



Format template

Version: May 2023

General Notes

Please copy your submission into this template and follow the instructions for creating the text. The final formatting will be done by the publisher. If you submit an article, dissertation presentation, proof paper or review, please note that these are subject to a double-blind review process. To ensure that it is not obvious to the reviewers who wrote the submission when they read it, please do not include any information about yourself in the text. Your name will be recorded in the editorial system when you submit your text and will be forwarded to the editors. If you wish, you can include appropriate notes afterwards in the event of acceptance.

If you have any questions, please do not hesitate to contact our editorial team at zfwu@nomos-journals.de.

1. Components of the cover

Each submitted article begins with the following information:

<first_name> *

<title> **

<subtitle>

Additional notes will be added depending on the type of submission:

(Main) Article:¹

German abstract for the table of contents, 4-6 lines

Keywords: 4-6 German keywords (separated by commas)

<English Title> (capitalise title, e.g.: How to Make a Profit)

English abstract, 4-6 lines

Keywords: 4-6 capitalised keywords

Dissertation Presentation:

Presentation of a dissertation project

Co-Referral:

Co-referral to the article of <first name_last name> (authors of the main article)

Review:

Review of <first name_last name> <(year of publication)>: <title>, <place>: <publisher>.

* [Title First Name Last Name], [Institute/University], "[Musterstraße 12]", "[D-12345 Musterstadt]", Phone: [+49-(0)921-551234], E-Mail: [mustermann@uni-muster.de], Research Interests: "[max. 5]".

** The article was submitted on Month x, 20xx and accepted on Month x, 20xx after a double-blind review process.

¹ If the (main) article is written in English, it first begins with an English title and abstract, followed by the same in German.

2. Notes on the preparation of the text

2.1 *Scope*

The length of submissions is limited to a certain number of characters (excluding bibliography):

(Main) Article: 50.000 to 60.000 characters

Dissertation presentation: 15,000 characters

Co-Referral: 7,500 to 10,000 characters

Review: 15,000 characters

2.2 *Notes on Outline Levels*

The text can be structured with a maximum of three outline levels (1., 1.1, 1.1.1). If a fourth level is necessary, it is mentioned without numerical indication and highlighted in italics.

Headings of different outline levels follow each other directly without indicating any intermediate text, i. e. 1.1 directly follows 1. This can only be deviated from after consultation with the editors.

Note that all titles in English submissions are capitalised.

2.3 *Notes on Citation*

The citation is made in the text and is to be marked with brackets. Indirect quotations must always be introduced with a "vgl." (in English articles with "cf."), which is only omitted in the case of direct quotations. The abbreviation "S." is omitted before page references.

The following are examples: "indirect quotation" (vgl. Schmidt 1996) or (cf. Schmidt/Hoffmann 1992: 23) and "direct quotation" (Schmidt 1996: 139).

Quotations or references that exceed the length of one page should be cited with exact page numbers: "direct quotation" (Schmidt 1994: 188-192).

If the quotation refers to two consecutive pages, e. g. pages 11 and 12, the following applies: "direct quotation" (Schmidt 1994: 11f.).

If there are several page references in the same work, they are given one after the other and separated by a comma: "indirect quotation" (cf. Schmidt 1996: 11-18, 139).

In the case of several publications by the same author within the same year, the following applies: "indirect quotation" (cf. Schmidt 1996a: 120; 1996b: 11-18).

In the case of several publications by different authors, the following applies: "indirect citation" (vgl. Schmidt 1980; Müller 2001; Hoffmann 2005). The order should be given according to relevance.

If there are more than two authors, the abbreviation "et al." is used and only the first author is named (all authors' names are then listed in the bibliography): The order should be given according to relevance: "indirect quotation" (cf. Seibel et al. 1985).

If the same source is cited two or more times in succession, the citation is marked by "ebd." or in English by "ibid.": "Schmidt (1996: 12) argues xy. Whether xy (ibid.) is true, (...)."

Newly published classics are indicated with the year of the new edition and the year of the first publication: "indirect quotation" (vgl. Smith 1991 [1776]).

Omissions within quotations are marked with round brackets: "33 per cent of companies (...) are affected."

