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## Stylesheet

### 1. General information

*GENDER. Zeitschrift für Geschlecht, Kultur und Gesellschaft* offers an interdisciplinary forum for publications from theory and practice, and is published three times per year with a total of some 480 pages. Each issue offers a thematic focus. Furthermore, each issue has a free section with contributions from various subject areas. Further sections publish reports from the realms of equal opportunity and consultation practice, conference reports and book reviews. *GENDER. Zeitschrift für Geschlecht, Kultur und Gesellschaft* publishes only contributions that have not been published before. In sending your contribution to the editorial board, you declare that your contribution has not yet been published or submitted for publication elsewhere.

Those contributions meant for the thematic section, and the free section, are reviewed in our **double-blind peer review** process. Contributions for the other sections are reviewed by the editorial board. Please, remove any clear hints that identify your authorship from your contribution if it is meant for the double-blind review process when submitting it for the review process. General information on the author, like your name and address, will be removed by the editors when passing your manuscript on to the reviewers. As we are sure you understand, the review process itself may take some time. In general, the process takes up to eight weeks after handing in your manuscript; but we do ask for your understanding in case it takes longer. We will inform you as soon as possible about the decision as to whether or not the contribution is accepted, or what revisions are necessary, as well as when the contribution will be published.

Contributions should not comprise of more than **7,500 words** (or 50,000 characters; including footnotes and space characters). Please keep in mind that, in calculating the page space needed for printed pages, graphics, and tables according to their sizes. This may diminish the amount of words/ characters per page. In addition to your contribution – with the exception of book reviews – we need an **abstract in English and German** comprising of some 140 words (700 to 1,000 characters max.). Furthermore, we need four to six **keywords** in German and English (please, do not capitalise, unless you quote names). The title of your contribution should be provided in English and in German. At the end of your contributions, please give us **details concerning the author**: your full name(s), academic title(s), date of birth (optional), affiliation, the main focus of your work and research, postal and email addresses.

Please, hand in two hard-copies of your **manuscript** print-out, double-spaced. Please, quote the total of characters (including blanks) in your letter or on the title page.

The editors may make minor corrections to the text. Before the contribution is printed, the author receives **proofs** of her or his contribution. No royalties are payable. The authors receive one gratis copy of the journal and a pdf file of her or his own contribution for non-commercial use.

### 2. Styles

- Please, submit your manuscript by sending two hard-copies to the editors' address as well as a word file via email.
- The contribution meant for the thematic or free section may not comprise more than 7,500 words (50,000 characters including blanks) including footnotes and references. (If you think your manuscript needs more space, please discuss this with the editors.)
- Contributions for the section „From Research, politics and practice“, should not comprise more than 3,500 words (24,000 characters), conference reports no more than 2,700 words (18,000 characters incl. blanks).
- Single book reviews should not comprise more than 1,300 words (9,000 characters), group reviews should not comprise more than 2,700 words (18,000 characters).
- Contributions should be written without justification, syllabification etc.
- When quoting decades, please use the 1990s.
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- Please spell out percent, i.e. 50 per cent, unless you quote many percentages in one paragraph, then please use %.
- Please, spell out figures from one to twelve, unless you quote many figures in one paragraph, then please use numerals.

- Please, do not abbreviate million, billion etc.
- Figures with more than five spaces are grouped by the hard space, 33 000 and 6 900.

### 3. Structuring

- Please use decimal classification for chapters and sections (i.e. 1. Gender; 1.1 Women, 1.1.1 Working women).
- Do not use spacing within one paragraph for further structuring.
- Please keep in mind that a new paragraph is meant to group thoughts/ themes, thus, too many paragraphs may dissect the text too much, on the other hand, paragraphs that are too long may reduce the legibility of your contribution.

### 4. Annotations/ Footnotes

- Please use annotations for explanations and commentaries only, not for references and bibliographic data.
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- Please, do use footnotes sparingly and group them at the bottom of the respective page. Use your software options for generating footnotes.

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Please use italics for accentuation; do not use underlining, capitalising, spacing or small capitals. Please keep in mind that the layout may be disturbed by too much accentuation.

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- Charts and tables should generally be part of the main text body.
- In addition, please send us artwork of tables and charts as separate printout and file.
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- In case charts and tables are not yet inserted into the main text body, please, comment clearly on the location within the text where they are to be inserted.

The editorial board may not use the files if the quality is not sufficient.

### 7. Abbreviations

Please, do not use abbreviations like „ibid.“ etc.; instead repeat the appropriate reference.

