

Information for Authors

Index

I. General information	2
II. First submission of a manuscript	2
III. Re-submission of the manuscript	3
Gender-sensitive language	3
Formatting	4
Citation method	4
List of references	4
Tables	5
Figures	9
IV. Final acceptance	10
V. Special section Sozialwissenschaftliche Forschungsdaten (Social science research data)	10
VI. The (ideal-typical) procedure of the review process	12

I. General information

The journal *Soziale Welt* mainly publishes empirical research papers based on analyses of qualitative and/or quantitative data. Articles representing purely theoretical or conceptual contributions are reviewed with regard to their empirical testability and for the added value they provide for future empirical applications next to their compliance with standard quality criteria. Contributions drawing from current publications in the journal are explicitly requested (replications, comments, and separate studies). *Soziale Welt* does not publish book reviews.

II. First submission of a manuscript

We accept manuscripts written in **German or English** of **no more than 80 000 characters** (spaces and abstracts are included, excluded are the bibliography, figures, tables as well as their corresponding annotations) and which are available as .doc, .docx or .rtf files.

Please send two files to the editorial office:

- Please submit a cover sheet including a **short abstract (maximum 200 words) in German and English** and **3-6 keywords in German and English**. In addition, the title as well as the institution and correspondence address (including email address) should be included. A template can be taken from our [homepage](#).
- In a second file, please send us a **completely anonymous version** of your text, consisting only of the title and your essay. If anonymisation is also necessary in the text, please submit an anonymised and a non-anonymised version of the title and essay.

Submissions can be made to: soziale-welt@nomos-journals.de

First submissions require the following files:

- Please submit a **completely anonymised version** of your text, consisting only of the title, the abstract, and the body of your paper (including the bibliography). A template for German manuscripts can be found [here](#), one for English manuscripts [here](#).
When anonymising, please make sure that the metadata of the file does not allow any conclusions to be drawn about your person. In addition, self-citations in the text (e.g. "anonymized source A") should be anonymized as well as deleted in the bibliography. In certain cases, where such a procedure increases rather than decreases the identity of the submitting person, the avoidance of self-citations may be waived if necessary, in which case this procedure must be justified on the cover sheet described below. In addition, references to the anonymized sources (e.g. "anonymized source A") should be included on the cover sheet in order to make them identifiable for the editors. In addition, depending on the specific design of the submission, further steps of anonymization may be necessary (e.g. no references to project numbers).
Please place an appropriate note (e.g. "Figure 1 about here") at places where a table or figure is to be inserted.
For first submissions, no specific citation or formatting requirements need to be met.
- If your submission includes tables and/or figures, please submit an additional file containing them (including numbering and title).

- In addition, a cover sheet is required that includes a short abstract (max. 200 words) in German and English as well as 3-6 keywords in German and English. In addition, the title as well as the institution and correspondence address (incl. e-mail address) should be noted. A prefabricated sample of the cover sheet can be found on our homepage. Please use the English version for English submissions and the German version for German submissions. Please also indicate the number of characters of your completely anonymized version here.

III. Re-submission of the manuscript

When submitting a new draft of a manuscript, authors are not required to follow a specific citation method and do not have to format their paper in a determined way. However, articles that are resubmitted to *Soziale Welt* after a review have to comply to the following standards, which are listed below. A template with some default settings can be taken from our [homepage](#).

Gender-sensitive language

Please use gender-sensitive language. It is up to you how you exactly implement this guideline in your manuscript.

Formatting

- Font: Times New Roman
- Font size: 12pt
- Alignment: justification
- Line pitch: 1,3
- Distance before the beginning of a paragraph: 0 pt. after: 6 pt.

Citation method

Sources are identified in the main body of the text (not in the footnotes). Footnotes contain additional information on the text in the main body. They only include citations corresponding to the source of this additional information. The following points need to be considered:

- a) When the name of the authors is part of the text, the year of publication (and the number of pages if applicable) are put in brackets. When the name of the authors is not mentioned in the text, the author's surname is put in the brackets as well.
- b) Multiple sources referring to the same text are separated by a comma, multiple sources referring to different texts are separated by a semicolon. The latter also holds for situations in which different texts of the same author are quoted.
- c) Multiple authors are separated by forward slashes.

