

German Politics and Society

SUBMISSION INFORMATION FOR CONTRIBUTORS

All submitted articles should be original works and not concurrently under consideration by any other publication. Manuscripts should be electronically submitted as Microsoft Word or Rich Format Text (rtf) files to:

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gpsjournal@georgetown.edu

Articles and forum pieces should generally be **3,000 to 4,000 words**, review articles 1,500 to 2,000 words, and book reviews 750 to 1,500 words. All articles and forum pieces undergo a double-blind peer review process. We make every effort to inform authors of the referees' verdict within two months of submission.

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 e-mail), biographical data of approximately 100 words for each author, a total word count, the number of tables and/or figures included, and any acknowledgments. Affiliations and e-mail addresses will be posted online for indexing/abstracting purposes.

ABSTRACT/KEYWORDS

The article must include an abstract of no more than **150 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 names should be capitalized.

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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 will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

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.

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

1. Peter Hall and David Soskice, *Varieties of Capitalism: the Institutional Foundations of Comparative Advantage* (New York, 2001), 150.

Later citations

11. Hall and Soskice, *Varieties of Capitalism*, 154.

Chapter or other part of a book

First note citation

1. Philipp Ther, "Der Diskurs um die Vertreibung," in *Das Thema Vertreibung und die deutschpolnischen Beziehungen*, ed. Thomas Ströbel and Robert Maier (Hannover, 2008), 20–48, here 43.

Later citations

18. Ther, "Der Diskurs um die Vertreibung," 44.

Journal article

First note citation with doi (if available)

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, doi: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 title

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).

Later citations

28. Hervé, *Brot und Rosen*, 15.

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

36. Klaus Schrader, "Globalisierung und ihre wirtschaftlichen Auswirkungen auf Deutschland und die EU," available at http://www.wiesbadenergespraeche.de/bilder/tagungsband/A_1_Schrader_017-032.pdf (accessed 2 August 2013).

Later citations

38. Schrader, "Globalisierung und ihre wirtschaftlichen."
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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;
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 - Five to eight **keywords** in alphabetical order and separated by commas (only proper names capitalized);
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 - Total **word count**, the number of tables and/or figures included, and any acknowledgments.
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 - **Placement** indicators and **captions** (with source/copyright information) have been provided in the main text for all figures and tables;
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- Superscript note reference numbers and/or asterisks are **not** placed on article titles, headings, epigraphs, or the contributor's name;
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- Numbers less than 10 are spelled out, and all number ranges are non-abbreviated;
- Foreign-language words that are not common in US usage are italicized on every instance;
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- Contractions and abbreviations such as e.g., i.e., etc., and et al. are not used in the main text;
- Every quotation is cited.