DIFIS German Institute for Interdisciplinary Social Policy Research
connecting research, politics and society

Author Guidelines

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DIFIS publications not only disseminate newly acquired research results, but also aim to inform the public about current social policy debates and findings. We are very pleased that you have agreed to author a DIFIS publication.

In the following sections, we provide information on our publication formats, their formatting as well as the writing and citation styles.

DIFIS is responsible for the final proofreading of all publication formats. To ensure optimal manuscript preparation, we therefore depend on you to follow our guidelines closely and to submit the texts to us accordingly.

Until the primary publication as a DIFIS Study or a DIFIS Impulse, the publication rights to the content of the manuscript remain exclusively with DIFIS. DIFIS welcomes further publications by the authors arising from the DIFIS Study or the DIFIS Impulse.

If you have any questions, please do not hesitate to contact our team at publikation@difis.org. We look forward to receiving your manuscripts!

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1) Notes on the manuscript design for DIFIS-Impulses

DIFIS-Impulses

- are dedicated to current social developments: Scientists provide reviews, analyse problems and derive practical recommendations for politics and public institutions. A detailed description of the format can be found on our homepage.
- should not be written in a scientific style, but should rather present the most important results in a non-technical language for an interested audience outside science. Examples of a similar format can be found here.
- are submitted as **unformatted .docx document**. DIFIS is responsible for the final editing, typesetting and professional layout.
- include **12,000 - max. 13,000 characters** incl. blanks. Each **graphic element** (figure or table) **reduces** the text by approx. **1,000 characters**. The Impulse should not contain more than two graphic elements.
- may contain one to a maximum of two info boxes as a design element, in which key aspects such as definitions of terms, laws or recommendations for action are listed as bullet-points.
- contain an additional summary (At a Glance) on the title page. This summary includes the most important results in non-technical language as bullet points (max. 500 characters in addition to the text). A further abstract is not required.
- will be available as an ISSN publication in PDF format on the DIFIS website and printed in a small number of copies.
- use endnotes for references parsimoniously (maximum five per DIFIS-Impulse).
- The last page includes a paragraph **about the authors**. Please provide us with the relevant brief information about yourself and your work at the end of the document. This information will also be available on the homepage in the detailed view of the Impulse. For this purpose, we also ask you to provide us with a profile picture.

2) Notes on the manuscript design for DIFIS-Studies

DIFIS-Studies

- publish the results of short expert reports or other research papers prepared by you as social policy expert. You can find a detailed description of the format on our homepage
- are submitted as a **formatted .docx document**. A corresponding format template is provided by DIFIS. DIFIS will also be responsible for the final proofreading.

- include a minimum of 36,000 and a maximum of 60,000 characters including blanks. Each graphic element (figure or table) reduces the text by approx. 1,000 characters.
- contain an additional summary (At a Glance) on the title page. This summary includes the most important results in non-technical language as bullet points (750 - 1,000 characters in addition to the text).
- may contain information boxes as a design element, in which key aspects such as definitions of terms, laws or recommendations for action are listed as bullet points.
- will be available as an ISSN publication in PDF format on the DIFIS website.
- are structured as follows:
    - Title page/first page (i): authors, title, subtitle and abstract (see above).
    - Abstracts: The second page (ii) contains two abstracts (German/English) that reflect the core elements of the study (max. 1,000 characters). The abstracts will also be available on the homepage.
    - Main body and references.
    - Last page: About the authors. All authors are listed here with a portrait picture and 2-3 sentences about their person and work. This information will also be available on the homepage in the detailed view of the study.

3) General formal requirements

EMPHASIS

Boldface is to be used for the emphasis.

CAPITALS, CAPITALS, underlines, s p a c e d w r i t i n g , and all extraordinary formatting as well as ***multiple formatting*** should be avoided in the text. If emphasis is necessary, it should be boldface. Double inverted commas are reserved for the sole purpose of identifying verbatim quotations.

