

Editorial Guidelines for Authors

Edited volume on Social Sustainability

Editors: Prof. Dr. Elke Eller, Dr. Thomas Ogilvie, Michael H. Kramarsch

What we want from you as an author

Your contribution should be read with pleasure and enjoyment and fit in formally with the larger whole of the edited volume. We therefore ask you to note the following.

Shape

Offer a detailed contribution with attractive design elements:

- Standard article: your contribution should be about **20,000 characters** including spaces.
- Illustrate key statements with two to three **graphics**. Explain them with meaningful **captions** and information on **sources** ([author], [year], [page]).
- Deepen or supplement key topics with compact **info boxes** or **tables**.

Dramaturgy

Guide the reader through your topic:

- Name your topic with a compact **main heading**.
- Supplement the main headline with a short **subline** (further focussing your topic or core message).
- Summarise your topic in a few sentences in an **abstract**. (500 characters incl. spaces)
- Structure your article with compact **subheadings** on a maximum of three hierarchical levels.
- Set enumerated points or passages visually as bulleted **lists** (bullet points).
- **Conclude** with a **summary** or **outlook**, including **recommendations for action**.

Relevance

If possible, bring new ideas into play with your contribution, also in order to largely avoid overlapping content within the scope of the entire volume:

- Assume a certain **basic understanding of** the general topic. Keep introductory passages rather short; above all, express your point of view.
- Bringing new ideas into play also means that your contribution should differ in content **from other publications you have penned**.

Style

Make your contribution easy to understand and easy to read:

- Write **factually** without becoming "academic".
- Pay attention to a **transparent sentence structure**.
- Use **technical jargon** sparingly and selectively; briefly explain less common terms.
- Ensure **consistent spelling** - with regard to *terms* (e.g. "talent management" vs. "talentmanagement"), *abbreviations* (for example: "e.g." vs. "for example") and *characters* (e.g. "€" vs. "Euro").

Inclusive language

Write in such a way that **everyone** is included.

German: We give you a free hand here. Generic forms are as welcome as gender asterisks etc.

However,

- be consistent in your spelling.
- avoid particularly bulky forms that are difficult to read.

Citation in the text

Please use the **APA 7th edition** for citations. This means the following procedure for references in the text: For detailed instructions, we recommend the linked [short manual](#), p. 10-16.

One author	(Adorno, 2011, p. 23) ([author], [year], p. [page])
Two authors	(Adorno, Horkheimer, 1996, p. 23) ([Author1], [Author2], [Year]. P. [Page])
More than two authors	(Horkheimer, Marcuse et al. 1968: 25-34) ([Author1], [Author2] et al., [year], p. [pages])
Authorship lies with the institution	(Hans Böckler Foundation, 2011, p. 44) ([institution], [year], [page])

Bibliography

After your contribution, add a bibliography **of all sources used in alphabetical order**.

Necessary information is (also orientated to APA 7th Edition, or via the [link](#), p.1-10):

[Author's surname, [first letter of first name]. ([year of the title]). [Title of the article or work].
[Publisher], possibly link to the publication.

Footnotes

Please use footnotes **only** for the explanation of specific technical terms or additional information without which the text would not be comprehensible.

Furthermore, we ask you **not to** extend the length of such footnotes **beyond five lines**. Please integrate your references into the body text according to the citation method recommended above.

Graphics

Please provide only editable graphics (e.g. pptx, docx, xlxs, jpg) in chronological numbering and figure labeling (e.g.: "Fig. 1: Tension curve of the candidate in the selection process"). The expected size is as follows: maximum width 119 mm, maximum height 193 mm. Please use only black lines (thickness min. 0.5 pt). Please indicate areas in shades of gray (min. 10 % black, gradations each 10 % darker). The font to be used is Calibri in size 8 pt. For hierarchies, 9 pt is permitted; individual words can be emphasized in **bold** or *italics*. The publisher asks you to refrain from using effects.

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Bibliography

- Source A
- Source B
- Source C
- ...

Portrait of authors

- Author information in brief: academic title, surname, first name, job title, company
- Author information long (max 500 characters incl. spaces): Information on professional career and/or more detailed information on current role/position, possibly reference to other publications in the thematic context
- Portrait picture author