

Europäisches Journal für Minderheitenfragen | EJM

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Guidelines for Authors

We are grateful you agreed to contribute an article to EJM. The following guidelines are meant to assist you in writing your article and to simplify the editorial process. We appreciate your efforts in complying with them. Should you have any queries please do not hesitate to contact us (paul.videsott@unibz.it).

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1. Scholarly Integrity

The author is solely responsible for the scholarly content of the individual contribution(s).

2. Submission of Manuscripts

- Please submit an electronic version of your manuscript saved as either Microsoft Word (preferred), RTF, or OpenOffice file via email to paul.videsott@unibz.it.
- EJM is released biannually in June and in December. Editorial deadline for the June-fascicle is the 15th of March, for the December-fascicle the 15th of September of each year.
- Languages of this publication are German and English. Authors are asked to have an article proofread by a native speaker if necessary.

3. Style of Manuscripts

- Please include in your manuscript a title page containing the **title** of the article in English (and German, if possible), the **names of all authors** as well as **address(es) for correspondence** (including names with academic titles, job titles, etc., postal address and, where applicable, email address).
- Articles must further include the following pages, preferably sent in a separate file:
 - Page 2: **Abstract in English** (10–15 lines of text or max. 1.200 characters incl. blanks), followed by 4–6 keywords. Format of the abstract: title, abstract, keywords.
 - Page 2 und your manuscript must not contain any references to the author(s), as they will be presented to **anonymous peer reviewers**.
 - The following appendices are to be included with any article: a **bibliography** and a list of **abbreviations**.
- **Tables, charts and figures etc.** that are not generated in Microsoft Word must be attached as separate files each. The figures should have a resolution of at least 300 dpi and be provided in a grayscale of at least 10% blackness.
The authors are responsible for the permission to reprint, if necessary.

4. Style and Formatting

- EJM is addressed to a broad audience coming from academia, politics and the public. We are committed to readability. Please refrain from using overly long or complicated sentence structures if possible. Explain technical terms unknown to a wider audience.
- **Font and type size:**
 - Generally: the less formatting, the better.
 - Paragraphs should be formatted in Times New Roman font with 1.5 line spacing, 12 pt font size. / Longer citations and footnotes in 10 pt font size.
 - Please **do not use** automatic hyphenation and indentations.
 - Please delete double spaces and do not use spaces for indentation, instead use tabulation or tables.
- Centre the **title** and any **subtitles**. Organise sections with **numerals**: 1., 2., 3., etc. (for subtitles, use the format 1.1, 1.2, 1.3, etc.).
- Please avoid (if possible) **automatic enumerations and listings**, as the publishing programme cannot adopt them.
- **Use of Italics:**
 - Non-English words and phrases as well as abbreviations should be italicized. Do not italicize names.
 - Non-English quotations and literature titles should not be italicized. Do not italicize names of companies, parties, NGOs, (armed) groups, (international) organizations or agencies or their abbreviations either.
 - Non-English words and phrases are usually to be used in the same way they would be in their original language (e.g. in German, nouns are capitalized).
 - Italics are also used to emphasize words or phrases. Please do not use bold type or underlining in this regard as both will be deleted.

- **Translations:** *morgen ,tomorrow‘* (jutro) (if translated in 2 languages).
- **Quotation**
 - in any other language than English with a translation into English.
 - If the quotation is part of a sentence, the full stop shall be set outside the quotation marks and following the footnote/reference.
 - Omissions shall be marked [...]. The same applies to words added to or changed within the quotation to grammatically fit it into a sentence.
 - If an emphasis is added within a quotation, the reference must include a note on who added the emphasis.
- **Use of Quotation Marks**
 - Quotation marks should be used for direct quotations no longer than three lines. Indented block quotes without quotation marks should be used for direct quotations exceeding three lines.
 - Please always use double quotation marks (“ ”); only use single quotation marks to identify a quotation within a quotation or for translations.