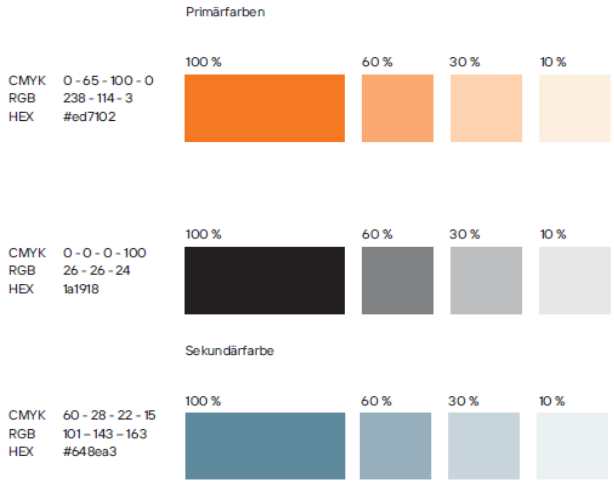
Emphasised as well as restricted, conditional or ironically used terms or phrases are, if marking is desired, to be delimited exclusively with **single inverted commas** ('old-age poverty').

Proper names or other fixed designations of initiatives, projects, networks, parties, companies, forms of work, groups, institutions etc. are capitalised and may be used without marking or in italics.

Titles of works, volumes, series, articles and journals etc. in the continuous text are indicated by **italics**. By the same token, chapter or section titles (including those of the author's own study) used there, for example, for referencing are indicated by italics.

FIGURES/ TABLES

Figure and table headings are always placed above the corresponding element and are to be left-aligned in font size 11 (bold). References are placed below the figure or table, left-aligned in font size 10. Please use the DIFIS corporate design as a guide for coloured graphics. We recommend that you use as few colours as possible - ideally only the primary and secondary colours of the DIFIS. If you use graphics that require more colours, please contact us. Below you will find the colour codes for the primary and secondary colours of the DIFIS:



For barrier-free use of the online document, please always provide figures and tables with a so-called alternative description. Insert illustrations with maximum resolution and also provide us with them separately in their original format.

ENUMERATIONS

For unnumbered enumerations, dashes or alternatively the square black dots are used as enumeration characters. Numbered enumerations are created according to the scheme (1), (2), (3) etc.

CITATION

Direct quotations are marked by double inverted commas "", an omitted word by [...], several words or parts of sentences are replaced by [...]. Insertions are also to be surrounded by square brackets. Quotations within the quotation are marked with simple quotation marks. Longer quotations (from a length of 3 lines) are to be indented as a text block (1.5 cm); line spacing 1-line, font size 10.

Indirect quotations should reproduce the source in spirit. The source reference of an indirect quotation is **not** introduced by "cf." or similar. The full stop should always be placed after a parenthesis.

SPACE CHARACTERS

Between abbreviations such as e.g., cf., etc. and in front of page references such as Nullmeier 2021, p. 47, please use hard spaces (Windows: Ctrl+Shift+Space; Mac: alt+Space).

NUMBERS Please write out numbers from one to twelve. For four or more digits, please use a comma, for example 1,546 or 54,000.

PERCENTAGES are given as %: "50 % of those in employment said ... while 45 % said that ... and 44 % were of the opinion ...".

ABBREVIATIONS Proper names, formal terms and institutions that can in principle be abbreviated are written out in full the first time they are mentioned and abbreviations are introduced in parentheses, e.g: Federal Ministry of Labour and Social Affairs (BMAS). A list of abbreviations is not required.

FOOTNOTES Footnotes are marked in the manuscript by superscript numbers without brackets. The footnote number is placed outside the sentence. Footnotes should be used for additions to the content and **used parsimoniously in the DIFIS-Studies; they are not used in the DIFIS-Impulses**. Formal notes: Line spacing 1 line, font size 10, justified.

HEADLINE Please fill in the headline in the Word format template for the DIFIS-Studies according to the default. For the DIFIS-Impulses, no information is required for the headline.

HYPERLINKS Please refrain from using hyperlinks in the Impulses. In the Studies, the decision to use hyperlinks is left to the authors themselves.

APPENDICES Appendices, such as questionnaires, are not published with the print publications, but can be made available via QR code on the DIFIS website.

HEADINGS **DIFIS-Studies** include up to three levels of headings: 1st main heading, 1.1. second heading, third heading (without numerical addition).

The **DIFIS-Impulses** comprise up to two levels of headings, which are identified graphically in the impulses (HEADING, sub-heading).

