

Information for Authors Manuscript Guidelines for the Periodical **KonfliktDynamik**

1. Submission of Manuscripts

Manuscripts should be sent by email to the editorial office in Oldenburg with the subject “Manuscript KonfliktDynamik”.

Email: redaktion@konfliktdynamik.de

2. Content, Review Process and Publication.

Contributions should be scientifically sound and useful for practical work in the field of conflict management.

Incoming manuscripts for the sections “In Focus” (Im Fokus), “Theory and Practice” (Theorie und Praxis), and “International” (Internationales) will be evaluated by two reviewers each, who will not know the names of the authors.

Authors will receive feedback on the reviewers' recommendations and comments within 60 days of submission of the manuscript. Submissions will either be accepted without need for revision, accepted on the condition that reviewers' revision comments are implemented, or rejected. The editorial team decides on the date of publication. In addition, it can reject contributions that, in its view, do not fit the profile of the journal.

3. Linguistic and Formal Design

The texts must be linguistically correct, clear and comprehensible.

The form of the manuscript is to be as follows:

- MS Word file format, “Times New Roman” font, font size 12 pt and line spacing 1.5.
- Limitation to two subheading levels (excluding the contribution heading), the hierarchy should be clearly marked by assigning a heading style.
- Please use line breaks (returns) only at the end of a paragraph, never at the end of a line.
- Do not use automatic or manual hyphenation.
- Do not use spaces or tabs for indents or to center headings.
- In running text, please use only italics (use them as sparingly as possible!) and avoid capitalization and underlining.

For contributions in the sections “*In Focus*” (*Im Fokus*), “*Theory and Practice*” (*Theorie und Praxis*), “*From the Organizations*” (*Aus den Organisationen*), and “*International*” (*Internationales*), summaries and key terms are to be prepared in German and English.

4. Size of the contributions

The size of the contributions depends on the category.

Category (German)	Category (English)	Maximum characters (characters <u>with</u> spaces) per contribution
Im Fokus	In focus	30.000
Theorie und Praxis	Theory and practice	30.000
Aus den Organisationen	From the organizations	18.000
Internationales	International	30.000
Interview	Interview	13.500
Hinter den Kulissen	Behind the scenes	13.500
Methoden	Tools	9.000
Rezension	Review	4.000

5. Structure of the Manuscript

The manuscript should be structured as follows:

- Title (short concise main title, further explanations in subtitle).
- German abstract (max. 900 characters with spaces) if required for the category.
- German key terms (max. 150 characters with spaces) if required for the category
- text of contribution.
- English summary and English title (max. 900 characters with spaces) if required for the category.
- English key words (max. 150 characters with spaces) if required for the category.
- Short vita of all authors (max. 600 characters with spaces) with author contact information (organization/company, postal address, email address).

6. Author Photos, Figures and Tables

Please also send by email or data compact disc:

- **Author photos** in high quality (i.e. at least 300 dpi) with indication of the image right (© xyz).
Please send the photos in an image file, please do not include them in the Word file!
Photos with unclear licenses (e.g., from the internet) must not be used.
- **Attachments:** Figures, tables

Please note clearly in the manuscript where in the text which figure or table is to be inserted. For multi-column texts and tables, it is best to use the column and table functions in Word. Do not create columns with spaces or tabs!

Figures and tables as graphic file

Image files must be provided in common graphics formats and in the original file (source file). Please do not supply us with images embedded in Word under any circumstances! In order to achieve a good print result, we need the images in high resolution (at least 300 dpi for grayscale images, at least 600 dpi for line images).

Grayscale images please in the common image formats with the extensions *.tif, *.jpg, or *.bmp (extensions with *.pcx, *.gif, *.tga are problematic!). Line / vector images are also welcome as created by common graphic programs (endings *.cdr, *.eps, *.pdf). If you use a special program, please export your file as *.eps or *.pdf. In this case, the vector representation is usually retained and the typesetting shop can process the image without requiring the original graphic program.

The graphics should not be integrated in the Word file, but must be provided separately as a separate file; otherwise as a reproducible template, i.e. a supervisory template (very good laser printout, photo or similar).

7. Eye-Catcher

Please mark 3-5 short striking sentences in your manuscript that can be used in print as so-called eye-catchers (cropped, enlarged quotations) on a page. Please note to choose the quotations in such a way that they do not necessarily require to be positioned at a certain place, but as flexibly as possible on a page. The eye-catcher should not exceed a size of 80 characters with spaces. You can also send us the eye-catchers separately by mail.

