Manuscript Requirements and Author Guidelines

The outline of the Jahrbuch

The Jahrbuch adheres to the following structure

I   Thematic section (editorially structured annual themes)
a) Overture (essays, editorial review)
b) Contributions (articles, peer review)

II   Open section
(articles, peer review)

III Thinking and Doing Christian Social Ethics in Europe
(essays, editorial review)

IV   Bulletin (Announcements, Meetings, etc.)

Depending on the category, there are different requirements for the manuscript for each contribution. Therefore, please also refer to the specific manuscript requirements for further information: [link]

General Requirements and Information

Submission

The *Jahrbuch für Christliche Sozialwissenschaften* is characterized by a personal and trusting communication as well as an individual and appreciative assistance between editorial staff and authors. In order to be able to deal with the characteristics of each unique publication process from the first submission through to the published article, we do not use automated journal management in our work, but would like to be in personal contact with our authors, reviewers, typesetters or proof-readers.

Therefore, please submit your article via email (jcsw@uni-muenster.de). Contributions may be received in all common file formats (MS-word, OpenOffice-Writer). In any case, the editorial staff will confirm receipt of the manuscript to you asap.

Peer review and Editorial Review

The standards of scientific quality assurance are of utmost importance for the *Jahrbuch für Christliche Sozialwissenschaften*. In this way, the JCSW seeks to further a heightened profile of the discipline of "Christian social ethics" within the context of academic theology and beyond. We hope that this will enable us to live up to our own ambitions as one of the leading journals in the field and to do justice to our related responsibility towards the scientific community.

Therefore, all submissions are subject to an open-ended review process. The evaluation of research articles (i. e. research contributions to the thematic section and free submissions) is facilitated by reviews from qualified reviewers using a double-blind **peer review** process. Manuscripts submitted will primarily be assessed on the basis of four criteria: (i) relevance in the field of Christian social ethics, (ii) originality, (iii) methodological appropriateness and logical coherence, (iv) clarity and conciseness of presentation. Thus, please refrain from passages in your manuscript that could identify you as the author(s) and would endanger the anonymous review process. Reviewers' comments are usually made available to authors in anonymous form in order to facilitate further improvement of the paper. Manuscripts that are inappropriate or insufficiently developed may be returned to the author(s) without formal review. All other submissions (e. g. overtures, essays, reports) will be evaluated through an **editorial review** process. The editorial team reviews the submitted manuscripts primarily on their thematic relevance and logical adequacy but structure, writing and presentation style are also considered. On this basis they provide helpful feedback to the author(s). After the review process and the acceptance of the papers authors will most likely be asked to revise their articles to comply with all guidelines before publication.

Abstract

Please include an abstract of 150 – 200 words in German and English.

Length

The length of the article should not exceed 48.000 characters (including space and footnotes, excluding abstract) for the sections Ib and II. For the section "Overture" (Ia) the length should be 20.000 characters for bulletin (III) 15.000 characters.

Formatting

Please use as few formatting as possible and neither manual nor automatic hyphenation. All contributions will be formatted prior to publication by our editorial staff. We will make sure to make as many of your individual wishes (pictures, tables, graphics, etc.) possible.

Manuscript structure and headlines

Please use the following structure:

> Author
> Title
> Subtitle (if applicable)
>
> Abstract (in English and German, 150 – 200 words each)

1. Headline 1
1.1 Headline 2
1.1.1 Headline 3

Bibliography

Accentuation and italics

Please accentuate in italics. Also use italics if you want to highlight the importance of a certain author in the manuscript text, references to literature in your text, and terms in other languages than the text itself.

Footnotes

Please use footnotes (no endnotes). If your article is submitted for section Ia (Overture), please refrain from extensive footnotes. For all other articles there are no restrictions.

Hyphens and dash

Please distinguish between hyphen (like in "re-enactment") and dash (e.g. to highlight a sentence or thought more clearly). Use dashes also for the indication of page numbers (57–68).

Quotation marks

Please use typographical quotation marks ("…").

Citations, References and Bibliography

Information for Citavi User: The references management system *Citavi* (external link) has developed a custom-fit citation style for the JCSW that already includes all the requirements concerning citations, references, and bibliography. In order to use the citation style please click on the "Citation" menu › "Citation style" and then select "Browse citation styles". Click "Find and add style". Type "Jahrbuch für Christliche Sozialwissenschaften (English)" in the Name box. Select the style, click „Add" and „Ok". Important: Make sure to also select the style "Jahrbuch für Christliche Sozialwissenschaften (English)" in the Word Add-In and not only in Citavi[1].

The appearance of citations and references

Please apply *in-text citation* when using a direct or indirect quote, paraphrasing information, or simply referring to a piece of information from another sourcedocument.