### 8. Quotations

- Please, use APA citation rules (American Psychological Association Publication Manual, 6th edition 2009).
- Do not use footnotes for citations but use American style by quoting author's name and year of publication in brackets; do not use Christian names. For publications by two or more authors (up to three names), please use a dash (Müller/Meier/Schmitt 2009: 13).
- If in the text an author is named and his or her publication referenced, the publication is indicated by giving the year of publication in brackets after the author's name; i.e. Hochschild (1997). If the author is not named in the text, the name and year of publication as well as the page quoted from is to be given [... "liberty is not just a matter of having rights on paper" (Nussbaum 2000: 54) ...]. Two or more authors' names are to be separated by dashes (West/Zimmerman 1987: 127).
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- Put all the references under the header „References“ in alphabetical order of author's last names and publications by the same author in chronological order according to year of publication.

#### 9.1 Single author

Last name, Christian name. (year of publication). *Title. subtitle* (edition if not first). Place of publication: publisher.

Butler, Judith. (1993). *Bodies That Matter: On the Discursive Limits of Sex*. New York, London: Routledge

## 9.2 Multiple authors

Last name, Christian name; Last name, Christian name & last name, Christian name (eds. If applicable). (year of publication). *Title. subtitle* (edition if not first). Place of publication: publisher.

Deem, Rosemary; Hillyard, Sam & Reed, Mike. (2007). *Knowledge, higher education, and the New Managerialism. The changing management of UK universities*. Oxford: Oxford University Press

## 9.3 Collections

Cf. Single author, multiple authors.

Harding, Sandra & Figueroa, Robert (eds.). (2003). *Science and Other Cultures. Diversity in the Philosophy of Science and Technology*. New York, London: Routledge

## 9.4 Contribution to collections

Last name, Christian name. (year of publication). Title of contribution. Subtitle. In Last name, Christian name (ed.). (year of publication). *Title. subtitle* (edition if not first). Place of publication: publisher.

Keller, Evelyn Fox. (1995). The Origin, History, and Politics of a Subject Called "Gender and Science" – A First Person Account. In Sheila Jasanoff, Gerald E. Markle, James C. Peterson & Trevor J. Pinch (eds.), *Handbook of Science and Technology Studies* (pp. 80-94), Thousand Oaks, London, New Delhi: Sage Publications

## 9.5 Full title reference (in case the cited work is part of an important series)

In general, title of the book series the cited work is part of, is not quoted. However, in case the book series is of particular importance it should be referred to:

Last name, Christian name. (year of publication). *Title. Subtitle* (edition if not first). (Title of the book series and number of volume) Place of publication: publisher.

Waylen, Georgina. (2007). *Engendering Transitions. Women's Mobilization, Institutions and Gender Outcomes*. (Gender & Politics). Oxford: Oxford University Press

## 9.6 Grey literature

Grey literature, presentations, press releases and the like are not to be treated as independent publications.

## 9.7 Journals

Reference to journals include reference to pages of the volume/ issue respectively.

Last name, Christian name. (year of publication). Title of the contribution. subtitle. *Title of the journal, year, volume, issue*, page reference.

Guenther, Katja M. (2009). The Impact of Emotional Opportunities on the Emotion Cultures of Feminist Organizations. *Gender & Society*, 23(3), 337-362

Reference for journals with title of specific thematic issue

Last name, Christian name. (year of publication). Title of the contribution. subtitle. [Title of specific issue] *Title of the journal, year, volume, issue*, page reference.

Russell, Helen; O'Connell, Philip J. & McGinnity, Frances. (2009). The Impact of Flexible Working Arrangements on Work-life Conflict and Work Pressure in Ireland. [Work-life Balance]. *Gender, Work & Organization*, 16(1), 73-97

## 9.8 Reference to research reports and theses

Last name, Christian name. (year of publication). *Title. subtitle* (series if applicable). Place of publication: university or institute.

Marx, Dalia. (2005). *The Early Morning Ritual in Jewish Liturgy: Textual, Historical and Theological discussion in Birkhot Ha-shakhar (The Morning Blessings) and an Examination of their Performative Aspects*. (Dissertation, script). Jerusalem

## 9.9 Web publications

With reference to web publications, please take particular care to cite the date of access.

Last name, Christian name; last name, Christian name & last name, Christian name (year, date. month). *Title*. Date of access: Day. Month year at web address

Walker, Melanie. (2002). *Gender Justice, Knowledge and Research: a Perspective from Education on Nussbaum's Capabilities Approach*. Conference Proceedings of the conference on Promoting Women's Capabilities: examining Nussbaum's Capabilities Approach, 9-10 September 2002, Von Hugel Institute St Edmund's College Cambridge. Date of access 25 January 2010 at <http://www.st-edmunds.cam.ac.uk/vhi/nussbaum/papers/Walker.pdf>