Author's Guidelines

…everything on sections, layouts, citation and bibliography

As of January 2021

Thank you for your interest in publishing in *Voluntaris – Journal of Volunteer Services and Civic Engagement!*

As Voluntaris is a voluntary project, we kindly ask you to submit your articles according to these guidelines. Please understand that we can only accept your contribution if you consider them. If you want to contact the editors before submission – see contact details below

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Content

Active table of contents: By clicking on the **blue** *words, you will reach the correspondent chapter.*

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1. Categories for Articles

As an author, you suggest which category your contribution should be assigned to. The editors will make the final classification of your contribution.

The following applies to all contributions:

- Please target your text to a specific audience that works or does research in the context of volunteer services and civic engagement.

- Try to keep it a short as possible and as long as necessary.

- Include only the content in your article that is relevant to your argument and refrain from background knowledge that is usually known to our readership. For example, it is not necessary to explain the principles of the US-Peace Corps or what the German Volunteer Survey is about.

- For all authors of the article, please provide academic titles, first and last names as well as institutes/chairs and universities or organizations/institutions, possible functions as well as an e-mail address at the beginning of the text.

- At the end of the article, please provide the postal addresses of all authors for the dispatch of specimen copies.

1.1 Scientific Articles

- *Content*: empirical, theoretical and applied essays with a scientific character as well as reports from practice, problem outlines, project descriptions, programmatic and conceptual contributions

- *Length:* The essay length must correspond to the relevance of the results and the scientific quality of the article. Guideline: 15,000 to 40,000 characters, including spaces and bibliography

- *Sequence of Manuscript Details*:
    1. Title and subtitle of the paper
    2. Author´s first name and surname including academic titles and their institutes/institutions, possible functions, e-mail addresses
    3. Summary of 100 to 120 Words
    4. Four to eight keywords, ordered by relevance separated by semicolons
    5. English translation of the title, abstract, and keywords (or, in the case of foreign-language essays, a German translation).

- *Review*: Articles are reviewed by the editors and/or external experts for the respective subject.

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1.2 Debate and Dialogue

- *Content:* Comments, opinions, normative contributions, replies, reactions on developments in policy and practice

- *Length:* Guideline: 5,000 to 30,000 characters, including spaces and, if applicable, a bibliography

- *Sequence of Manuscript Details*:

    1. Title and subtitle of the article
    2. Author´s first name and surname including academic titles and their institutes/chairs as well as universities or organizations/institutions, possible functions, e-mail addresses
    3. Five to eight keywords, ordered by relevance, separated by semicolon, also in German translation (Schlagwörter: …)

- *Review:* The review is carried out by the editors, if necessary by external reviewers.

1.3 Documentation

- *Content:* Reports and documentations of conferences, meetings, workshops, seminars, events; summary evaluations reports

- *Length:* The length of the documentation must be appropriate to the scope of the event or evaluation. Guideline: 5,000 to 20,000 characters, including spaces and bibliography if applicable.

- *Sequence of Manuscript Details*:

    1. Title of the documentation
    2. Author´s first name and surname including academic titles and their institutes/chairs as well as universities or organizations/institutions, possible functions, e-mail addresses
    3. Introduction

1.4 Reviews

- *Content*: Book reviews of relevant works in the context of volunteer services and civic engagement.

- *Length*: about one to a maximum of five Voluntaris pages. Guideline: 4,500 to 9,000 characters, including spaces and bibliography if applicable

- *Sequence of Manuscript Details*:

    1. Name of the author, year of publication, title of the book, publisher, ISBN number, number of pages, price
    2. Name of the reviewer
    3. Function and e-mail address of the reviewer

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2. General Formatting Instructions

Please send us your manuscript as a Word file. There are no specifications for line spacing, front type, font size etc., as all manuscripts are inserted into a typesetting program. Please use a common setting (e.g. Arial, Calibri, Helvetica, Times New Roman, font size 11 or 12).

2.1 Continuous Text

- Compose the text as **single-column continuous text in justified style**. Use **automatic hyphenation** – do not separate manually!
- Use **bullets** for lists.
- Mark **highlights** in *italics*.
- Please do not apply **any other formatting** (e.g. organizations are not italicized). Please do not use tabs or multiple spaces to place text. Do not include links, tables of figures, or tables of contents in the manuscript.