- **In parentheses** (If the author is not mentioned in the text): Last name Year, [if nec.] Page number(s), e.g.:
  "… (cf. Miller 2005) …"
  "… (Habermas 1995, 59) …"
- **In the text, narratively** (If the author is mentioned in the text, only indicate the Year and if nec. the Page number(s)), e.g.:
  "… as Habermas mentioned (1995) …"
  „… as Große Kracht outlines (2001, 95) …"
- **Structure for two authors**: Place the last names of the authors in the order they appear on the source and use 'and' (in the text, narratively) or '/' (in parentheses) to separate the author names: Last name of Author 1/Last name of Author 2 Year, [if nec.] page number(s), e. g.:
  "… (Bohmeyer/Frühbauer 2005) …"

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[1] Please also note the instructions in the style description.

"… as Bohmeyer and Frühbauer indicate (2005, 16) …"

- **Structure for three or more authors**: Only include the first listed author's name. Follow it with "et al.":
  "… (Heimbach-Steins et al. 2019) …"
  "… Heimbach-Steins et al. argue (2019, 13) …"
- If there are multiple works by an author/ authors and the sources are all written in the same year, include the letters 'a' 'b' 'c' and so on after the year in the citation, e. g.:
  "… (Spieß 2010a) …"
  Writers can even lump dates together, e. g.:
  "… (Spieß 2010a, 12–24; 2010b) …"
- If you refer to more than one sourcedocument, use a semicolon to separate the bibliographic information, e. g.:
  "… (Große Kracht 2001; Dabrowski et al. 2003; Heimbach-Steins et al. 2019) …"

The appearance of bibliographical information

Please display the full information for <u>all</u> the citations and literature sources found in the body of your manuscript. All references are listed in alphabetical order by the author's last name. If there are multiple works by an author, the references are listed in order of the publication year. The names of authors are written in reverse order. Write out the last and first names and include (if nec.) the initials for the middle names. When writing out titles for books, articles, chapters, or other sources, only capitalize the first word of the title and the first word of the subtitle. Names of people, places, organizations, and other proper nouns also have the first letter capitalized. End every reference with a period. If a Digital Object Identifier (DOI) exists, it should be specified by placing "http://doi.org/" in front of the DOI number. The information "online at" and the retrieval date should not be included in the DOI number.

Please use the following format in your bibliography:

<u>Monographs</u>

Last name, First name (Year): Title. Subtitle. ([if nec.] Series, Series No.). [if nec.] edition. Place of publication: Publisher.

- **Adams, Nicholas** (2006): Habermas and Theology. Cambridge: Cambridge University Press.
- **Veith, Werner** (2006): Intergenerationelle Gerechtigkeit. Ein Beitrag zur sozialethischen Theoriebildung (Forum Systematik, 25). Stuttgart: Kohlhammer.
- **Vogt, Markus** (2013): Prinzip Nachhaltigkeit. Ein Entwurf aus theologisch-ethischer Perspektive (Hochschulschriften zur Nachhaltigkeit, 39). 3rd ed. München: Oekom.

When two or more authors work together on a source, write them in the order in which they appear on the source, separated by a semicolon, e. g.:

- **Wheeler, David A.; Larsen, Gregory N.** (2007): Techniques for Cyber Attack Attribution. Alexandria: Institute for Defense Analysis.

<u>Chapters in edited books</u>

Last name, First name (Year): Chapter title. Subtitle. In: Editor/s (Ed/s.): Book title. Subtitle ([if nec.] Series, Series No.). [if nec.] edition. Place of publication: Publisher, page range (exact beginning and end of the chapter). When two or more editors work together on an edited source, write them in the order in which they appear on the source, separated by a semicolon.

- **Ackermann, Denise** (1999): A voice was heard in Ramah. A feminist theology of praxis for healing in South Africa. In: Ackermann, Denise; Bons-Storm, Riet (Eds.): Liberating faith practises. Feminist practical theologies in context. Leuven: Peeters, 75–102.
- **Winkler, Katja** (2007): Befähigung zur Beteiligung - Befähigung durch Beteiligung. Beteiligungsgerechtigkeit nach Martha Nussbaums Capabilities Approach. In: Eckstein, Christiane; Filipovic, Alexander;

Oostenryck, Klaus (Eds.): Beteiligung, Inklusion, Integration. Sozialethische Konzepte für die moderne Gesellschaft (Forum Sozialethik, 5). Münster: Aschendorff, 53–67.

Edited books:

Last name, First name (Ed.) (Year): Title. Subtitle ([if nec.] Series, Series No.). [if nec.] edition. Place of publication: Publisher.

