

# **Zeitschrift für Flucht- und Flüchtlingsforschung**

## **German Journal of Forced Migration and Refugee Studies**

### **Style Guidelines for Submissions**

All material to be considered for publication in the *Zeitschrift für Flucht- und Flüchtlingsforschung*, *German Journal of Forced Migration and Refugee Studies* (Z'Flucht), should be submitted via [zflucht@fluchtforschung.net](mailto:zflucht@fluchtforschung.net).

Please note the following guidelines before submitting a manuscript:

- All manuscripts must be classified under one of the following categories and adhere to the character count limit (including spaces, annotation, and bibliography): *academic articles* (80,000 characters), *forum articles* (35,000 characters), *single book reviews* (6,000 characters) and *multiple books reviews* (20,000 characters).
- Manuscripts are to be submitted as Word documents and should begin with title, keywords, and abstracts *in German as well as in English*. Each abstract is approximately 800 characters (including spaces) short. Please use in-text citation in short form (author's name year of publication). Footnotes serve to explain sections of the text.
- Two versions of academic articles must be submitted: one anonymized version and one including the author's name. Author's names are to be removed from the metadata as well.

You may not submit a manuscript for publication, which has been published elsewhere or is currently under review or consideration for publication.

#### **1. Formatting**

*Font:* Times New Roman

*Size:* 12 pt.

*Margins:* 2.5 cm

*Line-spacing:* 1.5

*Alignment:* justified

*Paragraphs:* separated by an empty line (without automatic spacing or indentation)

*Hyphenation:* please forego using automatic or manual hyphenation

*Footnotes:* Times New Roman, size 10 pt., single line-spacing

## **2. Structure**

### *2.1 Chapter and paragraph headings*

Please structure all manuscripts with clear and informative sections marked by sub-headings, with a maximum of three levels of sub-sections. Number the sub-headings according to section (e.g. 1.; 1.1; 1.2; 1.2.1; 1.2.2), with the main heading marked in bold type, and its sub-headings marked in italics. Each heading should be followed by a text (e.g. 2.1 cannot be inserted directly after 2.).

Please insert two blank lines before all sub-headings and divide paragraphs by one blank line.

### *2.2 Tables, figures and charts*

All illustrations must be in black and white, numbered consecutively and denoted as either a «figure», «table» or a «chart», depending on their form and nature. The title of the illustration is to be followed by a colon, marked in italics and not separated by a blank line from the illustration. For example: *Table 3: Development in Dadaab*. Please cite the source below the illustration to the left in the following style: «Surname (year of publication: page number)». Include full reference in the bibliography.

Please submit illustrations via email in a printable form (at least 300 dpi) either as JPEG, TIFF, or EPS files. The author must clarify the rights to publish the respective illustration in their work. Please ensure sufficient contrasts in charts and pictures and list references after the bibliography at the end of the manuscript. For optimal reproduction in print, please take into account the width of the journal's pages (11.4 cm). Very large figures and charts or detailed tables can become difficult to read when printed in small size.

Tables do not contain any footnotes.

## **3. Typesetting guidelines**

### *3.1 Gender-sensitive and non-sexist language*

All manuscripts are to use gender-sensitive language respecting and considering women and men equally. If applicable, authors may insert a footnote explaining their language.

### *3.2 Highlighting*

To emphasis words or short sections, please use italics (not bold, commas or underlining). If quotes contain italics, it is to be specified who inserted them.

### 3.3 Abbreviations and acronyms

Abbreviations may only be used if they are common or essential for simplifying the manuscript. On their first occurrence, all abbreviations are to be spelled out in the typescript and shortened in brackets, for example, Office of the United Nations High Commissioner for Human Rights (OHCHR).

Common abbreviations and acronyms, such as USA, do not require explanations.

### 3.4 Foreign words

Foreign words used in a manuscript are to be written in italics, for example *non-refoulement*.

### 3.5 Dates and numbers

Months are to be spelled out and not abbreviated (e.g., 21 September 1981). In footnotes, however, dates should be stated in numbers (21.9.1981) without any spaces between them or a 0 before day or month.

In general, use words for whole numbers from one to twelve; from 13 on write them in numerical form unless a large amount of statistical information is stated at once.

Please insert a period in numbers larger than 999 before the last three digits (and also before the penultimate set of three digits in numbers larger than 999.999). Indicate percentages by the % sign placed directly after the number without a space.

### 3.6 Miscellaneous

Please differentiate between a hyphen ( - ) and a dash ( – ). A dash captures, insertions within a sentence and is separated with spaces before and after it. If a dash is used to indicate «from/to», no spaces is used, for example «1951–1967» or «p. 3–5».

Manuscripts must not contain any field codes. If you used them while composing your text, please remove them before submitting your manuscript.

It is advisable to activate Word's spellcheck as it will identify most typing and spelling errors.

## 4. Footnotes

Please provide additional explanations, archive data, evaluations etc. in footnotes. Footnote numbers should be superscripted and inserted *after* closing punctuation marks (period or question mark) but *before* opening punctuation marks (comma, semicolon or colon). If a

footnote relates to a certain term or part of a sentence, the number is to be placed immediately after it. Abstracts, titles and headings do not need footnotes. If a footnote relates to a whole manuscript (such as acknowledgements), the number is to be inserted at the end of the first sentence.

Begin all footnotes with a capital letter and end footnotes in a period.

## 5. Quotations and citing

### 5.1 Direct quotations

In general, all quotes are to be placed in quotation marks and concluded with a respective reference before a period.