2.2 Structure

- Please use a numerical outline with a maximum of **three outline levels**. The last number is written without a full stop from the second level on. Each outline level must contain at least two chapters:

  1. Heading
     1.1 Heading
         1.1.1 Heading
         1.1.2 Heading
     1.2 Heading

2.3 Figures and Tables

- Please **title** and **number** figures and tables.
- Always indicate a **source** (if self-created: "own representation").
- Figures in Word: Please „**group**" (select all elements, right click, group). Figures may include color tones if useful to the statement.
- Other Formats: please also send us the illustrations as **graphic files** (.jpg, .png, .xls) in the highest possible resolution.

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3. Writing Style

3.1 Gender

Voluntaris articles should be formulated in a gender-neutral way (e.g. „chair"/„chairperson instead of „chairman"/„chairwoman"; „human(s)", „humanity" or „humankind" instead of "man", "mankind" etc.). For pronouns please choose: „he/she", "he:she", "he*she" or the singular "they". We ask for consistent forms throughout the entire article.

3.2 Voluntary service programs

Voluntaris basically follows the official spellings of volunteer service programs.

- **Voluntary Social Year, Voluntary Ecological Year, International Youth Volunteer Service**: in such and similar proper names, each word is capitalized, after a first mention, the common abbreviations such as VSY, VEY, FVS or YVS should usually be used, for example: The Voluntary Social Year (VSY) is a … In the VSJ …

- **Weltwärts und Kulturweit:** These support programs are also capitalized as proper names at *Voluntaris*.

3.3 Other

- **Spaces** before page numbers Ezra 2020: 17, Bonus/Vogt 2019: 22–24 … please set as **protected spaces** (PC: Ctrl.+Shift+Space; Mac: alt+Space).

- Please write out **numbers** from one to twelve. Four or more digits with a comma, for example 1,546 or 54,000.

- **Percentages** should be written out in the body text if they are single or small numbers, for example: "Sending organizations report that the number of applicants has increased by 50 percent. " When multiple percentages are listed, % is used, for example: „50 % of the volunteers said …, while 45% said … and 44% said …".

4. Citation and Bibliography

4.1 Citation

- **Short citation in text** (up to 60 characters) without the use of "cf." or "ibid."

  E.g.: (Fischer 2012); (Richter 2020: 71); Bibisidis et al. (2015: 5–7) on the other hand, are based on different assumptions …

- **Page references** should be **precise**.

  E.g.: instead (Papadopoulos 2020: 130 ff.) please (Papadopoulos 2020: 130–132)

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- **Two or three authors**: Separated by a slash; **more than three authors**: Naming of the first author with addition „et al." (uniformly throughout the text)

    E.g.: (Fischer/Haas/Richter 2011); (Mucha et al. 2020: 265–268)

- **Several sources:** Separation by semicolon

    E.g.: (Bendix 2020; Grantham/Tiessen/Lough 2018: 139); (Mangold 2020: 52; 2013: 317)

- **Several publications of one author which have appeared within one year:** From the first publication ordered **alphabetically** according to the title of the publication and with letter to the publication date.

    E.g.: (Zimmer 2019a: 50); (Zimmer 2019b: 19)

- When **citing classic authors,** the year of publication of the first edition is prefixed.

    E.g.: (Hegel 1807/2016: 47)

- **Internet sources:** Surname or name of the organization and year: p.; **no URL in the continuous text or the footnotes**

    E.g.: (BMFSFJ 2021: 17); (BDKJ/Caritas 2018)

- **Laws and orders:** Article or paragraph, acronym of the law. Further information such as date of decision, the reference of the law or ordinance gazette is not necessary (exception: historical argumentation).

    E.g.: §1 RegG

- **Court decisions:** Name of the adjudicating court, date of pronouncement of judgment, reference

    E.g.:   (BVerfG v. 12. October 1993, BVerfGE 89, 155, 209 f.)

    (EuGH v. 14. May 1974, Slg. 1974, 491 Rdn. 13, NJW 1975, 518)

- **(own) data material**: designation of the source, line and/or page number, oriented to the respective procedure of the research project (uniform throughout the text)

    E.g.: (Interview 7, l. 678) or (Lisa, p. 4, l. 3–17)

- The **references** should be placed within the sentences and thus make clear what they refer to. Thus, references should not be placed after, but before the full stop.

- **Citations within quotations** should be marked with 'single quotation marks'.

- **Changes in original quotations** should be marked with square brackets, omissions with three dots, comments with the author's abbreviation or similar.

    E.g.: Haubner et al. indicate, "that most interviewees in the East […] have a more pragmatic [in terms of justice, S. B.] relationship with funding schemes" (Haubner/van Dyk/Boemke 2020: 64).

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4.2 Bibliography

In general

- Please order the used literature **alphabetically** by the surname of the (first) author (in case no author is states: "N.N").