Examples:

„As Goffman (1959a, 1959b, 1960) underlined ...“

„The Dialectic of Enlightenment (Horkheimer/Adorno 1947: 85f.) ...“

„One of the errors in systems theory (Baecker 1989: 10; Esposito 1995: 256; Luhmann 1984: 88) ...“

List of references

Font size: 12, single-spaced, the 2nd and 3rd line are indented (3 pt.). The list of references is to be arranged according to the following pattern.

Monographs:

Surname, First name & Surname, First name (Year): *Title. Subtitle*. [if appropriate: „2nd edition“]
Place: Publisher.

Journal articles:

Surname, First name, Surname, First name & Surname, First name (Year): *Title. Subtitle. Journal edition (Issue): XX–XY.*

Essays in anthologies

Surname, First name (Year): *Title. Subtitle*, in: First name Surname (Ed.) *Title. Subtitle*. Place: Publisher. S. XX–XY.

Important:

- a) You should use the full first name of the authors (not only the first character).
- b) References end by a point.
- c) References of journal articles contain information on the volume and on the issue.
Example: „*Soziale Welt* 47(1): 273-298“
- d) The name of a journal, the name of an anthology and the title of a monography are put in italics.
- e) The title of journal articles is not capitalised, the title of monographs/anthologies are capitalised.

Heckman, James J. (2005). The scientific model of causality. *Sociological Methodology* 35, 1–97. [The issue is missing since the journal is published once a year only]

Gottfredson, Michael R., Hirschi, Travis (1990). *A General Theory of Crime*. Stanford: Stanford University Press.

Tables

Font size: 12, line pitch: 1.15. Tables are to be designed according to the following guidelines:

- a) The line including the title of the models should be framed at the top and the bottom only. The same holds for the line including information on the model fit, the number of observations or similar statistics. All other frame lines must be removed.

Example:

	Model 1	Model 2	Model 3
Variable 1	1.111	2.222	3.333
Variable 2	1.111	2.222	3.333
Variable 3	1.111	2.222	3.333
R ²	0.0	0.0	0.0

- b) The content of the cells within and below the model title are centred, the cells including the variable names are left-aligned (e.g. see a) above).
- c) Coefficients are indicated with 3 decimal places. Decimal places are separated with a point.
- d) Standard errors are shown in brackets below the regression coefficients. If there is enough space in the columns below the model titles, the standard errors can also be displayed next to the regression coefficients.
- e) Dummy variables are indented with 5 blank spaces.
- f) The reference category of dummy variables is given in brackets. Reference abbreviation: ref.:
Example: Country of birth of parents (ref.: both born in Germany)
- g) Additional notes or sources are provided below the tables. Each separate unit of meaning ends with a period. *Notes* and *Source* are written in italics.

More examples:

Table 1: OLS

Course of unemployment	Model 1	Model 2	Model 3
Duration of unemployment (ref.: less than 0.5 years)			
0.5 up to less than 1 year	1.111 (1.222)	2.111 (2.222)	3.111 (3.222)
1 up to less than 2 years	1.111 (1.222)	2.111 (2.222)	3.111** (3.222)
Episodes of unemployment (ref.: 1 unemployment episode)			
2 unemployment episodes	1.111* (1.222)	2.111 (2.222)	3.111 (3.222)
3 unemployment episodes	1.111 (1.222)	2.111 (2.222)	3.111 (3.222)
R ²	0.111	0.222	0.333
R ² adj.	0.111	0.222	0.333
N	1.000	1.000	1.000

Note: Regression coefficients with cluster robust standard errors in brackets. Multiple imputation of missing values with $m = 30$. * $p < 0.05$, ** $p < 0.01$, *** $p < 0.001$.

Table 2: Path analysis

	Model 1	Model 2	Model 3	Model 4
Variable 1	1.111 (1.222)*	2.111 (2.222)	3.111 (3.222)	4.111 (4.222)
Variable 2	1.111 (1.222)	2.111 (2.222)**	3.111 (3.222)	4.111 (4.222)
Variable 3	1.111 (1.222)	2.111 (2.222)	3.111 (3.222)	4.111 (4.222)
Variable 4	1.111 (1.222)	2.111 (2.222)	3.111 (3.222)	4.111 (4.222)
R ²	0.111	0.222	0.333	0.444

Note: * $p < 0.001$, ** $p < 0.002$. Standard errors in brackets. (...)

