

Instructions for authors

1. General information

Anonymised manuscripts are submitted to two experts for review (double-blind peer review). The latter recommend the acceptance or rejection of the article and, if accepted, may require that modifications and additions be made. Articles submitted must neither be already published nor submitted to other journals at the same time.

Manuscripts written in German, French, Italian or English are considered for publication. The submitted article is original. It has not been published in another journal and is not scheduled to be published elsewhere ("preprints" have to be indicated).

2. Advice regarding manuscript preparation

2.1 Formal aspects

| | |
|---------------------------|--|
| <i>Length of articles</i> | Contributions should not exceed 45,000 characters (including spaces, tables/illustrations and bibliographic references, but excluding the abstract). |
| <i>Title</i> | The title of the article should succinctly state the contents of the text. It is in at least two of the four languages (German, French, English and Italian). |
| <i>Abstract</i> | An abstract (max. 800 characters including spaces) in at least two of the four languages (German, French, Italian and English) must be submitted. |
| <i>Keywords</i> | Five keywords are required. They must be given in at least two of the four languages (German, French, English and Italian). The keywords should be as meaningful as possible and should be well-known and widely used in the academic community. Please separate the keywords with semicolons. Once the article is accepted for publication, the title, abstract and keywords are required in all four languages. |
| <i>Short biography</i> | The article must be accompanied by a short biography of all authors (max. 500 characters including spaces). This should contain the following information: current position, research areas, professional address. |
| <i>ORCID ID</i> | To facilitate the digital identification of authors, please enter the personal ORCID ID in the user account (https://orcid.org/). |
| <i>Standards</i> | In principle, the latest APA standards (7th edition) should be observed when writing an article. https://apastyle.apa.org/products/publication-manual-7th-edition |
| <i>Text structure</i> | Chapter headings should be numbered, including the introduction and conclusion (max. three levels). |
| <i>Numbers, numerals</i> | As a general rule, numbers from 10 upwards should be written as numerals, numbers less than 10 (i.e. zero and one to nine) should be written in words. However, numbers are represented as digits when all numbers smaller than 10 are used in a comparison with numbers larger than 10 and are quoted in the same sentence (e.g. 3 out of 35 subjects). Any number at the beginning |

of a sentence, title or heading is also expressed in words. Larger numbers with decimal places are written as follows: 7,355.65.

| | |
|------------------------|---|
| <i>Abbreviations</i> | Abbreviations should be used sparingly. All abbreviations must be introduced before their first use in the text, i.e. written out in full. Subsequently, only the abbreviation may be used in the text. |
| <i>Footnotes</i> | Footnotes contain supplementary information that would disrupt the flow of reading in the text. However, they should be as succinct as possible and used sparingly. |
| <i>Tables, figures</i> | Tables and figures should be inserted at the relevant place in the text. They should be numbered and titled. |
| <i>DOI numbers</i> | The DOI (digital object identifier) number of sources should, if available, be stated in the bibliography. |

2.2 Gender-inclusive language

The SJER strives for realisation of gender equality in written language. The following strategies help improving gender-sensitive writing:

1. Use non-discriminatory language

- Use gender-neutral nouns to include both genders.
E.g. spokesperson for spokesman, chair/chairperson for chairman, human beings/humanity for mankind, artificial/human-caused for manmade, first-year student for freshman, etc.
- Use plural pronouns/adjectives
E.g. "During **their** exams, **students** must show **they** have familiarised **themselves** with..."
- Use the pronoun *one* or *who* or omit the pronoun altogether
E.g. "A staff member in the countryside earns less than **one** in London."
"A student **who** is not satisfied can..." or "Any unsatisfied student can..." instead of "If a student is not satisfied, he can..."
"Requests the student to continue efforts" instead of "Requests the student to continue **his** efforts"

2. Make gender visible when it is relevant for communication

- Use feminine and masculine pronouns occasionally to stress the action of an individual. Do not overuse this strategy in English.
E.g. "**He or she** must answer precisely."
- Use two different words to make the sentence more inclusive.
E.g. "Boys and girls attend art classes. "

3. Submission and publication

| | |
|------------------------------|---|
| <i>Anonymisation</i> | Manuscripts must be anonymised <i>before submission</i> . There should be no references to the authors – neither in the text, nor in the bibliography or in the properties of the Word document (please remove all names under File → Properties). In the text and bibliography, please replace authors' names with Author 1, Author 2, etc. |
| <i>Submission</i> | The article should be uploaded as a Word document (.doc or .docx) to the journal's website at the appropriate place ("Submit an article"). The following three documents must be submitted, at minimum: <ol style="list-style-type: none">1) The original manuscript2) The anonymised manuscript3) Title page with title, abstract and keywords in at least two of the journal's four languages, as well as biographical information of author(s). |
| <i>Galley proofs</i> | Galley proofs are sent to authors for proofreading. The time allowed for proofreading is two weeks. After this, changes made by author(s) can no longer be taken into account. |
| <i>Editorial corrections</i> | For reasons of uniformity and linguistic accuracy, the editor reserves the right to make changes to the article and abstract. |
| <i>Author rights</i> | All articles are published under a Creative Commons CC-BY licence. The licence terms can be viewed at: https://creativecommons.org/licenses/by/4.0/legalcode |