

Der öffentliche Sektor / The Public Sector

Information for authors

Thank you for your willingness to contribute to the journal „Der öffentliche Sektor – the Public Sector“. Here you find necessary information for publishing with us. The information applies to both German and English texts.

1. Basics

- The journal aims at publishing original work. Texts submitted to the journal must not be submitted to another journal at the same time.
- The journal aims at a *multi-disciplinary audience*. Therefore, contributions should use clear and easily accessible language that is accessible for a broader readership.
- Language: German or English
- Provide the paper in a current version of MS Word (1997 or later).
- No list of contents; no list of tables and figures; no top lines and no footers
- Length:
 - Full paper: 4.000 – 8.000 words, including abstract and references
 - Short papers, book reviews, opinion pieces: 500 – 3.000 words
- If you have a piece with a very different length that you think would be suitable for the journal, please get in touch with the editors.
- Please provide a short abstract (max. 1.000 characters)
- The paper should contain an introduction, a main part (one or more sections) and a final part (conclusions). Acknowledgments are optional.
- No appendices; all important tables and figures should be part of the paper¹.
- Authors are solely responsible that all sources used for the text are acknowledged and referenced adequately and that no plagiarism is committed.
- For texts in German: when naming groups of people, use gender-neutral formulations (for example: Studierende). If not possible, use an underscore to highlight inclusiveness (for example: Autor_innen). For compound words, you may use the simple form (for example: Arbeiterbewegung, Bürgerinitiative).

2. Open-Access guidelines

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3. Information about the author(s)

Please include the full name of all authors and their affiliation as well as an email address of the “corresponding author”.

¹ Additional text can be included in footnotes

Short information about the author(s)

On the journal's last page some information about the author(s) will be published. Please provide a few sentences about yourself, as for example:

„C. T. studies Political Economy at the Vienna University of Technology; currently she is research assistant at the European Council of Towns and Regions in Brussels.“

„Dr. L. P. holds a doctoral degree in Business Administration. Currently he is post-doctoral researcher at the Centre for Public Finance and Infrastructure Policy at the Department of Spatial Planning in Vienna.

„Dr. P. H. is an economist and also holds a doctoral degree in law. He is lecturer in Public Economics at Vienna University of Economics.“

4. Formatting

- No colours in the text (colour figures are possible; see below)
- Emphases in the text only in *italics* (neither bold nor underlined)
- To facilitate the layout process, please provide your text in font size 12, 1.5 lines line spacing, Times New Roman.

Numbering, titles and subtitles

All chapters and main sections should be numbered consecutively, with a maximum of two heading levels (e.g. „2.“ and „2.1.“). Please avoid using a third or more levels. You may include additional subtitles in bold (without numbering).

Footnotes

Use a consistent format for the footnotes and an automated footnote function in Word.

5. Figures and tables

Position and labelling

Figures and tables should preferably be referred to in the text to clarify where they belong to in terms of content.

- All figures and tables should be numbered consecutively.
- Please place your figures in the text, and, additionally, send them as single files in high quality.
- Place figures and tables where they should appear in the text. They might be moved in the layout process to another location in the text, though.
- All figures and tables need to have labels and sources. Please put them immediately over and under the respective figure or table. Never use “text boxes” or similar elements in word, just insert your titles and sources directly into the word file. Examples are provided below.

Example for figure:

Figure 1: Name of the figure

<Figure 1>

Source: FAO 2006: 18, adaptation by the author

Example for table:

Table 1: Name of the table

Source: Kevan/Phillips 2001

Coloured figures

The journal is published in digital form as an Open-Access-Journal (full colour) and additionally in limited printed numbers (black and white). If your paper contains coloured figures, please make sure that they are also understandable in black and white or submit two versions of the figures. The best would be to prepare images that can be used both ways. Please submit every single figure as a separate file (.jpg, .gif, .pdf, etc.) in high quality.

Please check for a good readability both on screen and in print.

6. List of references

Please stick to the following referencing style:

In-text reference format: (Jäger 2012: 56)

For two or three authors: Name with slash without spacing: (Harvey/Maier 2009: 12)

For more than three authors: only name of the first with et al.: (Ziegler et al. 1996)

For more than one reference after each other: names, separated with commas: (Hans 2003, Mayer 2000)

For more texts by one author: publication year, separated by semicolon: (Harvey 2001; 2000)

Reference list:

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