

## **style guide for merz-Wissenschaft**

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### **style guide**

Papers are submitted as a non-formatted Word-document. Please submit papers by email or by disk copy of text files and graphic files.

Please include an abstract with your submission. Abstracts explain to the general reader why the research was done and why the results are important. The abstract should be 200 words or less, convey the paper's main point, and outline the results or conclusions.

Include with your submission a cover letter containing title of the paper and postal address, mail address, fax/telephone number, and fields of interest of all authors. Please include a correspondence address if two or more authors are mentioned. The authors' names appear only on the cover letter and under no circumstances in the main text.

The size of the paper should not exceed 40.000 signs, including notes and reference list.

Please embed graphic files and figures into the text file **and** submit them in separate files. Graphic files and figures must be marked in the text and the separate file by corresponding numbers and titles.

Please embed notes into the text file. Notes must be marked by consecutive #hochgestellt# numbers.

Use Headers and subheaders for structuring the text logically and clearly. Headers and Subheaders must be distinguished by consecutive decimal numbers.

Use Italic type for highlighting parts of the text.

### **3. References and Citations**

References to other texts must include the author's names and the year of publication. References after quotations also include page number (printed publication) or paragraph number (online publication). Quotations are marked by quotation marks and accordingly followed by reference:

(Name, year, page number/paragraph number).

Quotations within quotations are marked by single quotation marks. Quotations longer than 40 words need to be highlighted from the main text by a blank line before and after the quotation.

References to author's may appear in brackets (a) or may be integrated in the text, including the author's first name (b).

example(a): text (Glaser/ Strauss 1967, S. 45).

example (b): Barney Glaser und Anselm Strauss (1967, S. 45) refer to the concept of ... .

With teams of two authors, both authors are mentioned in the reference. With teams of more than two authors, all names are mentioned only in the first reference. For following references, the abbreviated form (first author et al.) may be used. With teams of more than five authors the abbreviated form applies also for the first reference. However, in the list of references at the end of the document all names appear.

## **List of References**

The list of references refers only to references made in the main text. It must include all references mentioned.

**Order.** The list is sorted alphabetically according to the name of the first author. In the list of reference, also the first name of the author is mentioned. More than one publication by the same author are listed in ascending order after the year of publication. Publications by the same author in the same year are marked a,b,c according to their order of occurrence in the main text and then sorted alphabetically in the list of reference.

**Titles.** For titles of monographies, compilations, magazines and series italic type is used. Italic type is not used for titles of articles taken from compilations or magazines. In cases of translated versions, the original title should be mentioned additionally and with complete reference at the end of the reference text.

examples:

### **- monography**

Bruner, Jerome S. (1997). *Sinn, Kultur und Ich-Identität. Zur Kulturpsychologie des Sinnes.* Heidelberg: Auer. (Orig. 1990: *Acts of meaning.* Cambridge: Harvard University Press)

### **- compilation**

Hitzler, Ronald/ Honer, Anne (ed.) (1997). *Sozialwissenschaftliche Hermeneutik. Eine Einführung.* Opladen: Leske + Budrich.

### **- article from a compilation**

Reichertz, Jo (1997). *Objektive Hermeneutik.* In Ronald Hitzler/ Anne Honer (ed.), *Sozialwissenschaftliche Hermeneutik. Eine Einführung.* (S. 31-55). Opladen: Leske + Budrich.

### **- magazine**

Schütze, Fritz (1983). *Biographieforschung und narratives Interview.* *Neue Praxis*, 13, 283-293.

### **- series**

Jüttemann, Gerd (1997). *Genetische Persönlichkeitspsychologie und komparative Kasuistik.* Forschungsbericht aus der Abteilung Psychologie im Institut für Sozialwissenschaften der Technischen Universität Berlin, Nr. 97-3.

### **- research paper and dissertation**

Meyer, Jens (1991). *Zur Frage der Duplizität.* Unveröffentlichte Dissertation, Christian-Albrecht Universität Kiel.

**- conference papers**

Neubauer, Anton (1995). Psychologische Ansätze der menschlichen Intelligenz. In Klaus Pawlik (ed.), Bericht über den 39. Kongress der Deutschen Gesellschaft für Psychologie in Hamburg, 1994 (S. 383-388). Göttingen: Hogrefe.

**- audiovisual media**

Shocked, Mike (1992). Over the waterfall. On Arkansas traveler [CD]. New York: Polygram.

**- electronic Media**

Autor, Anton (year). title. Title of magazine [type of media], volume pages or length.  
Available at: path [date of access].