

Guidelines for Authors

WSI Mitteilungen is a reviewed, scholarly journal presenting political and practice-oriented contributions in the areas of employment, the economy, and social policy.

Submitted articles are assessed in a double-blind review process. In other rubrics, research reports (*Forschung aktuell*) and reports on practice-based findings (*Aus der Praxis*), debates, and book reviews are also published.

1. Formal Requirements for All Contributions

Only unpublished manuscripts: The submitted manuscript cannot have been previously published or simultaneously offered to another journal for publication in any German-speaking country. This applies also for manuscripts that have previously been published as “gray literature” or which are available online. *WSI Mitteilungen* and all published articles and figures are protected by copyright. It is prohibited and punishable to reprint or use them in any way beyond the narrow limitations set by the copyright law without express permission of the publishers/editorial office. This pertains in particular to any form of commercial reproduction and inclusion in electronic databases. Authors shall waive all rights regarding publication or circulation of the pdf file of the version of articles published in the journal *WSI Mitteilungen*.

Spelling and readability: Particular attention is paid to an article’s pleasing and readable language style. Technical terms should be avoided as far as possible or explained in the text. The new German spelling rules according to the *Duden* recommendations shall apply to German texts.

Title and Section Headings: Short title (preferably one line, max. 80 characters), no subtitle. Concise section headings (max. 50 characters) to structure the text are encouraged.

Tables and figures must be understandable on their own, that is, all necessary additional information must appear in the title, table header, source information, and footnotes.

Figures should not be integrated into the text. They should be submitted as a separate file (generally in **Excel** format) including all data. The text must be marked, indicating where the figure should appear. *No color distinctions can be represented in print.*

Figures (without borders) generated using Excel must adhere to the following format requirements: *Heading* (Type size: 10 bold (“Fig. x” before the heading), aligned left; *subheading* (Type size: 10 normal, aligned left); *X/Y-axis, data labels and legend* (Type size: 8); *footnote and source* (Type size: 6); *figure width* (one-column: 56 mm; two-column: 121 mm; three-column: 185 mm; landscape/horizontal format)

Tables: Tables should be created in Word using **cells**. Please do not use tabs or spaces to format your data.

Page proofs: Authors will receive the page proofs for their articles. These serve only proofreading purposes to correct errors. More extensive content or editorial changes can no longer be made at this time.

Emphasis in the text should be formatted using *italics*, not boldface.

Abbreviations such as “e.g.” and “i.e.” should generally be avoided. Regarding abbreviations or acronyms for institutional names, etc., please write out the name in full *the first time* with the acronym in parentheses.

Submission of the text: Manuscripts should be sent to the editorial office as **.doc files** (MS Office format). Please email to: gudrun-linne@boeckler.de.

Author information (name, academic title if applicable, discipline, position, institution, location, and up to three main areas of research) should be listed separately and enclosed.

2. Instructions for Articles

Articles are analytical contributions on a subject of practical interest with both empirical and theoretical references. They will go through a peer review process. In order to assure a blind review process it is imperative that the manuscript does not include any information pertaining the author.

Length of manuscript: Maximum length for manuscripts is 35,000 characters, including spaces, lead paragraph, information pertaining the author, notes, and bibliography. Diagrams and tables must also be taken into account as regards the total length, i.e., the total text length must be decreased accordingly (ca. 1,600 characters must be deducted for a two-column figure; ca. 2,600 characters for a three-column figure).

Manuscript form: The text should begin with a **lead paragraph** (maximum 600 characters) that introduces the context of the discussion and is written in an engaging, “journalistic” style. A **summary** in German (maximum 900 characters) and English should accompany the article. In addition, an **outline** facilitates the editing process.

Citation style: Sources should be referenced as author-date citations set off by parentheses in the running text – *example:* (Schmidt 2008, p. 43) – not in footnotes. If at all, footnotes should be used sparingly to provide necessary comments or supplementary information. If there are multiple references, sources should be separated using a semicolon – *example:* (Schmidt 2008, p. 349; Kaufmann 2007, p. 113); in sources with multiple authors, names should be separated by a slash – *example:* (Kocka/Offe 2000). If the text has three or more authors, only the first name should be listed, followed by “et al.” – *example:* (Becker et al. 2004).

The **bibliography** should be arranged alphabetically by the authors’ last names (please format in **boldface**). If there is more than one entry for a particular author, these are to be arranged by year of publication. In the bibliography, all names must be listed for multiple author works. Use initials instead of first names. For articles in journals or edited multiauthor works, inclusive page numbers should be listed. Issue numbers should be listed for journal articles.

3. Instructions for Research Reports (*Forschung aktuell*)

Research reports present up-to-date findings from empirical research or data analysis, or offer a survey of the present state of research based on a practice-related hypothesis. The editorial office selects the contributions to be published.

Length of manuscript: Maximum length is 35,000 characters, including spaces, lead paragraph, information pertaining the author, notes, and bibliography. Diagrams and tables must also be taken into account as regards the total length, i.e., the total text length must be decreased accordingly (ca. 1,600 characters must be deducted for a two-column figure; ca. 2,600 characters for a three-column figure).

All further guidelines correspond to those listed for articles.

4. Instructions for Articles in Practice-based Findings (*Aus der Praxis*)

Current, practice-relevant developments are presented and critically reviewed under this heading. The editorial office selects the contributions to be published.

Length of manuscript: Maximum of 15,000 characters (incl. spaces). The text should be divided into sections using short subheadings (max. 50 characters). References to sources should be limited to the most important titles and cited in footnotes (no bibliography). Please send us a short summary (max. 900 characters) as well as the author information (name, academic title if applicable, position, institution, email address, and two or three main areas of research).

5. Instructions for Contributions to 'Debate' (*Debatte*)

The "Debate" rubric offers a forum for pointed discussion on controversial scholarly and/or political subjects. The editorial office selects the contributions to be published. The preferred format is short texts of 5,000 to a maximum of 10,000 characters (incl. spaces). The text should be divided into sections using short subheadings (max. 50 characters). Essential source and bibliographic references can be included as footnotes. Please include author information (name, academic title if applicable, position, institution, email address, and two or three main areas of research).