

German Politics and Society

SUBMISSION INFORMATION FOR CONTRIBUTORS

Manuscripts should be electronically submitted as Microsoft Word or Rich Format Text (rtf) files to the managing editor, Eric Langenbacker, at gpsjournal@georgetown.edu.

Articles and forum pieces should generally be **3,000 to 4,000 words** (including notes and references), review articles 1,500 to 2,000 words, and book reviews 750 to 1,500 words.

FORMATTING

The document must be set at the US letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including headings, notes, and references. Any unusual characters or diacritics should be flagged by placing the entire word in **red type**.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number, and email), biographical data of approximately 100 words for each author (including an ORCID if applicable), a total word count, the number of tables and/or figures included, and any acknowledgments. Affiliations and email addresses will be posted online for indexing/abstracting purposes.

ABSTRACT/KEYWORDS

The article must include an abstract of **125 words** and **5 to 8 keywords**. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data, and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order, and separated by commas; only proper nouns should be capitalized.

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ARTWORK

For optimal reproduction, **figures** or **photos** should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. All images should be at least 4 x 4 inches at the resolution indicated. **Tables** should be made and submitted in Microsoft Word or rtf. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves. For more details, please see our [Artwork](#) submission webpage.

PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

GPS is a refereed journal. Submissions are considered on the understanding that the article is not currently under consideration for publication elsewhere. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors as to whether an article should be published and, if so, with what recommended changes. The editors respond to the author with a decision, a list of any changes needed for the article to be accepted for publication, and the anonymous referees' comments, or a summary thereof, within two months.

PUBLICATION

Manuscripts accepted for publication that do not conform to the style guide may be rejected or returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publisher. Authors cannot supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors of research articles will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

Have other questions about submitting your manuscript? Please refer to Berghahn's [Journal Author FAQs](#) for additional information.

STYLE GUIDE

The *German Politics and Society* style guide is based on *The Chicago Manual of Style (CMS)*. Please note that the journal uses **US punctuation and spelling**, following *Merriam-Webster's Collegiate Dictionary*.

CITATION SYSTEM

GPS uses the **endnote system**. Endnotes (kept to a minimum) must include full bibliographic information on first citation, including a full page range for the work and the exact page for a quotation. Subsequent citations should provide last name(s) and a short-title form. Every quote must be cited.

The first mention of an author in the main body text should include the first and last name.

Please note that translations of all non-English quotations and primary-source titles are required for indexing/abstracting purposes (see the translated title examples provided below).

EXAMPLES

Book with one author/editor

First note citation

1. David Jacobson, *Rights Across Borders: Immigration and the Decline of Citizenship* (Baltimore, 1997), 9.

Later citations

4. Jacobson, *Rights Across Borders*, 20.
5. *Ibid.*, 17–19.

Book with multiple authors/editors

First note citation

8. Frederique Apffel-Marglin and Stephen A. Marglin, eds., *Decolonizing Knowledge: From Development to Dialogue* (Oxford: Clarendon Press, 1996), 45.

Later citations

11. Apffel-Marglin and Marglin, *Decolonizing Knowledge*, 154.

Chapter or other part of a book

First note citation

12. Dorothy Pickles, "The Political Imperatives and Dilemmas of French Defence Policies," in *Conflict and Consensus in France*, ed. Vincent Wright (London: Franck Cass, 1979), 115–132, here 122–124.

Later citations

18. Pickles, "Political Imperatives and Dilemmas," 130.

Journal article (always include the doi)

First note citation

1. Guntram H. Herb, "Double Vision: Territorial Strategies in the Construction of National Identities in Germany 1949–1979," *Annals of the Association for American Geographers* 94, no. 1 (2004): 140–164, here 145, <https://doi.org/10.1111/j.1467-8306.2004.09401008.x>.

Later citations

21. Herb, "Double Vision," 28.

Translations

First note citation

1. Julio Cortázar, *Cronopios and Famas*, trans. Paul Blackburn (New York: Random House, 1969), 36.

Later citations

28. Cortázar, *Cronopios and Famas*, 272.

Translated titles

First note citation

25. Florence Hervé, *Brot und Rosen: Geschichte und Perspektiven der demokratischen Frauenbewegung* [Bread and roses: Stories and perspectives of the democratic women's union] (Frankfurt: Verlag Marxistische Blätter, 1979).
26. Moshe Bernet, *A Nation Like Any Nation: Toward the Establishment of an Israeli Republic* [in Hebrew] (Jerusalem: Carmel: 2009).

Later citations

28. Hervé, *Brot und Rosen*, 15.
29. Bernet, *A Nation Like Any Nation*.

Reprints and editions

First note citation

25. André Bazin, *Buñuel, Dreyer, Welles*, trans. Teresa Renales (1991; repr., Madrid: Fundamentos, 2008), 47.

Later citations

28. Bazin, *Buñuel, Dreyer, Welles*, 52.

Article in a newspaper or popular magazine

First note citation

1. Jan Puhl, "Core or Periphery? Poland's Battle Over Embracing the Euro," *Spiegel Online International*, 6 February 2013.

