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- A cover letter to the editors indicating which section the submission targets,
- A separate title page identifying the author(s), including any acknowledgements,
- An anonymized manuscript including abstract, keywords, main text & references; appendices; tables and figures.
- All figures should additionally be uploaded in their original format and size (jpg, tif, ppt).

Please submit your manuscript via OJS (Culture, Practice & Europeanization (nomos-journals.de))

The manuscript

The length of the manuscript conforms to the following: CPE accepts manuscripts upon being submitted in our standardized form. Please download one of the following templates for formatting your text. Please do not add any information. CPE will not publish author biographies, academic titles or addenda.

- Editorial
- Article
- Review
- Interview
- Speech

Research articles: Full papers should range from 5000 to 10,000 words including all figures, tables, appendixes, and references. The abstract should not exceed 200 words.

Book reviews: The usual length should not exceed 1000 words.

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Notes: Extended abstracts or notes on ongoing research (incl. conference memos) range from 500 to 4000 words.

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**Referencing**

Citing and referencing should adhere to the examples in the template or follow the instructions from below.

Please leave one empty line between the references and three empty lines between the text body and the reference list.

Do not capitalize titles from articles and books. Only journal titles and collective volume titles can be capitalised.

**Text requirements**

Authors must ensure that their work is complete, grammatically correct and without spelling or typographical errors.

The manuscript is electronically submitted in Microsoft Word.

Paper format is A4 with 3cm margins on top and bottom, and 2cm margins left and right.

The normal text body is set in Calibri, 12pt, single spaced, full justification and without additional spaces before or after paragraphs.

The abstract text body is set as the normal text body with a line distance of 1,15.

Please use double quotation marks, except where "a quotation is ‘within’ a quotation". Set longer quotes in italics, with 1,0 cm indent left and additional space 5pt before and after the quote.

Emphasis can be added using italics. There should not be bold or underlined text.

Manuscripts may not include footnotes or endnotes. Footnotes and endnotes will be omitted from the publication.
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**Headings**

Headings are consequently numbered using Arabic numerals.

There are only three levels of headings.

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Tables and figures are to be placed in the text body and to be submitted separately in the original format (jpg, pdf etc.).

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The source should be formatted in Calibri, 10pt. One empty line has to be between the source and the following text body.

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The article title, the author’s name and the author’s institution are centered.

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Please use italics for monograph, collective volume, journal titles and article titles in working papers.

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If there is more than one author use "&" between the names.

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Nomos
**Journal article:** Surname, Forenames first letter. (Year). Title. *Journal, volume*(issue), page-page.


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