Additions of any kind (including letter changes) are marked with square brackets: Kant spricht in diesem Zusammenhang von einem "reine[n] Vernunftbegriff" (Kant 2009: 19) or "He [Bentham] had simply restated (...) the Hobbesian description of the state of nature" (Persky 2016: 58) or "[D]er Fortbestand des Unternehmens ist nicht in Gefahr" (Schmidt 1996: 32).

Square brackets are also used to refer to the addition of "sic", which is used, for example, to indicate spelling errors in a direct quotation: Xy said "that [sic] ...".

If a direct quotation contains emphasis such as italics, this should be marked in German submissions by (Persky 2016: 58, H. i. O.) or in English articles by (Persky 2016: 58, e. i. o.)

If the name of an author is given in the continuous text of a quotation (or in another context), the first mention is made with the first and last name. In the following, the first name is omitted for subsequent mentions.

2.4 Notes on Highlighting and Abbreviation

Emphasis in the text is placed in *italics* or with the help of 'single inverted commas'. The latter should be used when referring to technical terms or titles: 'the wealth of nations'.

In addition, it is up to the author to decide which form of presentation to use. However, double inverted commas should only surround direct quotations.

Abbreviations such as "e. g." and "i. e." should have a space between them.

2.5 Notes on Numbers and Unit Indications

Numbers up to and including twelve are written out in full in the text. Comma numbers are an exception.

For numbers greater than 9999, a full stop is inserted after every three digits from the end: 10.000.

For percentages, the letter "Prozent" or "per cent" is used instead of the percent sign. The same applies to currency and weight information in the continuous text: "Corresponding guidelines were only elaborated in 30 per cent of the companies surveyed in 2007."

3. Enumerations and Illustrations

3.1 Presentation of Enumerations

Enumerations in the text are made either numerically or by bullets. It is important to commit to one way of doing this within the article and to be consistent with the enumerations. For example:

- X or (1) X
- Y (2) Y
- Z (3) Z

3.2 Presentation of Illustrations

Illustrations should always be presented in the following style and positioned centrally. Each illustration should be labelled below with a title and a reference to the source:

	Ethics Barriers	Enabling Ethics
Planning	One-firm-thought Central position of the partner Vertical division of labour Confidentiality rules	Input from ever-changing staff, clients and projects Flexibility Strategic planning
Oranisation	Profit-centre-structures between partners Short-term market and efficiency principles Complementary interests	Matrix organisation Knowledge management Small, flexible organisational units Low management depth/-span

Figure 1: Ethics Barriers and Enabling Ethics (Source: Own representation or based on Meier 2000: 80 or cf. Meier 2000: 80)

3.3 Transmission of Illustrations

Please send us any illustrations included, if not created with the same Office programme, separately in the original file format and in print quality (at least 300 dpi) so that, for example, the size can be adapted to the PVS format without loss of quality when typesetting the article.

4. Gender-Sensitive Language

If the article is written in German, it is important to consider that women and men are made equally visible in language, so that the use of the generic masculine or masculine personal designations should be avoided. The following forms can be used for gender-equitable language: Wissenschaftlerinnen und Wissenschaftler, WissenschaftlerInnen, Wissenschaftler_innen oder Wissenschaftler*innen.

5. Notes on the Bibliography

5.1 General Notes

The bibliography must be complete, i. e. it must contain all and only those references made in the text and in the footnotes. Each bibliography must contain complete bibliographic information, especially co-authors, year, place, publisher and, if applicable, page references.

The bibliography at the end of the manuscript is arranged alphabetically by author name or, if the author is the same, chronologically by year of publication (oldest first).

When sorting names with "ä, ö, ü" these characters are ignored, i. e. Schöffski is sorted as Schoffski.

In addition, the language of the source is taken into account. In the case of non-German-language literature, English designations are used.

In this case, the titles are capitalised: "An Inquiry into the Nature and Causes of the Wealth of Nations", instead of "An inquiry into the nature and causes of the wealth of nations".

Up to three places should be mentioned (separated by commas); if there are more than three places, only the first one should be mentioned and an "et al.": New York, Chicago, Paris.