8. Citation Style in the Text (inspired by the guidelines of the American Psychological Association).

Source references are included in the body text, not as footnotes. Bibliographic citations in the text include the surname of the author(s) and the date of the publication from which cited. In the case of verbatim citations, page references should be cited. If an article by several authors is cited more than once, all author names are mentioned the first time the article is cited, and only the first name with the abbreviation "et al." when cited again. Example:

... (Müller 2010) ...

... (Müller, Meier, Schulze 2008, p. 345), hereafter: ... (Müller et al. 2008)

9. Bibliography (inspired by the guidelines of the American Psychological Association).

Each source cited in the text must be listed in the bibliography. The names of the authors are listed first, each with the first letters of the first names, separated by commas. Immediately afterwards, the year given in the text is listed in parentheses. Then the title is given.

English abbreviations are used for English-language works (e.g. "p.", "Ed.", "in press", etc.), and the German designations are used for German-language works (z.B. "S."; "Hrsg.", "im Druck", etc.).

Depending on whether the reference is a book, an article in a book, or journal articles, different information is then required.

Examples for the layout of the reference list:

Monograph

Schlippe, A. v., Schweitzer, J. (1996). Lehrbuch der systemischen Therapie und Beratung. Göttingen/Zürich: Vandenhoeck & Ruprecht.

Contribution from an edited volume

- Klinger, E., Bierbrauer, G. (2009). Sozialpsychologie des Verhandeln. In Haft, F., Schlieffen, K. Gräfin von (Hrsg.). Handbuch Mediation. München: C. H. Beck, S. 109–135.
- Johnson, D. W., Johnson, R. T., Tjosvold, D. (2006). Constructive Controversy: The Value of Intellectual Opposition. In Deutsch, M., Coleman, P. T., Marcus, E. C. (Eds.). The Handbook of Conflict Resolution. Theory and Practice. San Francisco: Jossey-Bass, pp. 69–91.
- Shazer, S. de., Hopwood, L. (1995). D’ici à là, vers on ne sait où: l’évolution continue de la thérapie brève. In Elkaim, M. (Hrsg.). Panorama des thérapies familiales. Paris: Seuil, S. 597–620.

Journal Article

- Winslade, J., Monk, G. (2011). Narrative Mediation: Ein besonderer Konfliktlösungsansatz. Familiendynamik (5, 12), pp. 206–213.

Works on the Internet

For a work accessible on the Internet, Digital Object Identifier (DOI) or Internet link of the work with date of access (year/month/day).

Karina Korostelina, K. (2014). Intergroup Identity Insults: A Social Identity Theory Perspective. <https://doi.org/10.1080/15283488.2014.921170>

Rothman, J. (2003). Action Evaluation. <http://www.beyondintractability.org/essay/action-evaluation> [2019/10/21]

10. Notes and Footnotes

References to sources and literature are integrated into the text (see section 8). Footnotes should be avoided if possible. If they are nevertheless necessary, please use the Word function “Insert footnote”.

11. Proofs

The authors receive a makeup of their article once, where orthographic errors and punctuation can be corrected, but no major textual interventions are possible anymore. Compared to the last version of the text agreed upon with the authors, the makeup may contain editorial changes, e.g. in headlines, eye-catchers, spelling and grammar. Authors must return the pagination pages to the editorial office within seven days with their corrections. If this does not happen, it will be deemed that the author has agreed to publication in this form.

12. Authors Rights and Utilization of the own Contribution

After publication, authors receive a voucher copy of the respective issue as a print edition as well as online access to their own article in the e-library of Nomos Verlag. After one year, authors may republish their article elsewhere, citing the source of the first publication. Relevant is the § 38 Abs. 1 UrhG (further information via <https://www.gesetze-im-internet.de/urhg/38.html> as well as <https://www.nomos.de/urheberrecht/>).

After 12 months of publication in KonfliktDynamik (as a pre-print or post-print in WORD format, but not as a publisher PDF), articles may be published elsewhere, e.g. on a personal website or in a repository (in each case with citation of the original source and preferably with a DOI link to the Nomos eLibrary). After 36 months, the Publisher PDF may be placed on a personal website (private or official), but never in a repository.