Table 3: Summary of the main distinction between this study and previous studies

	Current study	Study 1	Study 2
Data basis	Microcensus	Microcensus	SIAB
Data structure	Repeated cross-section	Cross-section	Panel data
Dependent variable	Net monthly income	Net monthly income	Daily gross wage
Design	Difference-of-Differences	Multi-level-analysis	Fixed-Effects on individual level
Period of time	2002 - 2007	2006	2000 - 2008
Comparison group (unregulated professions)	(...)	(...)	(...)
Assignment of occupations			
Employees			
Freelancer			
Unskilled/ semi-skilled workers			
Full- and part-time workers			
Results			
Robust when certain occupational classes are excluded			

Table 4: Path analysis

	Model 1	Model 2	Model 3	Model 4	Model 5	Model 6
SES	1.111*	2.111	3.111	4.111	5.111	6,111
SES ²	1.222	2.222**	3.222	4.222	5.222	6,222
Country of birth parents (ref.: both born in Germany)						
One parent not born in Germany	1.333	2.333	3.333***	4.333	5.333	6,333
Both parents not born in Germany	1.444	2.444	3.444	4.444	5.444	6,444
Form of promotion (ref.: individual promotion)						
Structured form of promotion	1.555	2.555	3.555	4.555	5.555	6,555
Professional group (ref.: sciences)						
Physician	1.666	2.666	3.666	4.666	5.666	6,666
Sex (ref.: female)						
Male	1.777	2.777	3.777	4.777	5.777	6,777
Age	1.888	2.888	3.888	4.888	5.888	6,888
R ²	0.111	0.222	0.333	0.444	0.555	0,666

Note: * p < 0.05, ** p < 0.01, *** p < 0.001. (...)

Figures

With regard to illustrations, the following should be noted:

- a) *Note* and *Source* are put in italics
- b) Note and source are listed below the figures. Each sense section ends with a period.
- c) Please provide figures in black and white and ensure a sufficient quality of image.
- d) When designing figures, bear in mind that the printed version of *Soziale Welt* is similar to the DIN A5 format.
- e) After the final acceptance, please also submit figures as separate files (e.g. in pdf or jpg format).

IV. Final acceptance

When a manuscript involving a quantitative analysis is accepted, the authors commit themselves to making **the data and the associated analysis scripts available** to the scientific community. These can be uploaded to the [replication server of GESIS](#) or of other relevant research data centres. Adherence to this guideline must be indicated to the editorial office before the approval for printing is given. Further information on our policy can be found [here](#).

Data sets that are accessible through relevant research data centers after conclusion of the contract do not require further archiving. In justified exceptional cases, especially in the case of confidential data or data that can only be anonymized with great effort, archiving of the data can be waived. In this case, the code should still be shared.

Depending on the layout of your manuscript, please add one of the pre-formulated sentences as a footnote to subtitle (if not available to the title):

- Data and codes for replication of analyses reported here are accessible via "link."
- Codes used to replicate the analyses reported here are accessible via "link".
- The codes used in the present study are available for replications ("link").
- The data and the codes used in the present study are available for replications ("link").

If a **manuscript is submitted in English**, an appropriate level of language proficiency is expected and, if necessary, has to be ensured by external **paper proofreading**.

The publication of your article under an "**Open Access**" scheme is potentially possible but involves costs. If you are interested, please contact us.

V. Special section Sozialwissenschaftliche Forschungsdaten (Social science research data)

The section *Sozialwissenschaftliche Forschungsdaten* provides an opportunity to draw attention to datasets relevant to social scientists. Datasets are presented which are made available to researchers for secondary analysis by data archives or research data centres of official statistics or by non-university institutions as well as by universities and are usually provided free of charge.

The concerned data mainly relates to microdata of persons, families, households as well as enterprises or organisations. However, the section is also open for the provision of time series of aggregated data at regional or (inter-) national level. In addition to social science data in the narrower sense (which includes economic data), economic, political, health and psychological data as well as other data, if they contain social science components, can be presented.

Submissions for this section are limited to **40 000 characters** (spaces and abstracts are included, excluded are the bibliography, figures, tables as well as their corresponding annotations).

In addition, the following structure should be followed:

1. Introduction

2. Sample, study design, data collection
 - a. Sample
 - b. Fieldwork and response rates
 - c. Bias relating to nonresponse
 - d. Weighting
3. Subject areas and survey instruments (in particular data quality of the measurement, item nonresponse; incl. pretest)
4. Potential usage (including previous use)
5. Strengths and weaknesses
6. Data access (and anonymisation)

VI. The (ideal-typical) procedure of the review process

