Formal standards for Field of Focus 4 publications

Recommendation for the scripts

1. General remarks:

1.1 Basic criteria

- Word count: up to 7.000 words
- Structured abstract: up to 250 words with 5 keywords.
- For the script we need your name, title, address or institution and a valid email address of every single author.
- Referencing: Harvard Style (references in the text in brackets, no footnotes, bibliography at the end).
- All of the quoted references (and only this literature) will be mentioned in the bibliography.

1.2 Formatting

- 1.15 line spacing, type size 12, font Calibri.
- No own formatting in the text.
- Use automatic hyphenation.
- Number captions. The article starts with "1 introduction" and ends with the bibliography (no numbering).
- Structure only to the third bullet point (1, 1.1, 1.1.1).
- Foreign-language quotations (all languages except English and German) as an English translation in parentheses.
- Use English quotation marks ("…").
- Use secondary quotation marks ('…') only as replacement character for double quotation remarks within a cited text passage.
- Don't use Guillemets (« ») or Chevrons (» «).
- Use shortcuts without spaces (e.g.).
- Write out numbers till 12, from 1.000 separate with a dot.
- Don't use abbreviation, write out titles of journals, names of archives, etc.
- Commonly place the token of the footnote direct after the citation. If the remark refer to the whole sentences (paragraph), place the token of the footnote after the punctuation mark.
- Don't superscribe the token of the footnote in the footnote.
- Signify a direct quote with a double quote at the beginning and at the end of the citation.
- Use "cf." before rough citations or references.
- Name the exact page numbers for references, which refer to two or more succeeding pages (ex.: 3–7.).

- Omissions and cuttings need to be signified with […].
- Highlight textual comments to the citation with [text – A/N].
- Number images in the text consecutively and submit separately (as a single file), enclose a table of figures.

2   Citation

2.1   General

References:
- Reference to a title not immediately preceded:
[left parenthesis] [last name of the author] [space] [year of publication] [double dot] [space] [folio start] [dash] [folio end] [right parenthesis].
- Repetition of the title:
[left parenthesis] [ib.] [double dot] [space] [folio start] [dash] [folio end] [right parenthesis].
- For two or more publications of an author in the same year, the year of publication followed by a lower case letter **in the text and in the bibliography**:
[left parenthesis] [last name of the author] [space] [year of publication] [minuscule] [double dot] [space] [folio start] [dash] [folio end] [right parenthesis].

For three or more authors:
- name only the first and the second author **in the text** and subsume the others with [et al.]:
[left parenthesis] [last name of the first author] [slash] [last name of the second author et al.] [double dot] [space] [folio start] [dash] [folio end] [right parenthesis].
- list all of the authors **in the bibliography** and separate with a detached slash:
[last name] [comma] [space] [first name] [space] [slash] [space] [last name] [comma] [space] first name].

2.2   Bibliography

2.2.1 Monograph:

[last name] [comma] [space] [first name] [space] [left parenthesis] [year of publication] [right parenthesis] [double dot] [space] [title] [space] [subtitle] [comma] [space] [publisher] [double dot] [space] [publishing place].

> Examples:
> - Lakoff, Georg / Johnson, Mark (2003): Metaphors we live by, University of Chicago Press: Chicago.

2.2.2 Editor instead of author:

[last name] [comma] [space] [first name] [space] [left parenthesis] ed. [right parenthesis] [space] [left parenthesis] [year of publication] [right parenthesis] [double dot] [space] [title] [space] [subtitle] [comma] [space] [publisher] [double dot] [space] [publishing place].

Examples:
Bibliography:
- Harnisch, Sebastian (ed.) (2011): Role theory in international relations. approaches and analyses, Routledge: London.

2.2.3 Article or chapter of a book:

[last name] [comma] [space] [first name] [space] [left parenthesis] [year of publication] [right parenthesis] [double dot] [space] [title] [space] [subtitle] [comma] [space] in [double dot] [space] [last name] [comma] [space] [first name] [space] [left parenthesis] ed. [right parenthesis] [double dot] [space] [title] [space] [subtitle] [comma] [space] [publisher] [double dot] [space] [publishing place] [comma] [space] [folio start] [dash] [folio end].

Examples:
- Della Porta, Donatella (2010): Comparative analysis: case-oriented versus variable oriented research, in: Della Porta Donatella/Keating, Michael (ed.): Approaches and Methodologies in the Social Science. A Pluralist Perspective, University Press: Cambridge: 198–222.

2.2.4 Articles in journals:

[last name] [comma] [space] [first name] [space] [left parenthesis] [year of publication] [right parenthesis] [double dot] [space] [title] [space] [subtitle] [comma] [space] in [double dot] [space] [name of the journal] [space] [volume] [double dot] [number] [comma] [space] [folio start] [dash] [folio end].

Examples:
- Auerswald, David P. (2004): Explaining Wars of Choice: An Integrated Decision Model of NATO Policy in Kosovo, in: International Studies Quarterly 48: 3, 632-662.

2.2.5 Websites and online documents:

[last name] [comma] [space] [first name] [space] [left parenthesis] [year of publication] [right parenthesis] [double dot] [space] [title] [space] [subtitle] [comma] [space] [URL] [space] [left parenthesis] [date] [right parenthesis].

3   Other sources:

Any other sources such as newspapers, documents etc. cite analogous to the guidelines above.

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