

ÖSTERREICHISCHE ZEITSCHRIFT FÜR POLITIKWISSENSCHAFT

Notes for contributors

1. Submission of manuscripts

An article submitted to the Austrian Journal of Political Science must be an **original, unpublished manuscript** which is not under consideration for publication elsewhere.

Submission

- Articles may be **submitted at any time** to the responsible editor (kontakt@oezp.at). Complete manuscripts should be sent **via email** (as MS-Word-doc-, docx- or RTF-file).
- The manuscript will be **reviewed anonymously (double-blind)**.
- The **final version of the manuscript** must correspond with the **reviewers' recommendations** and shall be sent via email (as MS-Word-doc-, docx- or RTF-file).

Submission of articles for volumes dedicated to a main thematic focus

- Interested authors are requested to submit **proposals** (including an abstract) to the editor(s) indicated in the respective **call for papers**.
- After a selection process, authors will be invited to **submit a complete manuscript via email** (as MS-Word-doc-, docx- and RTF-file) to the editor(s) of the respective issue.
- The manuscript will be **reviewed anonymously (double-blind)**.
- The **final version of the manuscript** must correspond with the **reviewers' recommendations** and shall be sent via email (as MS-Word-doc-, docx- or RTF-file) to the editor(s) of the respective issue.

2. Length, format and contents of manuscripts

The length of submitted articles must not exceed **7,000 words** or **50,000 characters** (with spaces, notes, tables/figures and references). Reports and comments must not be longer than 3,500 words or 25,000 characters (with spaces).

Manuscripts should be composed of the following elements:

- **Contact information:** The cover letter of the author should provide postal and e-mail addresses, telephone and fax numbers, and e-mail address.
- **Main text:** The article should use the **A4** format, be **double spaced** (preferably 30 lines per page with 60 letters each) and with broad margins. Leave the right margins ragged and avoid word divisions and hyphens at the ends of lines. *Italics* may be used for emphasis, however in moderation.
- **Gender-neutral language** should be maintained consistently throughout the manuscript.
- **Orthography:** German articles must use the orthographical rules that came into effect on 1 August 1998.
- **Tables/Figures:** Tables and figures should not be included within the pages of the main text, but placed on separate pages at the end of the text. They should be numbered consecutively and include a short descriptive heading and information about the sources used. Indicate where the tables and figures should be placed in the final text (e. g. "Table 3 about here").
- **Notes:** The notes should be brief and formatted as endnotes, at the end of the main text on separate pages and numbered consecutively (footnotes should be avoided).

- **References:** The list of references should include all works referred to in the text in the bibliographical information following tables and figures, or in the notes. For more detailed guidelines concerning references and citations, see point 3 and 4 below.
- **Abstracts:** The manuscript should come with two abstracts, one in English and one (if possible) in German. The abstract must be a self-contained text, with about 10-15 lines (not exceeding 800 characters).
- **Keywords:** Please submit 4 to 6 keywords in English and (if possible) in German.
- **Short title:** Please submit a short title for your paper (for the header of the article).
- **Short biographical note:** Together with the manuscript a short biographical note about the author should be provided (year of birth, institutional affiliation, main research interests, address for correspondence, e-mail address).

3. Citations

Use quotation marks for directly cited phrases or sentences within the text. Direct citations of over three lines in length should be indented and quotation marks removed.

References must be **integrated** into the text following the Harvard system of referencing, providing (in brackets) the **name of the author/editor**, the **publication year** and the **page number(s)**.

Examples:

- Reference to one author/editor: "(Lijphart 1984)" or "(Lijphart 1984, 15)"
- Reference to more authors/editors: "(Andeweg 1991, 116; King 1991, 25)"
- Reference to more works of one author in the same year: "(Andeweg 1988a; 1988b)"
- Reference to a work with two authors/editors: "(Laver/Shepsle 1994)"
- Reference to a work with more than two authors/editors: "(Kay et al. 1986)"
- Reference to an author within the text: "According to Lijphart (1984, 15) we conclude..."

4. List of references

All the literature mentioned in the text should be included in the list of references. The bibliographical dates should be typed in alphabetical order. For example:

Journal article:

King, Anthony (1991). The British Prime Ministership in the Age of the Career Politician, in: *West European Politics*, Vol. 14(2), 25-47.

Book:

Benhabib, Seyla (2004). *The Rights of Others: Aliens, Citizens and Residents*, Cambridge.

Edited volume:

Kegley, Charles (ed.) (1995). *Controversies in international relations theory. Realism and the neoliberal challenge*, New York.

Article in edited volume:

Fraser, Nancy (2006). Democratic Justice in a Globalizing Age: Thematizing the Problem of the Frame, in: *Nathalie Karagiannis/Peter Wagner* (Hg.): *Varieties of World-Making: Beyond Globalization*, Liverpool, 193-215.

Internet:

Hall, Peter A./Daniel W. *Gingerich* (2004). *Varieties of Capitalism and Institutional Complementarities in the Macroeconomy. An Empirical Analysis*, MPIfG Discussion Paper 04/5, Cologne. Internet: http://www.mpi-fg-koeln.mpg.de/pu/mpifg_dp/dp04-5.pdf (accessed: 29.8.2008)

Further requests:

- Please ensure that spelling, titles, and publication dates used in the text correspond to those listed in the references.
- Spell out each author's/editor's full last and first name. Do not use "et al.", but list the names of all authors and co-authors (editors and co-editors).
- When using a re-published work or a translation, the date of the original edition may also be given.
- Include the title *and* the subtitle of sources.
- State the names of journals in full. Note that volume, issue, and page numbers are required for journal articles, as well as page numbers for articles in edited volumes.

5. Proofs

Authors are expected to correct proofs within two weeks after receiving them.

6. Offprints

One copy of the Journal will be provided free of charge to article contributors.

For further questions, please do not hesitate to contact the editors (kontakt@oezp.at)