well as other countries, or that takes a comparative perspective. The journal welcomes quantitative, qualitative and comparative work as well as more theoretical pieces. Besides articles, the journal also publishes shorter contributions (book reviews, research notes, etc.). To ensure high quality, all contributions go through a peer-review process.

People

Editors: socialpolicy.ch is published twice a year. Each issue is dedicated to a specific topic and edited by different teams of editors.

Editorial team: The editorial team is responsible for all organizational and technical matters. It defines standards for publications, proofreads articles and enhances public visibility of the journal.

External peer reviewers: The reviewers are appointed by the respective editorial board.

Editorial board: The current editorial board is introduced on our website.

Article types and peer review policy

Generally, we distinguish between contributions (*Beiträge*) and forum contributions (*Forumsbeiträge*).

Contributions: Contributions addressing a specific topic make up the core of each issue of socialpolicy.ch. All manuscripts are subject to peer-review: they are anonymized by the editorial team and forwarded to, in most cases, two reviewers chosen by the editorial team. Based on their reviews and recommendations, the editorial team decides of how to proceed further in the publication process. Usually, reviewers will provide comments and suggest points of revision. Rejections will also be justified. On average, the review process takes between two to three months. The authors will be informed about the result of the peer-review process via mail or email. There are four different types of responses possible:

- 1) Publication without revision
- 2) Publication after minor or major revisions
- 3) Total revision and re-submission
- 4) No Publication

The authors are informed about the reasons of a rejection. In case of decision 2 or 3, the revised version will again be evaluated by at least one reviewer.

Forum Contributions: The forum features short contributions, for example book reviews or short research memos. These contributions are evaluated by the editorial team and are not subject to the peer-review.

The Publication Process

Manuscripts are sent in to the team of guest editors in charge for the specific issue. Manuscripts subsequently pass through the peer review process (see also peer review process). The peer review process is followed by an editorial assessment. For such assessment, the team of guest editors will send the received material to the editorial team of socialpolicy.ch. The latter will provide the orthographical, formal and substantial check-up and will undertake necessary changes. The editorial team will only contact authors, if interventions are major or if there are open

questions. In a next step, the editorial team will produce a proof document in pdf-format which it will return to the authors for verification. The editorial team will then undertake the final changes as demanded by the authors. Final articles are uploaded on socialpolicy.ch and a DOI will automatically be attributed. The timeframe between submission and publication of manuscripts should not exceed six months.

Schedule

	Spring-Issue	Autumn-Issue
Call for Papers	September	February
Submission of manuscripts	December	May
Feedback by peer reviewers	February	July
Submission of revised manuscripts to the editorial team	End of February	End of July
Editing month	March/April	September/October
Proof document sent to authors	Mid-April	Mid-October
Publication	May	November

Ethical guidelines

Our journal endorses the ethical standards (core practices) of the committee on Publication Ethics (COPE – www.publicationethics.org).

(Self-)plagiarism: All literal and substantial citations from other works have to be indicated by the authors. Violations of these rules are not accepted.

External **evidence of scientific misconduct** should be addressed to the editorial team (redaktion@sozialpolitik.ch). Each notice will be followed up.

Conflicts of interest have to be declared by the authors and are indicated in the publication itself. Sources of finance for the research project also have to be declared.

Confidentiality of the review-process is guaranteed.

Charges, copyrights and data storing

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