Later citations

35. Puhl, "Core or Periphery?," 15.

Thesis, dissertation, or unpublished manuscript

First note citation

40. Stephen G. Gross, "Imperial Institutions: The Soft Power of German Economic and Cultural Diplomacy in Southeastern Europe," (PhD diss., University of California, Berkeley, 2010).

Later citations

51. Gross, "Imperial Institutions," 156.

Papers, lectures, and unpublished reports

First note citation

1. Thilo Schöne, "Conference Report: Conflict Prevention and Peacebuilding Reconsidered: Challenges and Potentials at the National and International Level," Friedrich-Ebert-Stiftung, Berlin, 26–28 October 2012.

Later citations

53. Schöne, "Conflict Prevention and Peacebuilding," 26.

Archive materials

Archive materials may be cited according to the particular kind of archival material being cited. Note that public documents might be cited differently than private documents in archives.

First note citation

1. Artur Wilke letter to his son, n.d., Schlingensiepen Bestand, 7 NL 016-117, 72, Archiv der Evangelischen Kirche im Rheinland [AEKiR], Düsseldorf.
2. Z. Gutman, "Forced Labor, 1939–1945: Memory and History," testimony, streaming website video, interviewed by Dori Laub (New Haven, CT: Yale University, 2005), <https://zwangsarbeit-archiv.de/archiv>.

Later citations from same collection

26. Wilke to his son, n.d., AEKiR, 7 NL 016-117, 5.
27. Gutman, "Forced Labor, 1939–1945: Memory and History."

Websites and blogs

Access dates are only required when no date of publication or revision can be determined from the source.

First note citation

1. WHO (World Health Organization), "Committee on Technical Barriers to Trade—Notification—Mexico—Tequila," <http://docsonline.eto.org/TBT/Notif.00/168> (accessed 9 April 2000).
2. Ruth Marshall, "Falling on the Sword of the Spirit," *Immanent Frame*, 28 February 2011, <https://tif.ssrc.org/2011/02/28/falling-on-the-sword-of-the-spirit>.

Later citations

3. WHO, "Committee on Technical Barriers to Trade."
4. Marshall, "Falling on the Sword of the Spirit."

Online video

First note citation

1. Arthur Rubinstein, "Rachmaninoff Piano Concerto No. 2, Op. 18, I Moderato," Video, 10:12, uploaded 8 November, <http://www.youtube.com/watch?v=0Vv0Sy9FJrc&list=PLDB11C4F39E09047F>.

Later citations

4. Rubinstein, "Rachmaninoff Piano Concerto No. 2."
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ARTICLE SUBMISSION CHECKLIST

- Copyright assignment form** is signed and submitted (*no later than the final revised article submission*);
 - Cover sheet** is included and provides:
 - **Title** of the article;
 - An **abstract** of 125 words that is a summary or overview of the entire article and does not duplicate verbatim sections of the main text;
 - Five to eight **keywords** in alphabetical order and separated by commas (with only proper nouns capitalized);
 - Complete **contact information** for each author (mailing address, phone number, and email);
 - A **bio** of approximately 100 words for each author (including an ORCID if applicable);
 - Total **word count**, the number of tables and/or figures included, and any acknowledgments.
 - For any **figures**, ensure that:
 - **Placement** indicators and **captions** (with source/copyright information) have been provided in the main text for all figures and tables;
 - Separate files are provided (clearly named and consecutively numbered) and in the **required format** with all accompanying **permissions**.
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PLEASE ENSURE THAT:

- The style guide has been followed;
- All text, including headings, notes, and references, is in a standard 12-point type, such as Times New Roman, and double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;
- US spelling is used throughout, and a spellcheck has been performed;
- Different levels of headings are indicated by varying the typeface. Use **bold** type for an **A head** (a main text heading). Use **bold italic** for a **B head** (a first-level subheading). Use *non-bold italic* for a **C head**;
- Superscript note reference numbers and/or asterisks are **not** placed on article titles, headings, epigraphs, or the contributor's name;
- Contributions are referred to as articles (not essays or papers);
- Numbers less than 10 are spelled out (as are large whole numbers, e.g., nine hundred), and all number ranges are non-abbreviated;
- Foreign-language words that are not common in US usage are italicized on every instance;
- Double quotation marks are used for all quotations and terms, except for quotes or terms within quotes, and quotations of more than 100 words are indented as extracts with no quotation marks;
- URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes or the reference list;
- Abbreviations such as e.g., i.e., etc., and et al. are not used in the main text except within parentheses;
- Every quotation is cited.