- **Ackermann, Denise; Bons-Storm, Riet** (Eds.) (1999): Liberating faith practices. Feminist practical theologies in context. Leuven: Peeters.
- **Fisch, Andreas; Ueberbach, Myriam; Patenge, Prisca; Ritter, Dominik** (Eds.) (2018): Zuflucht - Zusammenleben - Zugehörigkeit? Kontroversen der Migrations- und Integrationspolitik interdisziplinär beleuchtet (Forum Sozialethik, 18). 3rd ed. Münster: Aschendorff.

Articles in reference works:

Last name, First Name (Year): Article title. Subtitle. In: Last name, First Name (Ed.): Book title. Subtitle. [if nec.] Vol. No: Volume title. [if nec.] edition. Place of publication: Publisher, page range.

- **Beaglehole, Ernest** (1972): Property. In: Sills, David L. (Ed.): International Encyclopedia of the Social Sciences. Vol. 12. New York: The Macmillan Company & The Free Press, 333–345.
- **Baumgartner, Alois** (1995): Art. „Familie". Kap. IV: sozialethisch. In: Kasper, Walter (Ed.): Lexikon für Theologie und Kirche. Vol. 3. 3rd ed. Freiburg: Herder, 1170.
- **Baumgartner, Alois; Korff, Wilhelm** (1999): Sozialprinzipien als ethische Baugesetzlichkeiten moderner Gesellschaft. In: Korff, Wilhelm (Ed.): Handbuch der Wirtschaftsethik. Vol. 1: Wirtschaft und Ethik. Gütersloh: Gütersloher Verl.-Haus, 225–237.

Journal articles

Last name, First name (Year): Title of article. Subtitle. In: Title of Periodical Volume ([if nec.] Issue), page range.

- **Coase, Ronald H.** (1937): The nature of the firm. In: Economica 4, 386–405. https://doi.org/10.1111/j.1468-0335.1937.tb00002.x.
- **Abdelzaher, Dina M.; Abdelzaher, Amir** (2017): Beyond Environmental Regulations: Exploring the Potential of "Eco-Islam" in Boosting Environmental Ethics Within SMEs in Arab Markets. In: Journal of Business Ethics 145 (2), 357–371. https://doi.org/10.1007/s10551-015-2833-8.

Articles in newspapers

Last name, First name (Year): Title. Subtitle. In: newspaper dd.mm.yyyy, page range.

- **Habermas, Jürgen** (1995): Wahrheit und Wahrhaftigkeit. Die Freiheit der Selbstvergewisserung und des Selbstseinkönnens. In: Die Zeit, December 08, 59.
- **Hubschmid, Maris** (2011): Ganz globaler Wahnsinn. In: Tagesspiegel, September 4 (Vol. 21086), 22–23.

Internet

Internet sources are sources available exclusively on the Internet, e.g. websites, Internet articles, lectures and presentations, social media contributions, podcasts and much more. (but not scientific articles, which are also available digitally in addition to a print version). **[Source reference], online at ‹address›, accessed [date].** (Note: If a URL is longer than one line, do not insert any hyphens or paragraphs to separate it. These could be seen as part of the URL and thus falsify it).

- **Gabriel, Karl** (2003): Wandel von Ehe und Familie und die Möglichkeiten einer christlichen Lebensweise in einer veränderten Gesellschaft. Referat auf der Jahrestagung des Referats Ehe- und Familienseelsorge des Bistums Münster am 6. 10. 2003, online at ‹http://www.uni-muenster.de/imperia/md/content/fb2/c-systematischetheologie/christlichesozialwissenschaften/ehe_und_familie.pdf›, accessed June 20, 2006.

If internet sources (e. g. websites) do not have a clear title or author, the name of the website or the meta title (in the respective browser tab) must be specified. If the date or year is missing, the abbreviation "n. d." for *no date*, e. g.

- **Institut für Christliche Sozialwissenschaften** (n. d.): online at ‹https://www.uni-muenster.de/FB2/ics/›, accessed February 17, 2022.

Ecclesiastical documents:

Please list the ecclesial documents in a separate section "Ecclesiastical Documents":

Abbreviation – Author (Year): [if nec.] Sort of Document *Title* ([if nec.] Series, Series No.). [if nec.] edition. Place of publication: Publisher, [if nec.] page range.

- **PT – John XXIII.** (1963): Encyclical Letter *Pacem in terris*. Vatican City: Libreria Editrice Vaticana.
- **GS – II Vatican Council** (1965): Pastoral Constitution *Gaudium et spes*. Vatican City: Libreria Editrice Vaticana.
- **DBK** (2000): Bischöfliches Wort *Gerechter Friede* (Die deutschen Bischöfe, 66). Bonn: Sekretariat der deutschen Bischofskonferenz.
- **EKD** (2007): Denkschrift *Aus Gottes Frieden leben – für gerechten Frieden sorgen*. Hannover: EKD.