5. General Requirements for Citation

- The full citation shall only be provided in the bibliography, citations in parentheses or footnotes only refer to the bibliography.
- Footnotes are **consecutively numbered** per article. A footnote shall **follow** the punctuation mark, except where it refers to a specific notion.
- Citations in footnotes shall be formatted as “name year, page”.
Example: “Miller 2001, 35”, not “Miller (2001)” nor “Miller, 2001”.
- Footnotes shall be formatted as follows:
[footnote number] [tabulator (no spaces)] [text]. All footnotes must end with a full stop.
- Please **do not** refer to repeated footnotes using e.g. “Miller (note 4)”, “Id.” or “Ibid.”.
- Where more than one author is referred to, a semicolon shall be used to separate the citations. Where two or more texts by one author are cited, a comma shall separate the year dates.
Example: Miller 1999a, 37, 1999b, 87, 91; Smith 2001, 127.
- Exact references to specific pages are required to allow verification, except where the whole text is referred to.
Example: Meierbeer 2002, 12; Meierbeer/Beerenbaum 2003, 34–78.
- Please **refrain** from using “et seq.” and provide exact page numbers instead.
- Generally, all types of work shall be cited in an identical manner, including journal articles and websites. **Therefore** journal titles shall not be abbreviated, web links shall not appear in footnotes providing a source but only in the bibliography, while the author or institution is named in the footnote
- **Court decisions:**
Please cite court decisions only with court, date and reference number.
Court, verdict date – reference number.
Example: BGH, verdict from 03.11.2016 - I ZR 227/14.

- **Legislation:**

Statutory provisions shall be cited in full text at first mentioning.

Example:

[German] Civil Code (BGB) in the version promulgated on 02.01.2002 (Federal Law Gazette [Bundesgesetzblatt] I page 42, 2909; 2003 I page 738), last amended by Art. 4 para. 5 of the Act of 01.10.2013 (Federal Law Gazette I page 3719).

6. Tables, Charts and Figures

- Tables, charts and figures that are not generated in Microsoft Word must be edited separately. Please do not include them in your manuscript. Instead, highlight the point in your manuscript where the table shall be placed (e.g. like this: “[Include Table 1 here]”) and attach the table as a separate file. Please attach separate files for each chart, table or figure. Please name the file according to the following sample: “Miller_Table_1.doc” or “Smith_Map_1.jpg”.

- All tables, charts and figures must be numbered and contain a title:

Example: Table 1: Title or Figure 1: Title.

The numeration is consecutively for each article.

- Cite the source below the table, chart or figure.

Example: Source: Meyer 2007, 38.

The full citation occurs in the bibliography.

7. Abbreviations and Acronyms

- Abbreviations and acronyms not referring to an organization or institution are not permitted. The only exception to this rule are “etc.”, “i.e.” and “eg.”.

- **Numbers and dates:**

- **Numbers** up to and including twelve are written out, all further numbers are written in digits (“13”).

- **Dates** shall be written out in the main text (11th of December 1968), in the footnote only with numbers (11.12.1968) and with the digit „0“ (not 1.2.2009, but 01.02.2009).

- Attach a **list of abbreviations** and **acronyms** to your manuscript.

- Technical or expert abbreviations are unintelligible for non-experts and shall only be used as follows:

- **Journal titles** must always be written out (e.g. “German Yearbook of International Law” instead of “GYIL”).

- **Law titles** must be written out when they appear for the first time giving their abbreviation or short name in parentheses. In the following the abbreviation shall be used.

- **Treaty titles** must be written out when they appear for the first time giving their abbreviation in parentheses. In the following the abbreviation may be used.

- Names of **organizations** and **institutions** must be written out when they appear for the first time giving their abbreviation or acronym in parentheses. In the following the abbreviation or acronym may be used. This applies to all organizations, including the EU, NATO etc. Non-governmental organizations shall be abbreviated as “NGO”.

8. Bibliography and Specific Requirements for Citation

- The bibliography appears at the end of each article.
- The bibliography must be **complete**, i.e. it must contain all materials referred to in the body of the text and in the footnotes. Each reference must contain the full bibliographic information laid down in the following examples. Before submitting your manuscript please check whether all materials referred to in the text are contained in the bibliography and vice versa.
- The bibliography shall be arranged in **alphabetical** order according to the authors' last names. In the case of several works by the same author, these shall be arranged chronologically according to the year of publication. In the case of several works by the same author published in the same year, these shall be numbered "a", "b", "c" etc. in the order they are referred to in the text.
- **Internet References:** As internet references change quickly, the day the website was last accessed shall be provided. Please also provide the protocol used (usually http://).
- **Punctuation:** Each reference must end with a full stop. Most information within a reference shall also be separated by a full stop (e.g. title, publisher); the author is separated from further information by a semi-colon. The title of the work cited shall not be set in quotation marks.
- **Information on authors:**
 - In case of collective works by up to and including three authors, their names shall be separated by a forward. In case of four or more authors only the first one shall be named complemented by "et al." (and others).
 - The first name of each author shall be written out.
 - The editors of a work shall be designated "(eds.)" (even in case of German works).
- **Publication Information**
 - Please only name the first two places of publication leaving out all further places. Use the English name of the place of publication (e.g. The Hague instead of Den Haag).
 - The publisher's name must be provided.
 - The edition number shall only be provided from the second edition on, following the title and preceding the place and publisher.

