

ZfP - Zeitschrift für Politik NOTES ON MANUSCRIPT DESIGN

The ZfP is published in the new spelling!

Text length: as a rule, no more than **50,000 characters (incl. spaces)** **Text format**

- Left-aligned, no separations!
- Line spacing: 1.5 ze
- Font: Times New Roman
- Font size 12 pt
- No spacing before and after paragraphs. But: Centre subheadings, italic; two blank lines before and one blank line after.
- **Inverted commas** throughout the text exclusively "**French**" (this also applies to 'single inverted commas')!

Footnotes:

- Font size: 10 pt
- Line spacing: 1 ze
- Left-justified, no indentation!

Preceded by a German abstract, an English summary and an English title as well as five to eight keywords.

Then a line on the author and a correspondence address (author's e-mail).

No bibliography (literature exclusively in the footnotes, and as follows):

- Order of author names: First name (written out in full!) Surname
- Comma after author name
- Book titles: italic
- Comma after title
- Comma after place and year
- Full stop or semicolon at the end

Examples:

Jeremy Rifkin, *The European Dream. The Vision of a Quiet Superpower*, Frankfurt a.M. 2004, p. 27.

Published books: only (ed.) not (ed.) Example:

Reinhold Viehoff / Rien Segers (eds.), *Kultur. Identity. Europe. On the Difficulties and Possibilities of a Construction*, Frankfurt a.M. 1999.

If more than one place: slash without spacing: Example: Cf. Benedict Anderson, *Die Erfindung der Nation. Zur Karriere eines erfolgreichen Konzepts*, Frankfurt a.M./New York 1993, p.15f.

No publisher names

Essays in anthologies: (Written out) first name last name, essay title "exclusively in inverted commas" (No punctuation after essay title!) in: lower case, then book reference as above. Example: Werner Weidenfeld, "Europe - but where is it?" in: ders. (ed.), *Europa-Handbuch*, Bonn 2002, p. 15.

Essays in journals: "Essay title as above" Name of journal: italics;

Example: Giandomenico Majone, "Europe's Democratic Deficit" in: *European Law Journal* 4, No. 1 (1998), pp. 5-28.

In the case of repetitions exclusively: surname, title of the essay or book, loc.cit. blank, indication of the footnote under which the complete indication can be found in brackets, page numbers! Example: Kielmansegg, Integration und Demokratie, ibid. (FN 12), p. 58.

There is a full stop at the end of each footnote (i.e. no second full stop for a page reference like p. 123f.)