

## **Notes on the Form of Manuscripts**

*Feministische Studien* is a review journal which means that all contributions are, without exception, submitted to an anonymous assessment system. This is equally true for contributions that have been commissioned for an issue with a thematic focus. Whether a manuscript is accepted or rejected or whether it has to be revised in form and content is decided in a democratic voting process by the editorial board at their annual meetings in May and November. Only after this decision is taken will you be informed of the result. In the event that a revision is recommended you have a time limit of six weeks to re-submit the paper.

Before publication you will be sent the proofs for a final check. Changes in content, however, are no longer possible.

Please send your manuscript as a Word-document (including additional picture material if necessary) via e-mail to the following address:

[manuskripte@feministische-studien.de](mailto:manuskripte@feministische-studien.de)

Manuscripts can be handed in at any time of the year.

### **1. General Instructions**

The maximum length of a main contribution is 40.000 characters (including footnotes and bibliographical data). For all other contributions the maximum length is 25.000 characters. Reviews of monographs have a maximum length of 5.600 characters, of omnibus volumes 9.000 characters, and of a collective review of several books 11.000 characters. Empty spaces are included in the above specifications of length.

- An abstract in English of about 500 to 750 letters should be handed in as a separate file with every main contribution, together with 3 to 5 keywords.
- With every manuscript a brief author's biography of a maximum length of 5 lines is requested in the form of an extra file (containing address, telephone number and e-mail address).

### **2. Formatting**

- Your manuscript should have a margin on the right side of at least 5 cm.
- The type size should be 12 and the line spacing 1.5.
- Please do not use syllable division.
- Please number the pages.

### **3. Titles and Emphases**

- The titles of books, articles, literary works, works of art, omnibus volumes and

journals, of films, poems etc. are italicized within the running text.

- Also italicize words from other languages and accentuated items.
- Additions to quotations are put in square brackets and marked by the initials of the author of the manuscript [example: accentuation X.F.].

#### 4. References and Quotations

- Literary references are given within the running text.

Example:

Praktiziert werden sollte dies beispielsweise in und durch Frauen-Selbsterfahrungsgruppen, die einem Konzept feministischer Bewusstseinsarbeit folgten (z. B. Schenk 1980; Frauen 1975; Dackweiler 1995). Diese Consciousness-Raising Gruppen waren „Analysetechnik, Organisationsstruktur, praktische Methode und ein spezifischer Produktionsprozess feministischer Öffentlichkeit“ zugleich (Dackweiler/Holland-Cunz 1991, 108 f.).

- Shorter quotations are rendered in the running text and marked by “double quotation marks”, a quotation within a quotation by ‘simple quotation marks’. Please be careful not to use an apostrophe ['] instead of the simple quotation mark.
- Quotations of more than three lines are written in a block with a left margin of 0.5 cm. They do not have quotation marks (line space: simple). The space in front of and after the quotation is a single line space
- Omissions in a quotation are indicated by square brackets and the sign for an omission: [...]

#### 5. Footnotes

Only use footnotes if you want to give further information that does not directly belong to the text. Please use as few footnotes as possible.

- The raised footnote sign (number) in the main text is always placed after the punctuation at the end of the sentence. The only exception is given, when the footnote refers to a single word or a specific part of the sentence.

#### 6. Bibliography

The bibliography is in alphabetical order of the family names. If family names are identical, the entries are ordered by the year of publication (in decreasing order). If the family names *and* years of publication are the same, please add a, b, c, etc. to the year.

##### Monographs

Family name, first name (year): Title. Subtitle. Edition. Place.

- Fraser, Nancy (2001): Die halbierte Gerechtigkeit. Frankfurt a. M.
- Fraser, Nancy/Honneth, Axel (2003): Umverteilung oder Anerkennung? Eine politisch-philosophische Kontroverse. Frankfurt a. M.

## Non-Monographs

### a) in complete editions and omnibus volumes

Family name, first name (year): Title. Subtitle. In: Family name, first name (Editor): Title. Subtitle. Place, x-z.

- Maihofer, Andrea (1997): Gleichheit nur für Gleiche? In: Gerhard, Ute/Jansen, Mechthild/Maihofer, Andrea/Schmid, Pia/Schulz, Irmgard (Hrsg.): Differenz und Gleichheit. Menschenrechte haben (k)ein Geschlecht. Königstein, 351-367.

### b) in Journals

Family name, first name (year): Title. Subtitle. In: Title of Journal year [if necessary, number of volume: Nr. X], x-y.

- Roloff, Christine (1993): Hochqualifizierte Frauen in Naturwissenschaft und Technik – Ursachen ihrer Marginalität und Strategien zur Veränderung. In: WSI-Mitteilungen 4, 220-229.

## Sources from the Internet

Family name, first name: Title. Subtitle. Access and name of document (date of inquiry).

- Löffler, Jörg: Mediensimulationen. Schrift, Kopie und neue Medien in Botho Strauß' Die Fehler des Kopisten. In: Trans. Internet-Zeitschrift für Kulturwissenschaften 16 (2006).  
[http://www.inst.at/trans/16Nr/02\\_1/loeffler16.htm\(29.08.2006\)](http://www.inst.at/trans/16Nr/02_1/loeffler16.htm(29.08.2006)).

## 7. Abbreviations & Miscellaneous

- There is no empty space between abbreviations such as u.a., d.h., o.J. or ff., but leave an empty space before the abbreviation (example: Maier 2008, 18 ff.).
- Dates should be expressed as numeral with no spaces between, e.g. 18.04.2011.
- Please distinguish between a hyphen and a dash. A hyphen (-) consists of a short stroke without an empty space before or after, whereas a dash consists of a longer stroke ( – ) and is used esp. for parentheses – and in the bibliography to indicate several works by the same author.
- A complete sentence after a colon begins with a capital letter, an incomplete sentence with a small letter.
- Use standardised names of places, e.g. Frankfurt a. M., Freiburg i. Br., Königstein i.Ts.
- Editor > ed.
- Up to three authors' names, editors' names or place names are listed. More are substituted by: u.a.

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