Example: Fleck, Dieter (ed.) (1994): Handbuch des humanitären Völkerrechts in bewaffneten Konflikten. 2nd edn. Munich: C.H. Beck.
 - If a work has not yet been published, please provide the publisher and the expected year of publication.

Example: "... forthcoming 2017, Berliner Wissenschafts-Verlag."
 - If the date of publication or writing of a manuscript is unknown, please add "n.d" (no date).
- **Examples for Citation:**
 - **Monographs:**

Name, first name (year): Titel. Subtitle. (if need be) Series. (if need be) Edition. Place of publication: Publisher.

In case of:
two places: Vienna/New York, more than two places: Vienna/New York et al.
more than one author: Meierbeer, Franz/Kallis, Jorge (2003): ...
more than three authors: Vogt, Matthias et al. (2010): ...

more than one work per year per author: Pan, Christoph (2006a): / Pan, Christoph (2006b):
...

Examples:

Fritzen, Florentine (2016): Gemüseheilige. Eine Geschichte des veganen Lebens. Stuttgart:
Franz Steiner Verlag.

Vogt, Matthias/Fritzsche, Erik/Meißelbach, Christoph (2016): Ankommen in der deutschen
Lebenswelt. Europäisches Journal für Minderheitenfragen Vol 9 No 1-2 2016. Berlin: Berliner
Wissenschafts-Verlag.

– **Articles in Journals or Newspapers:**

Name, first name (year): Titel. Subtitle. In: Journal Volume-Year OR (publication date), ...-....

Examples:

Rohan, Albert (2008): Kosovos langer Weg in die Unabhängigkeit. In: EJM 2-2008, 119–123.

Johnson, Dominic (2004): Ruanda, kolonialer Frontstaat. In: Die Tageszeitung (07.04.2004), 1.
(In footnotes: citation with publication date but without page.)

– **Articles in Anthologies:**

Name, first name (year): Titel. Subtitle. In: Name, first name (ed. / eds.): Titel. Subtitle. (if
need be) Series. (if need be) Edition. Place of publication: Publisher, ...-....

Example:

Pan, Christoph (2011): Südtirols Regionalentwicklung als Erfolgsbilanz. Vom Konfliktfall durch
Minderheitenschutz zum Mehrwert. In: Vogt, Matthias et al. (eds.): Minderheiten als Mehrwert.
Schriften des Collegium PONTES Bd. 6. Frankfurt a. M.: Peter Lang, 187–204.

– **Internet References:**

Name, first name (year): Titel. URL (accessed on date).

Institution (year): Titel. URL (accessed on date).

Domain (if possible date of publication): Titel. URL (accessed on date).

Examples:

Steinberg, Guido (2012): Wer sind die Salafisten? SWP-Aktuell 28.
https://www.swpberlin.org/fileadmin/contents/products/aktuell/2012A28_sbg.pdf (accessed
on 12.01.2016).

The Guardian (2015): The ISIS papers. A masterplan for consolidating power.
[http://www.theguardian.com/world/2015/dec/07/islamic-state-document-masterplan-
forpower](http://www.theguardian.com/world/2015/dec/07/islamic-state-document-masterplan-forpower) (accessed on 12.01.2016).

9. Editing Process and Publication

- After a preselection by the editors, all manuscripts (except for book reviews) will be submitted to an anonymous peer review procedure. The result of the peer review will be communicated to you. We might ask you to revise your manuscript according to the review.
- If your manuscript does not yet comply with these guidelines, we will ask you to revise it accordingly after it has been accepted for publication.
- Any corrections (mainly to conform with the publisher's standards) will be coordinated between the editors and author(s). They require the author's agreement. Proofreading will be undertaken by the editorial team.
- Authors receive no payment for their submissions.
Authors of scientific contributions will receive free of charge one copy of the issue in which their contribution appears; authors of book reviews will receive a copy of their review.

Berlin, 06.03.2017