Information on the journal *Leviathian*

Dear authors,

In order to ensure that *Leviathan* is produced in a uniform manner, we also ask for your cooperation in a technical respect.

Formatting

Please send us your manuscript electronically in the form of an unformatted Word file. In order to ensure that our reviewers do not know who wrote each submission they assess, please send us a second, anonymised version of your work as well, which contains no information about you as its author and avoids literature references and comments that could point to your identity.

The contribution you submit should not have been published previously and should not have been submitted to other journals at the same time.

Ideally, your contribution (essays) should be comprised of 60,000 characters (including spaces).

Each submission should adhere to the rules and recommendations on spelling stipulated by the Oxford English Dictionary.

Any highlighting in the text should be used sparingly and should done so using *italics*.

Please use gender neutral language at all times.

Structuring your essay:

- Author's name
- Title, subtitle (where applicable)
- Body text
- Bibliography
- Summary (in English and German)
- Keywords (approx. 5 on the subject area (e.g. urban sociology), the subject under discussion (e.g. 'inherent logic'), particularities and argumentation) (in English and German)
- English title
- Information about the author: academic title, Christian name, surname, work address including email address.

The **summaries** should each be comprised of a maximum of 400 characters and should only contain the research issue to be addressed and the author's thesis, method and findings.

Our special sections:

After consulting with our editors and on gaining their approval, authors can forgo including a bibliography in submissions intended to be published in the sections **'Positionen, Begriffe, Debatten'** and **'Essays'**, as long as any literature references are inserted in the footnotes in their entirety. Generally speaking, contributions to these sections should be shorter (approx. 20,000–40,000 characters or as approved by our editors).

<u>**Literature references:**</u>
We assume that our readers are well versed in the research literature on the subject areas *Leviathan* addresses, and therefore request that you keep all literature references as short as possible.

1. References in **footnotes**: name, year of publication, page number.

Example[1]

2. Please collate all literature references in a bibliography at the end of your work. Any references which are made in passing should not be included in the bibliography but should be listed in full in a footnote.

3. How to lay out your bibliography:

- <u>Articles from books:</u>
Author's surname, Christian name, initials, year of publication, full stop, *title in italics with subtitle*, full stop, place, colon, publisher, full stop

Example:
Smith, Norman 1939. *The Development of Civilisation*. London: Macmillan.

- <u>Articles from journals:</u>
Title in single quotation marks, followed by 'in' and then the name of the journal in full and in *italics*, then: year of publication, issue number, p./pp., page numbers, full stop.

Example:
Henshall, Anne; Waters, Sharon 2007. 'Juggling childcare and a career', in *The Journal of Gender Studies* 25, 1, pp.69–84.

- <u>Articles from anthologies:</u>
Title in single quotation marks, followed by 'in' and then the title of the anthology in *italics*, followed by 'edited by' surname, Christian name (even if the anthology has more than one editor), then p./pp., page numbers, full stop, place: publisher.

Example:
Laidlaw, Doris; Reardon, Michael E. 2006. 'Dual Career Couples—A Challenge for the Economy', in *Personal Development through Mentoring. New Recruitment Methods*, edited by Ford, Sandra; Smith, Frances; Williams, Yvonne, S. pp. 160–171. Oxford: Oxford University Press.

- <u>Articles from the Internet:</u>
Name, *title of the article*, address (date accessed). Please do not supply a link for the Internet address.

Example:
Jefferson, Arthur 2012. *A new social contract for Europe?*
www.lettre.de/lettre-forum (accessed 16.01.2012)

Please use a full stop at the end of each reference.

---

[1] Moorcroft 2008, p. 1.

Other details:

- In references to classic works, please provide **the date the work was first published** in square brackets [ ] after the date of publication of the edition you are citing.

  Example:

  Smith, Norman 2000 [1939]. *The Development of Civilisation*. London: Macmillan.

- If you are citing several publications by one author from the same year: Brent 1993 a, Brent 1993 b

- If you are citing a later edition of a work: *title of the book*. **2nd edition**. Place: publisher If a book has two or more authors or editors, always divide their names with a **semi-colon**, and always state each author's **surname before their Christian name**: e.g. Harris, Jack**;** Brown, George.

- If a work has **more than two authors**, please use et al. in references to it in footnotes. E.g. Alcott et al. 2008

- All quotations should be referred to in footnotes as follows: Collins 1939, p. 32. For subsequent references to a page from a work already cited, use **ibid.**, or to a different page from a work already cited, use **ibid., p.** …

- To refer to works rather than to quotations from works, use **cf.**: e.g. cf. Collins 1939 or cf. Collins 2000 [1939].

- Please use single quotation marks to denote a quotation within a quotation.

- **Do not insert a space** before or after a forward slash (/).

- Place final parentheses and quotation marks in front of punctuation marks.

- Use the upper case for English book and journal titles.

Review process

Before being published in *Leviathan*, all submissions undergo a double-blind peer review process. This process is conducted by the editors of the journal and external reviewers. Usually, each manuscript is reviewed by two assessors. If these two reviewers are unable to agree in their evaluation of a work, it will be sent to a third reviewer. The reviewers' recommendations are sent to the editorial board and the authors receive excerpts from the reviews of their work with the reasons for the review's verdict and advice on possible revisions.

The next stage in the process

After your work has been reviewed by our editorial team, it will be returned to you to be checked and approved. We will then conduct a preliminary proofreading of your revised manuscript, after which it will be typeset and its galley proofs prepared. These will then immediately be sent to you to be checked. Please conduct this review as quickly as you can and let us know if you are scheduled to be out of office during this time.

We will also proofread the text again and combine our revisions with yours before returning it to the publishers. These changes will then be incorporated into the text by the typesetters. Having been reviewed again by our editorial staff and the publishers, your work will go to print.

In terms of **copyright**, the legal requirements in this regard apply to your work.

If you have any further questions while your manuscript is being reviewed, proofread and printed, please do not hesitate to contact us.

Yours sincerely,
Claudia
Czingon

Editorial Coordinator for *Leviathan* - Berliner Zeitschrift für Sozialwissenschaft
Wissenschaftszentrum Berlin für Sozialforschung
Reichpietschufer 50, 10785 Berlin
Tel. 030 - 254 91 536; Email: claudia.czingon@wzb.eu