

Guidelines for authors

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ZParl contains three sections:

- (1) Contributions to the section 'Dokumentation und Analysen' (Documentation and Analyses) should not exceed 15 pages in length (written with 1.5 line spacing and ca. 30,000 characters).
- (2) As a rule, 'Essays' should consist of no more than 25 pages (written with 1.5 line spacing and ca. 48,000 characters).
- (3) Only in exceptional cases should 'Reviews' have more than 6500 characters.

Each manuscript submitted to the journal is reviewed by five members of our editorial team. When a manuscript is accepted for publication, we expect that it has not been and will not be simultaneously submitted to another journal and has neither already been published in another print medium nor on the Internet.

Please send us seven copies of your contribution (except in the case of reviews). By doing so, you will considerably expedite the editorial committee's ability to respond to you and reach a decision on your submission. In addition, we require a digital copy of your text, which you should write in one of the most widely used word-processing programmes and which you can send us either on a CD-ROM or as an email attachment to zparl@politik.uni-halle.de

ZParl's annual index requires the Christian names and surnames of all authors mentioned in both a manuscript's body text and footnotes to be written out in full. Please place all such names in italics.

Please avoid highlighting parts of your text by underlining them or using bold type. The use of italics is limited only to authors' names.

Literature and source references should be placed in consecutively numbered footnotes.

All bibliographical information should be listed in the following order: Christian name Surname, the title of the work, place and year of publication (each separated by a comma). In the case of essays, the name of the journal or anthology in which the work appears should follow its title (... in: ...), for example:

Monographs: Alexander Potts, *Drafting Manuscripts*, Lüneberg, 1991, p. 5.

Essays: Sandra Smith / Jennifer Todd, *Style Guide for Contributors to the Journal for Parliamentary Issues*, in *ZParl*, 28th edn (1997), No. 1, p. 111 ff.
Andrew Jones, *How to Cite*, in *The Citation Journal*, 1989, No. 7, p. 28 ff.

Tables and figures should be numbered consecutively and have titles which comprehensively inform the reader of their content and purpose. A heading and source information should be included at the foot of all tables. Please send us figures as Excel, PowerPoint, JPEG or TIF files (with a resolution of at least 300 dpi).

In addition to the usual bibliographical information, reviews should also include information about the publisher and price of the work in question, plus the number of pages it contains. The work's bibliographical details should be listed in line with the following example: Models, Barbara Thompson and Simon Pearce, (eds.): *The Art of Reviewing*, Bloomsbury, New York 1996, 240 pages, €32.