References are included in the bibliography in the following form:

Monograph:

Name, FN. (Year): Title. Subtitle, Place: Publisher.

Anthology:

Name, FN. (Hrsg.) (Year): Title. Subtitle, Place: Publisher.

Or:² Name, FN (Ed. or Eds.) (Year): Title. Subtitle, Place: Publisher.

² Refers to English Sources.

Article of an Anthology:

Name, FN. (Year): Title. Subtitle, in: Name, FN. (Hrsg.): Title. Subtitle, Place: Publisher, P-P.

Or: Name, FN. (Year): Title. Subtitle, in: Name, FN. (Ed. or Eds.): Title. Subtitle, Place: Publisher, P-P.

Journal Articles:

Name, FN. (Year): Title, in: Journal name, Jg. x/H. y, P-P.

Or: Name, FN. (Year): Title, in: journal name, Vol. x/No. y, P-P.

Newspaper Article:

Newspaper name (Year): Title of article, Date, P.

Newspaper articles where the author is indicated may be included in the bibliography in the same way as journal articles.

Internet Sources:

Name, FN. (Year): Title. Link: URL (last accessed on XX.XX.XXXX).

Or Name, FN. (year): Title. Link: URL (last accessed on Month Day, Year).

Note: The number of editions is not given.

5.2 Articles Awaiting Publication

Titles not yet published are cited with the expected year of publication as well as the reference "im Erscheinen" or "forthcoming": Habermas, J. (2019): *Gesammelte Werke*, Berlin: Suhrkamp, im Erscheinen.

5.3 Exemplary Bibliography

Literaturverzeichnis (or Bibliography)

Achampong, F. K./Zemedkun, W. (1995): An Empirical and Ethical Analysis of Factors Motivating Managers' Merger Decisions, in: *Journal of Business Ethics*, Vol. 14/No. 10, 855–865.

Boatright, J. R. (1992): Conflict of Interest: An Agency Analysis, in: Bowie, N. E./Freeman, R. E. (Eds.): *Ethics and Agency Theory: An Introduction*, New York: Oxford University Press, 187–203.

Darwin, C. (1989 [1871]): *The Descent of Man, and Selection in Relation to Sex*, London: W. Pickering.

Darwin, C. (2013 [1859]): *Die Entstehung der Arten*, Somerset: Wiley.

Habermas, J. (2019): *Gesammelte Werke*, Berlin: Suhrkamp, im Erscheinen.

Leisinger, K. M. (2003): *Whistleblowing und Corporate Reputation Management*, München, Mering: Hampp.

- Meyer-Faje, A./Ulrich, P.* (Hrsg.) (1991): Der andere Adam Smith. Beiträge zur Neubestimmung von Ökonomie als Politischer Ökonomie, Bern: Haupt.
- Nussbaum, M.* (2003): Frauen und Arbeit – Der Fähigkeitsansatz, in: Zeitschrift für Wirtschafts- und Unternehmensethik, Jg. 4/H. 1, 8-31.
- Putnam, H.* (1995): Philosophy and our Mental Life, in: Moser, Paul K./Trout, J. D. (Eds.): Contemporary Materialism. A Reader, London, New York: Routledge, 122-149.
- Redman, D. A.* (2008 [1993]): Economics and the Philosophy of Science, New York, Oxford: Oxford University Press.
- Schöffski, O./Graf von der Schulenburg, J. M.* (Hrsg.) (2007): Gesundheitsökonomische Evaluationen, Berlin: Springer Verlag.
- Weise, P.* (1995): Moral: Die Handlungsbeschränkung für Deppen? In: Seifert, E. K./Priddat, B. P. (Hrsg.): Neuorientierungen in der ökonomischen Theorie. Zur moralischen, institutionellen und evolutorischen Dimension des Wirtschaftens, Marburg: Metropolis, 73-105.
- Witzel, A.* (2000): Das problemzentrierte Interview (25 Absätze). Forum Qualitative Sozialforschung/Forum Qualitative Social Research, 1 (1), Art. 22. Link: <http://www.qualitative-research.net/index.php/fqs/article/view/1132/2519> (zuletzt abgerufen am 28.06.2017).