



## **Style Sheet**

Status: February 2025

### **General information**

Please copy your article into this formatting template and follow the guidelines for creating the text. The final formatting will be done by the publisher. If you submit an article (you may also submit main articles, dissertation presentations, corrected papers, and reviews), please note that these are subject to a double-blind review process. To ensure that the reviewers do not explicitly identify who wrote your article when reading it, please do not include any personal information in this text. Your name will be recorded in the editorial system when you submit the article and passed on to the editors. If you wish, you can add appropriate information afterwards in the event of acceptance.

If you have any questions, please contact our editorial team at [zfwu@nomos-journals.de](mailto:zfwu@nomos-journals.de)

## 1 Components of the cover sheet

Each submitted article begins with the following information:

<First Name\_Surname>\*

<Title>\*\*

<Subtitle>

Depending on the type of submission, further information will be added:

### **(Main) article:**

English summary for the table of contents, 4-6 lines

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

<English Title> (*Title capitalization, E. g.: How to Make a Profit*)

German abstract, 4-6 lines

Keywords: 4-6 capitalized German keywords

### **Dissertation presentation:**

Presentation of a dissertation project

### **Co-presentation:**

Review of the article by < First Name\_Surname > (authors of the main article)

### **Review:**

Review of < First Name\_Surname > <(Year of publication)>: <Title>, <Place>:

<Publisher>

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\* [Title First Name Surname], [Institute/University], [Sample Street 12], COUNTRY, Tel.: [+49-(0)921-551234] , E-Mail: [mustermann@uni-muster.de] , Research focus: "[max. 5]" .

\*\* Article submitted on [01.01.2000] ; revised version accepted after double-blinded review on [01.01.2000].

## **2 Notes on creating the text**

### *2.1 Scope*

The length of submissions is limited to a certain number of characters (including spaces):

(Main) article: 50,000 to 60,000 characters

Dissertation presentation: 15,000 characters

Review: 7,500 to 10,000 characters

Review: 15,000 characters

### *2.2 Notes on structure levels*

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

Headings of different levels of structure follow one another directly without any intermediate text, i. e. 1.1 follows directly on from 1. deviations from this are only permitted after consultation with the editorial team.

### *2.3 Notes on citation*

Citations should be in-text and indicated with parentheses. Indirect quotations should always begin with "cf." (in English articles, the term "cf." may be used, but is not mandatory), which is omitted only for direct quotations. The abbreviation "p." should be omitted before page references.

Examples are shown as follows: 'indirect quotation' (cf. Schmidt 1996) or (cf. Schmidt/Hoffmann 1992: 23) and 'direct quotation' (Schmidt 1996: 139).

Quotations or references that extend beyond the scope of one page must be cited with precise page numbers: "direct quotation" (Schmidt 1994: 188–192).

If the quotation refers to two consecutive pages, e.g. pages 11 and 12, it is considered a "direct quotation" (Schmidt 1994: 11f.).

If there are multiple page references in the same work, these 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 term 'indirect quotation' applies (cf. Schmidt 1996a: 120; 1996b: 11–18).

For multiple publications by different authors, the following applies: 'indirect quotation' (cf. Schmidt 1980; Müller 2001; Hoffmann 2005). The order of relevance must be indicated.

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): 'indirect quotation' (cf. Seibel et al. 1985).

If the same source is cited two or more times in a row, the citation is marked with "ibid.":  
"Schmidt (1996: 12) argues xy. Whether xy (ibid.) is correct, (...)."

New editions of classics are indicated with the year of the new edition and the year of first publication: 'indirect quotation' (cf. Smith 1991 [1776]).

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

Additions of all kinds (including changes of letters) are marked with square brackets: In this context, Kant speaks of a "pure concept of reason" (Kant 2009: 19) or "He [Bentham] had simply restated (...) the Hobbesian description of the state of nature" (Persky 2016: 58) or "the continued existence of the enterprise is not in danger" (Schmidt 1996: 32).

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

If a direct quotation contains emphasis such as italics, this must be indicated: (Persky 2016: 58, H. i. O.).

If the name of an author is cited in the body of a quotation (or in another context), the first name is given with the author's first and last name. Subsequent references omit the first name.

If a quotation is placed within a bracket, the bracket changes to a square bracket. A parentheses may not be placed within a parentheses.

#### 2.4 Notes on highlights and abbreviations

Emphasis in the text is placed *in italics* or single quotation marks. The latter should be used when citing technical terms or titles: 'The Wealth of Nations'.

Furthermore, it is up to the authors to decide which formatting to use. However, double quotation marks should **only** be used to frame direct quotations.

