



## **Guidelines and stylesheet for authors publishing in the *Freiburger Zeitschrift für Geschlechter-Studien (fzg)***

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### **Format of the manuscript:**

Either Word (.doc) or Rich Text Format (.rtf) document. Font: Times New Roman 12 pt. Paragraph: 1.5 spacing, do not insert manual hyphenation or manual page breaks. Insert page numbers.

Please format as little as possible!

The author is responsible for grammar and spelling. Please try to avoid author identifying references, comments or notes. In Case of need please mark them or annex them on an extra page.

**1. Cover page:** The front page should include contact details (private and official); title of the text (in English and German); number of characters in the text (max. 40,000 characters, incl. literature but not abstracts) and a brief CV (max. 1,000 characters) incl. main focus of work/research. The cover page should not be numbered.

**2. Abstracts and keywords:** The abstract should have max. 1,200 characters. There should be exactly five keywords. Page numbering should begin from here.

**3. Notes and footnotes within the text:** These should be kept to a minimum, numbered sequentially and placed at the bottom of the corresponding page. References must be directly relevant to the content of the text and should not be used to provide further bibliographical details.

**4. Quotes within the text:** References should be US style and placed before the final punctuation mark, so long as this does not form part of the quotation itself.

*For example:* (Jahoda/Lazersfeld 1960: 233).

*Or:* "Phenomenology can provide the style for an analysis which retrieves and retains the immediate, vibrant, tangible, and compelling lived experience." (Fisher 2010: 94)

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■ In case of the author being mentioned in the same sentence as the quotation the name may be omitted.

*Example:* Fisher reminds us that “[f]rom a phenomenological point of view, the material is what is always already there, perhaps concealed or forgotten, but always present and dynamic” (2010: 94) and out of this perspective...

Where multiple citations are required, these should be grouped together and separated by a semi-colon like this: (Brücher 2004: 122; Müller 2012: 13).

In the case of the same work being cited in succession, *ibid.* can be used like this: (*ibid.*: 17).

Longer quotations, examples etc. should be given a separate paragraph. Please provide translations of all non-English foreign language quotations in a footnote.

Emphases should be cited as following:

He reminds us that “[f]rom a phenomenological point of view, the *material* is what is always already there, perhaps concealed or forgotten, but always present and dynamic” (Fischer 2010: 94, italics by FS).

If it is an emphasis copied from the original source please cite like this: (Fischer 2010: 92, italics in orig.).

**5. Emphasis within the text:** Use *italics* only and as rarely as possible. Please do not italicize institutions.

**6. Bibliography:** Do not abbreviate first names. Capitalize titles. (Please write titles in foreign languages with original capitalization and punctuation.)

**6.1 Monographs and co-authored books:**

Surname, first name (year): Title. Subtitle. Place of publication: Publisher.

*For example:*

Jahoda, Marie (1958): Current Concepts of Positive Mental Health. New York: Basic Book.

Reinalda, Bob/Kulesza, Ewa (2005): The Bologna Process – Harmonizing Europe’s Higher Education. Opladen: Budrich.

**6.2 Edited volumes:**

Surname, first name (editor) (year): Title. Subtitle. Place of publication: Publisher.

*For example:*

Bowers, Jane/Tick, Judith (Hrsg.) (1986): Women Making Music. The Western Art Tradition. Basingstoke: Macmillan.

*Contributions to edited volumes:*

— Surname, first name (year): Title. In: Surname, initial of first name (ed.): Title. Place of publication: Publisher, pp. xx-xx.

*For example:*

Jahoda, Marie (1988): Time: A Social-Psychological Perspective. In: Young, M./Schooler, T. (eds.): The Rhythms of Society. London: Routledge & Kegan, pp. 154-172.

### 6.3 *Contributions to journals:*

Surname, first name (year): Title. In: Title of the journal volume, issue, pp. xx-xx.

*For example:*

Jahoda, Marie (1989): Why a Non-Reductionist Social Psychology is Almost too Difficult to be Tackled but too Fascinating to be Left Alone. In: British Journal of Psychology 28, 1, pp. 71-78.

### 6.4 *Unpublished Sources, e.g.:*

- *Thesis:*

Müller, Gustav (2003): Das Individuum. Ph.D. thesis. Berlin: Humboldt University/Faculty of Sociology.

- *Personal Expertise:*

Schmidt-Schulze, Michaela (2001): Zur Lage der Frauen. Expertise (unpublished).

- *Research Report:*

Kunz, Ewald (2000): Verwaltungs- und Gebietsreform. Research Report (unpublished).

- *Unpublished Manuscript:*

Jahoda, Marie (1947): Encounter with the Devil. Manuscript (unpublished).

### 6.5 *Internet resources:*

Yoon, Jeongmee (2009): The Pink & Blue Project. <[http://www.jeongmeeyoon.com/texts\\_040.htm](http://www.jeongmeeyoon.com/texts_040.htm)> (accessed 30 July 2012).

*Domain:*

Ausnahmslos (2017), available at:

<<http://ausnahmslos.org/>> (accessed 30 July 2012)

*Blog Posts:*

Sejal Singh (2018): Five Things Every Intern Should Know About Their Rights, 21 June <<http://feministing.com/2018/06/19/five-things-every-intern-should-know-about-their-rights/>> (accessed 5 July 2018).

*Social Media Posts (facebook, etc.)*

Jackson-Hogan, Linda (2018). facebook post, @OfficialToniMorrisonAuthor, 19 March, 14:19 <<https://de-de.facebook.com/OfficialToniMorrisonAuthor>> (accessed 30 March 2018).

Please cite in the text as following: (Jackson-Hogan 2018)

## 6.6 Newspapers

*For example:*

Plewnia, Ulrike/Schattauer, Göran/Wendt, Alexander (2008): Abtreibungen: Normalste Sache der Welt. In: Focus 10, 03.March 2008.

*Online Newspapers*

*For example:*

Süddeutsche Zeitung Online (2008): Im Osten immer mehr, im Westen weniger. In: Süddeutsche Zeitung Online, 27.2.2008.

<<http://www.sueddeutsche.de/politik/kindstoetungen-im-osten-immer-mehr-im-westen-weniger-1.269940>> (accessed 3 April 2011).

**7. Illustrations and diagrams** should be submitted as a separate file. Maximum size: width 11 cm, height 17 cm. To fill half a journal page, bitmap graphics (photographs, scans) should be at least 1300 pixels wide and 900 pixels high. Please cite the source of any illustrations and diagrams where relevant, number all images and clearly indicate where they are to be inserted in the text. Authors are requested to obtain any necessary copyright permissions themselves and forward these to the publisher (Budrich UniPress Ltd).

**8. Abbreviations:** No spacing between two or more letters in abbreviations as in: i.e., e.g., pp., etc. Note also no space between page numbers and f. or ff. as in: p. 8f.

**9. Structure:** No more than two levels of subheadings.