In French and English manuscripts, please use angle quotes (Guillemets), directed outwards: «This is how to insert quotes.» In German manuscripts, please use French quotation marks (chevron), directed inwards: »This is how to insert quotes.«

*Short quotations* of less than three lines are to be included in the body text.

*Long quotations* of three lines or more are to be indented and separated from the text by a blank line before and after the quote.

If quotes end with a punctuation mark, omit this punctuation if it is not related to the content (such as «?» or «!»). A period should be inserted after the reference, if possible at the end of the sentence.

Any *omissions and insertions* in quotations are to be indicated by square brackets and, where applicable, an ellipsis.

### 5.2 Citation

Manuscripts should contain short in-text citations (surname of author year of publication: page number). If a work with *two authors* is referred to, surnames are to be separated with a slash (without spaces). If a work with more than two authors is referred to, the first surname is stated followed by «et al.».

*Please separate several references* by a colon. If *several publications from one author from the same year* are referred to, add «a», «b» etc. to the year of publication. Do not indicate repeated references to the same work by «ibid.» etc. but rather spell them out.

If you quote from a *footnote*, please state the number of the footnote in addition to the page number.

If authors are mentioned by name in the text, a reference to one or several of their publications should directly follow their name in the form of year of publication and page numbers.

Bibliographic references include *concrete information on page numbers or chapters* (please do not use «f.» or «ff.» and avoid citing entire publications as references).

## 6. Bibliography

The bibliography contains all cited works in alphabetical and chronological order. Please *do not* add any works which are not referred to in the text. If several publications by one author are listed, please order them chronologically. If several of the publications appeared in the same year, they should be labelled «a», «b» etc. according to their use in the text.

*A maximum of three authors' or publishers' names* per publication may be listed in the bibliography. If a work has *more than three authors or publishers*, list the first followed by «et al.». If a work has *more than one place of publication*, only state the first.

Monographs:

Surname, Name (Year), *Title. Subtitle*, Place.

Example: Schwartz, Michael (2004), *Vertriebene und «Umsiedlerpolitik». Integrationskonflikte in den deutschen Nachkriegs-Gesellschaften und die Assimilationsstrategien in der SBZ/DDR 1945–1961*, München.

Edited Volume:

Surname, Name (eds.) (year), *title. subtitle*, place.

Example: Fiddian-Qasmiyeh, Elena, et al. (eds.) (2014), *The Oxford Handbook of Refugee and Forced Migration Studies*, Oxford.

Contributions to anthologies:

Surname, Name (Year), *Title. Subtitle*, in: Surname, Name (eds.), *Title. Subtitle*, Place, Page number–page number.

Example: Inhetveen, Katharina (2007), *Der Nationalstaat und das internationale Flüchtlingsregime: Perspektiven der Herrschaft im Flüchtlingslager*, in: Bemerburg, Ivonne/Niederbacher, Arne (eds.), *Die Globalisierung und ihre Kritik(er). Zum Stand der aktuellen Globalisierungsdebatte*, Wiesbaden, 57–71.

Journal articles:

Surname, Name (Year), *Title. Subtitle*, *Journal*, Volume (Issue), Page number–page number.

Example: Markard, Nora (2007), *Fortschritte im Flüchtlingsrecht? Gender Guidelines und geschlechtsspezifische Verfolgung*, *Kritische Justiz: Vierteljahresschrift für Recht und Politik*, 40 (4), 373–390.

Policy and working papers:

Surname, Name (Year), *Title. Subtitle*, *Series*, No. number.

Example: Jacobsen, Karen/Landau, Loren B. (2003), Researching Refugees: Some Methodological and Ethical Considerations in Social Science and Forced Migration, *New Issues in Refugee Research*, No. 90.

Newspaper articles/popular magazines:

Surname, Name (Year), Title. Subtitle, *Newspaper*, Edition number, Date.

Example: Gerste, Margrit (1979), Die Reise in die neue, kalte Heimat. Von Pulau Bidong nach Hamburg: 274 Vietnamesen sind wieder voller Zuversicht, *Die Zeit*, 35, 24.8.1979.

Texts from websites:

Surname, Name (Year), *Title. Subtitle*, URL, Date of entry.

Example: Parusel, Bernd (2015), «Zum Glück kommen nicht alle hierher». Zur Asylpolitik Schwedens, <http://fluechtlingsforschung.net/zum-glueck-kommen-nicht-alle-hierher/>, 17.8.2016.

## 7. Review

A book review should begin with the details of the publication under review listed as follows:

Name surname: *title* (series, volume) place: publisher year, page number, price. (ISBN)

Example: Hansjörg Dilger und Kristina Dohrn (Hrsg.): *Living in Refugee Camps in Berlin. Women's Perspectives and Experiences* (Berliner Beiträge zur Ethnologie, Band 40) Berlin: Weißensee Verlag 2016, 314 S., 19,90 €. [ISBN 978-3-89998-242-8]

A conference report should contain the following information in the heading:

*Conference title*, date, place, where appropriate the conference organiser (if not already mentioned in the title). If necessary, a supplementary heading.

Example: *Erste Konferenz des Netzwerks Flüchtlingsforschung*, 6.–8. Oktober 2016, Osnabrück.

## 8. Submitting the final version of your work

After you have received approval for publication, please submit the final version. Please include your name and surname as well as the title, five keywords and abstracts *in German and in English* at the beginning of the text. At the end of your manuscript, please state information about the author (name with titles, position, institution, and email address) as well as the exact address to which we can send the copy of the journal with your publication.