Author’s Guidelines

Sections – Layout – Citation – Bibliography

As of November 2019

Thank you for your interest in publishing in Voluntaris – Journal of Volunteer Services!

This document contains all information needed to prepare a formally correct manuscript. It encompasses hints on the different sections of Voluntaris as well as on layout, citations and the bibliography.

As Voluntaris is a voluntary project worked on in our spare time, we need you to submit your articles according to these guidelines. Please understand that we can only accept your contribution if you consider these guidelines. If you want to contact the editors before submission – see contact details below. Thank you very much!

Content

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1. Categories for Articles

In Voluntaris – Journal of Volunteer Services articles are published in four different sections.

1.1 Scientific Articles

- Empirical, theoretical or application-related articles with scientific character, conceptual or programmatic contributions.
- Length: Up to 30 pages (approx. 11,000 words)
- Scientific articles will be reviewed by the editors and possibly by external referees.
- Order of appearance:
  o Author’s first name and surname
  o Title and subtitle
  o From five to eight key words in alphabetical order, separated by semicolon (in *italics*)
  o Abstract of approx. 10 lines or from 100 to 120 words (in *italics*)
  o Continuous text, full justification
  o German translation of title, key words and abstract (provided by the editors, if necessary)
  o Academic title, first name and surname, institute / chair and university or organization / institution, function (if applies), email address (Information needed for the index and sending of copies).
- Authors of short contributions receive five complementary copies of the journal.

1.2 Debate and Dialogue

In this category there are two formats:

- Comments, opinions, normative contributions, replies, reactions on developments in policies and practice
- Up to 15 pages (5,500 words)
- Order of appearance:
  o Author’s first name and surname
  o Title and subtitle
  o Continuous text, full justification
  o Academic title, first name and surname, institute / chair and university or organization / institution, function (if applies), email address (information needed for the index and sending of copies).
- Authors of debate articles receive one complimentary copy of the journal.

1.3 Documentation

- Reports of conferences, congresses, workshops, seminars, events, evaluation reports.
- Length: Up to 20 pages (7500 words)
- Order of appearance:
  o Title
  o Introduction
  o Continuous text, full justification
  o Academic title, first name and surname, institute / chair and university or organization / institution, function (if applies), email address (Information needed for the index and sending of copies).
- Authors of documentation articles receive 3 specimen copies of the journal.
1.4 Reviews

- Book reviews on volunteer services and topics which are considered to be relevant for volunteer services.
- From about 2 to 5 pages (from 700 to 1,500 words).
- Order:
  - Name of the book’s author, year of publication, title of the book, publishing company, ISBN number, page number,
  - Continuous text (2 columns, full justification)
  - Name of the reviewer
  - Academic title, first name and surname, institute / chair and university or organization / institution, function (if applies), email address (information needed for the index and sending of copies).
- Reviewers receive 2 complimentary copies of the journal.

2. How to layout your Manuscript

Please, send us your manuscript as a Word file and notice the following formalities:

2.1 Continuous Text

- Accentuations: *Italics*
- Enumerations: Bullet points
- Paragraphs: Paragraph spacing 6-Point, no blank lines between the paragraphs
- Syllabification: automatic hyphenation
- Abbreviation, like e. g.; cf.; ibid. with non-breaking spaces (Ctrl+Shift+Space)

2.2 Structure

Please, structure scientific articles and contributions from practice as follows:

1. Heading...
   1.1 Heading ...
      1.1.1 Heading ...
      1.1.2 Heading ...

- Sub-chapters: At least two sub-chapters at one level are needed
- Maximum three structure levels

2.3 Figures and Tables
Please label, frame and number figures and tables in the text as follows:

![Graph](image.png)

*Fig. 1: Title*  
*Source: Own data*

If figures or pictures are not generated in Word, please send these additionally as a graphics file in highest possible resolution to us. If pictures are generated in Word, these have to be grouped (mark all elements, right-click, grouping).

### 3. Citation Guidelines and Bibliography

In *Voluntaris* we use the *Harvard-style* for citations as illustrated in the following paragraph. If you use a reference management program, please make sure that its style is adjusted according to these guidelines.

#### 3.1 Citation

- **Short citation in text** (up to 60 characters) without use of “cf.” or “ibid.”
  
  E.g.: (Fischer 2012 f.); (Richter 2012: 39 ff.).

- **Two or three authors**: Separated by slash; **more than three authors**: Naming of the first author with addition et al.
  
  E.g.: (Fischer/Haas/Richter 2011); (Stern et al. 2004: 3)

- **Several Sources**: Separation by semicolon
  
  E.g. (Fischer 2012: 53; Richter et al. 2011: 64); (Stern 2012; 2012a)

- **Several publications of one author which have appeared within one year**: From the first publication ordered alphabetically according to title of the publication and with letter to the publication date
  
  E.g.: (Fischer 2009a: 23 ff.); (Fischer 2009b: 96); (Fischer 2009c: 83 ff.)

- **Internet sources**: Surname or name of the organization, year, S.; **no URL in the continuous text or the footnotes**
  
  E.g.: (University Köln 2007: 4)

- **Laws and orders**: Article or paragraph, acronym of the law of, Decision date, source in the law or order sheet, at last changed by law of, Decision date, source in the law or order sheet.
  

- **Court decisions**: Name of the accrediting court of, Date of the pronouncing of court decision, source.
3.2 Bibliography

In general

- Please, order the used literature **alphabetically** by the surname of the (first) author (in case no author is stated: “N.N.”). This is not valid for laws and orders, these are not listed in the bibliography.

- With several authors only the first author is ordered alphabetically by surname – all other information starts with the given name.
  
  E.g.: Johnson, Steve and Robert Smith … in: ed. by Judith Richards

- If an author is cited several times, the publications are arranged **chronologically**.

- Publications of the same author which have appeared in the same year are listed alphabetically and provided from the first declaration with a, b, c.

- If an author has published alone and together with others, the publications of several authors are listed beneath the single publications.
  
  E.g.: Fischer, Jörn (2006a): …
  
  Fischer, Jörn (2006b): …
  
  Fischer, Jörn and Benjamin Haas (2006): …

- All references end with **full stop**.

- Several locations are separated by a **hyphen**.
  
  E.g.: Köln-Frankfurt.

Monographs

Surname, first name, if applies: (Hrsg.) (Ed.) (year): *Title of the book*, ed. (only if it is not the first edition), place.

  

Publications in edited volumes:

Surname, first name (year): *Title of the publication*, in: anthology, ed. by given name surname, place, p. XX-XX.

  
Surname, first name (year): Title of the article, in: Journal (complete title, no abbreviation), Vol. XX, No. XX, p. XX-XX.


Publications in Supplements or Special Editions of Journals

Surname, first name (year): Title of the publication, in: Title of the supplement, ed. by, supplement No. the journal’s name, p. XX-XX.


Newspaper Articles

Surname, first name of the author (year): Title of the article, in: Title of the newspaper, number of the issue (or date), p. XX.


Internet Sources (particularly HTML- and PDF- documents)

Surname, first name or name of the organization (year): Title of the article, URL (access: Date).


Laws

- Legal norms should not be listed in the Bibliography. "Civil Code" is no source in this meaning (but "Palandt, comment to the Civil Code" is).

4. Contact:
The Voluntaris Team answers your questions with pleasure:

**Voluntaris – Zeitschrift für Freiwilligendienste**

Mail: redaktion@voluntaris.de
Tel.: +49/176-63163620