

Author Guidelines

SUBMISSION OF A MANUSCRIPTS

Please send your original manuscript as a Word-File to Sandra Knorr (redaktion@sozialerfortschritt.de). Your contribution must not already have been published in this form, accepted for publication or submitted to other journals. The texts will be examined in a double-blind peer review process.

FIRST PAGE

The first page of the manuscript should contain the following information: title of the work, names of the authors, institutional affiliation and address, including e-mail address. Summaries of the contribution in German and English (British English), of around 100 words each, as well as the translation of the title of the work. The title case follows the APA style guidelines. The following page is helpful for orientation: <https://capitalizemytitle.com>. Finally, please specify the JEL classification.

SCOPE

Submitted original articles should be written in English or German (following the new orthography), and should not exceed 45,000 characters (with spaces) (including graphs and tables).

CITATION

Citations should follow the rules of *American Citation*: The body copy should include (in parentheses) the *last name*, the *year* of publication, and optionally the *page number*. Use a *semicolon* to separate different sources, and a *forward-slash* to separate co-authors. For *more than two authors* of a single work, use “et al.”. The last name(s) of the author(s) are to be written in *italics*, but institutions and “et al.” is not. Table or figure notes should also be marked in *italics*. Footnotes are only intended for comments on the content, additions to the main text or for acknowledgments, not for bibliographic information.

Example:

1. Text text text text (*Schneider* 2000)
 2. Text text text text (*Schneider* 2000a, 2000b, 2000c)
 3. Text text text text (*Schneider* 2000; *Meier* 2010)
 4. Text text text (*Schneider/Meier* 2011)
 5. Text text text (cf. *Schneider/Meier* 2011)
 6. Text text text (*Schneider* et al. 2011)
 7. „Text text text.“ (*Schneider/Meier* 2011, pp. 15)
 8. Name in body copy: Text text text *Schneider* (2000) text text text.
 9. For institutions: Text text text (AWO 2013)
-

IMAGES

The contribution should be not contain colour graphics and illustrations. Image files must be submitted separately as an Excel file, as vector graphics in EPS format, or as a bitmap with a resolution of 1,000 dpi. The numbering should be done with Arabic numerals. If the text contains only one graphic or illustration, the numbering is obsolete.

Accessibility of figures, tables, graphs/diagrams and formulas

Please note the accessibility guidelines under:

https://www.duncker-humboldt.de/_files_media/mediathek/download/240912_barrierefreiheit_dh_01_414.pdf.

GENDER

The use of gender-sensitive language must be consistent within the text. Alternatively, gender-neutral formulations can be used.

EMPHASIS

Emphasis should not be marked in bold or underlined unless it is part of a citation. We kindly ask you to use emphasis sparingly and to mark them in *cursive*.

NUMBERING

The numbering should be done exclusively with Arabic numerals. Please note the point setting:

1. Heading
 - 1.1 Subheading
 - 1.1.1 Subheading
 - 1.1.2 Subheading
 - 1.2 Subheading
 - 1.2.1 Subheading
 - 1.2.2 Subheading

BIBLIOGRAPHY

The ***last name*** is to be written in italics and separated by a comma from the abbreviated first name. The ***first names*** are not written in italics. ***Institutions*** are not written in italics. The ***year*** is enclosed in parentheses and (where relevant) listed in ascending chronological order. Where there is more than one publication in the same year, an "a", "b", and so on is added. The colon is followed by the ***title***, any ***subtitles*** are separated by a full stop, all other additions are separated by commas. When listing several works of a single author, repeat the name. ***Publishers*** are not written in italics, and the title follows after a comma. All entries finish with a full stop. ***Electronic citations*** require the same information and need additionally the location of the online source as well as an accurate access date.

Monographs

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