REFERENCES are incorporated into the text by means of bracketed references to the endnote or the bibliography (first names are not used). Short citations in the text are made for direct and indirect references without the use of “cf.” or similar abbreviations. Two authors are linked with "and". If there are more than two authors, use "et al." after the first author. Several works by the same person are listed chronologically (oldest publication first). Several works by the same person in one year are marked chronologically using lower case letters. When citing several authors, a semicolon should be used in the parentheses between authors, and a comma should be used for the same person. Page

	references should be precise, the use of relative markings such as "f.", "ff.", etc. are not used. Examples: (Nullmeier 2021, p. 47), (Klammer and Brettschneider 2021, p. 225), (Bosch et al. 2020), (Bäcker 2010a, pp. 115-117; 2010b, pp. 361-372), (Atkinson 1989, p. 285; 1995, p. 30), (Hegel 1807/2016, p. 47). Hall and Soskice (2001), if the authors are already named in the running text.
LAWS & REGULATIONS	Article or paragraph, abbreviation of the law, ex: §1 RegG. Court decisions: Name of the court rendering the judgment, date of pronouncement, reference, e.g.: BVerfG v. 24 March 2021, 1 BvR 2656/18 -, marginal no. 1-270.
SOURCES	should follow within the sentences and thus make it clear what exactly is being documented.
BIBLIOGRAPHY	is at the end of the manuscript for the **DIFIS-Studies**, without dashes and with a 'hanging' indent of 0.6 cm. Please arrange the literature used alphabetically according to the surname of the author (if no author is given: "NN."). Several publications by the same person are listed chronologically, the oldest publication first. Monographs are listed before joint publications. The authors of a publication are to be listed **in full with last and first names**. Journal names and book titles are formatted in *italics*. All references should **end with a full stop**. **Where possible**, the **DOI** should be listed at the end of the references. The following examples illustrate the required information. The **references in the DIFIS-Impulses** are also submitted as a **bibliography**; they are subsequently converted into endnotes by DIFIS.
SPELLINGS	Please use UK spellings. As a guide, take the Concise Oxford English Dictionary and the Oxford Dictionary for Writers and Editors. UK spellings will prefer '-ize' to '-ise', as a verb ending.

4) Examples for the bibliography

MONOGRAPHS, EDITED VOLUMES

Last name, first name. Year. *Title*. Place: Publisher, DOI if applicable.

Spieker, Manfred. 2012. *Der Sozialstaat. Fundamente und Reformdiskurse*. Baden-Baden: Nomos, DOI: doi.org/10.5771/9783845238517-2.

Bäcker, Gerhard, Gerhard Naegele and Reinhard Bispinck. 2020. *Sozialpolitik und soziale Lage in Deutschland: Ein Handbuch.* 6. Auflage. Wiesbaden: Springer VS, DOI: https://doi.org/10.1007/978-3-658-06249-1.

ARTICLES IN EDITED VOLUMES

Last name, first name. Year. Title. Subtitle. *Title of the edited volume*, Hrsg. First name last name, pages, place: publisher. DOI if applicable.

Klammer, Ute. 2020. Rentenpolitik zwischen Rollenbildern und Respekt: Verletzen Grundrente & Co. die Grundprinzipien der Gesetzlichen Rentenversicherung – oder helfen sie vielmehr, ihr Sicherungsversprechen einzulösen? In *Neustart in der Rentenpolitik: Analysen und Perspektiven*, Hrsg. Florian Blank, Markus Hofmann und Annelie Buntenbach, 47-66, Baden-Baden: Nomos. DOI: 10.5771/9783748906889-47.

JOURNAL ARTICLES

Last name, first name. Year. Title. Subtitle. *Journal* volume/issue: pages, DOI if applicable.

Klammer, Ute und Gert G. Wagner. 2020. Grundrentenplan der großen Koalitionen. Welche Risiken soll die gesetzliche Rentenversicherung versichern? *Wirtschaftsdienst* 100/1: 29-34, DOI:10.1007/s10273-020-2557-y.

INTERNET REFERENCES

Stöbe-Blossey, Sybille. 2021. Qualitätspolitik für die Kindertagesbetreuung: Governance-Strukturen in den Bundesländern. IAQ-Report. https://duepublico2.uni-due.de/receive/duepublico_mods_00075188. Zugegriffen: 21. Dezember.2021.

NEWSPAPER ARTICLES

Rudzio, Kolja. 2018. Warum der Aufschwung die Kluft zwischen Arm und Reich nicht verringert. In: DIE ZEIT, Nr. 4 v. 18. Januar 2018, 23.

ARCHIVE DOCUMENTS

Monnet, Jean: Allocution lors de la remise de la première médaille d'or de l'Association des Amis du Président Robert Schuman au Chancelier Konrad Adenauer. Rede, 02.07.1966, Historische Archive der Europäischen Kommission, BAC 118/1986, N° 1476.

5) CONTACT

Our editorial team will be happy to answer your questions at publikation@difis.org.