Research questions and hypotheses may be presented in italics, but a distinction must be made between them and subheadings. For English articles, capitalization is required.

For abbreviations such as "e.g." and "dh," a space is placed between the two letters.

Parentheses within a larger parentheses should be represented in the form of square brackets. (Schmidt also speaks about

#### 2.5 Notes on numbers and units

Numbers up to and including twelve are spelled out in the text. Decimals are an exception. For numbers greater than 9999, a period is inserted after every three digits from the end: 10,000.

### 3 Lists and illustrations

#### 3.1 Display of list/enumerations

Lists in the text are presented either numerically or using bullet points. It is important that a certain format is defined within the article and that the lists are presented consistently. For example:

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

#### 3.2 Display of images

Figures should generally be presented according to the following style and positioned centrally. This style should be used especially for simple figures. Each figure should be labeled below with a title and a source reference:

	Ethical barriers	Enabling ethics
planning	One -Firm concept central position of the partner vertical division of labor Confidentiality regulations	Input from new employees, customers and projects flexibility strategic planning
organization	Profit center structures between the partners short-term market and efficiency principles complementary interests/priorities	Matrix organization Knowledge management small, flexible organizational - units shallow line depth/ span

*Figure 1: Ethical barriers and enabling of ethics (Source: own illustration or based on Meier 2000: 80 or cf. Meier 2000: 80)*

#### 3.3 Transmission of images

If the images included were not created with the same Office program, please send them *separately* in the original file format and in *print quality* (at least 300 dpi) so that when

typesetting the article, for example, the size can be adjusted to the PVS format without any loss of quality.

## **4 Instructions for preparing the bibliography**

### *4.1 General information on references*

The bibliography must be complete, i.e., it must contain all and only those references cited in the text and footnotes. Each reference must contain complete bibliographic information, including coauthors, 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 umlauts, the umlaut characters are ignored, ie Schöffski is sorted as Schoffski.

Furthermore, the language of the source is taken into account. For non-German literature, English terms are used.

In this case, the titles are capitalized: “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”.

When specifying a location, up to three places may be mentioned (separated by commas); if there are more than three places, only the first one is mentioned and an “ua” is added.

References are included in the bibliography in the following form:

**Monograph:**

*Surname, Initial(s)* (Year): Title. Subtitle, Place: Publisher.

**Anthologies :**

*Surname, Initial(s)* (Ed.) (Year): Title. Subtitle, Place: Publisher.

Or *Name, Author* (Ed. or Eds.) (Year): Title. Subtitle, Place: Publisher.

**Contributions to anthologies:**

*Surname, Initial(s)* (Year): Title. Subtitle, in: Name, V. (Ed.): Title. Subtitle, Place: Publisher, SZ–SZ.

Or *Surname, Initial(s)* (Year): Title. Subtitle, in: Name, V. (Ed. or Eds.): Title. Subtitle, Place: Publisher, SZ–SZ.

**Journal articles :**

*Surname, Initial(s)* (Year): Title, in: Journal name, Vol. x/No. y, SZ–SZ.

Or *Name, V.* (Year): Title, in: Journal name, Vol. x/ No. y, SZ–SZ.

**Newspaper article:**

*Newspaper name* (year): title of the article, date, SZ.

Newspaper articles in which the author is indicated can be included in the bibliography like journal articles.

**Internet sources:**

*Surname, Initial(s)* (Year): Title. Link: URL (last accessed on XX.XX.XXXX).

Or *Surname, Initial(s)* (Year): Title. Link: URL (last accessed on Month, Day, Year).

Please note: The number of copies printed is not specified.

#### 4.2 Forthcoming articles

Titles not yet published are cited with the expected year of publication and the reference “forthcoming”: *Habermas, J.* (2019): *Collected Works*, Berlin: Suhrkamp, forthcoming.

#### 4.3 Prefixing or suffixing parts of the surname

For authors with multi-part surnames (e. g., Dominik van Aaken, Werner von der Schulenberg), attention should be paid to which parts actively belong to the surname. The Dutch 'van' counts as part of the surname and should be cited as van Aaken, D. However,

German aristocratic titles can also be omitted as part of the surname when citing (Schulenberg, W. vd).

#### 4.4 Exemplary Bibliography

##### **Bibliography**

- Achampong, FK/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.
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- Witzel, A.* (2000): The problem-centered interview (25 paragraphs). *Forum Qualitative Social - Research*, 1 (1), Art. 22. Link: <http://www.qualitative-research.net/index.php/fqs/article/view/1132/2519> (last accessed on June 28, 2017).