- With several authors only the first author is ordered alphabetically by surname – all other information starts with the given name.

  E.g.: Strachwitz, Rupert Graf; Priller, Eckhard; Triebe, Benjamin (2020): Handbuch Zivilgesellschaft, Berlin/Boston.

- If an author is cited several times, the publications are arranged **chronologically** mentioning the newest publication first.

- Publications of the same author which have appeared in the same year are listed alphabetically and provided from the first declaration with a, b, c.

- If an author has published alone and together with other authors, the publications of several authors are listed beneath the single publications.

  E.g.:   Evers, Adalbert (2020): …

  Evers, Adalbert (2016): …

  Evers, Adalbert and Benjamin Ewert (2010): …

  Evers, Adalbert and Thomas Olk (2011): …

- If there are **six or more authors**, it is sufficient to use „et al.".

- All references end with a **full stop**.

- Several locations are separated by a **slash**.

  E.g.: Köln/Frankfurt.

- Where possible, the **DOI** should be mentioned at the end of the information.

  E.g.: Mwathi Mati, Jacob; Perold Helene (2020): An Africancentred approach to quality in practice? Insights from East African volunteer involving organisations. In: Voluntaris, vol. 8, no. 1, https://doi.org/10.5771/ 2196-3886-2020-1-102.

Monographs

Surname, first name (year): Title of the book. Subtitle (if applicable). Edition (only if it's not the first edition). Place, DOI if applicable.

E.g.: Haas, Benjamin (2020): Ambivalenz der Gegenseitigkeit. Reziprozität und Postkolonialismus in entwicklungspolitischen Freiwilligendiensten. 2. Ed. Baden-Baden, https://doi.org/10.5771/9783748906049.

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Publications in edited volumes

Surname, first name (year): Title of the publication. In: Surname, first name (ed.): Title. Subtitle (if applicable). Place, pp. XX–XX, DOI if applicable.

> E.g.: Munsch, Chantal (2011): Engagement und soziale Ungleichheit. In: Olk, Thomas; Hartnuß, Birger (ed.): Handbuch Bürgerschaftliches Engagement. Weinheim/Basel, pp. 747–757.

Journal Articles

Surname, first name (year): Title of the article. Subtitle (if applicable). In: Journal (complete title, no abbreviation), vol. XX, no. XX, pp. XX–XX, DOI if applicable.

> E.g.: Mucha, Witold; Soßdorf, Anna; Ferschinger, Laura; Burgi, Viktor (2020): Fridays For Future Meets Citizen Science. Resilience and Digital Protests in Times of Covid-19. In: Voluntaris, vol. 8, no. 2, pp. 261–277, https://doi.org/10.5771/2196-3886-2020-2-261.

Publications in Supplements or Special Editions of Journals

Surname, first name (year): Title of the publication. In: Surname, first name (ed.): Title of the supplement. Supplement no. X, the journal's name, pp. XX, DOI if applicable.

> Bsp.: Ortiz Loaiza, Paola (2020): Volunteering for Development – What Germany and Weltwärts can learn from the Global South. In: Bonus, Stefanie et al. (ed.): Entwicklungspolitische Freiwilligendienste im Fokus der Forschung. Sonderband Voluntaris, p. 140–148, https://doi.org/10.5771/9783748903932.

Newspaper Articles

Surname, first name (year): Title of the article. In: Title of the newspaper, number and volume of the issue (or date), pp. XX.

> E.g.: Schröder, Thilo (2020): Freiwilliges Ökologisches Jahr: „Man lernt viel über die eigenen Stärken und Schwächen". In: Süddeutsche Zeitung, 7.8.2020, p. 42.

Internet Sources (including HTML- and PDF-documents)

Surname, first name or name of the organization (year): Title of the article. URL (access date).

> E.g.: Wirtherle, Sarah (2019): Der Entwicklungsraum Service Learning. Eine Grounded Theory über das Lernen durch Engagement. https://kups.ub.uni-koeln.de/10547/1/Dissertation_SarahWirtherle.pdf (15.1.2021).

> E.g.: BMFSFJ – Bundesministerium für Familie, Senioren, Frauen und Jugend (2019): Zukunft Zivilgesellschaft: Junges Engagement im digitalen Zeitalter. Dritter Engagementbericht. Bundestagsdrucksache 19/19320. https://www.dritterengagementbericht.de/ (15.1.2021).

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Laws

▪ Legal norms should not be listed in the Bibliography. "Civil Code" is no source in this meaning (but "Palandt, comment to the Civil Code" is).

5. Contact

Our editorial team will be happy to answer your questions at **redaktion@voluntaris.de**

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