

# Guidelines for authors

... everything about categories, formatting, writing and citation styles

Thank you for your interest in publishing with *Voluntaris – Journal of Voluntary Service and Civic Engagement* [Zeitschrift für Freiwilligendienste und zivilgesellschaftliches Engagement]

We invite authors to carefully review and follow these guidelines when preparing their manuscripts for submission. **Voluntaris** is a voluntary publication project, primarily organized alongside the editors' professional commitments. To ensure a smooth process, we kindly ask that you submit your contributions in accordance with the provided guidelines. Adhering to these guidelines ensures an efficient review process and facilitates the production of high-quality publications.

Should you have any questions or require further assistance, please do not hesitate to contact the editorial team.

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## 1. Categories

- As the author, you are encouraged to suggest the category your contribution should be assigned to. However, the final decision regarding categorization will be made by the editors. General Requirements for All Contributions: **Target Audience:** Ensure your text is aimed at a specialist audience working or conducting research in the fields of volunteering and civic engagement.
- **Conciseness:** Strive to make your text as brief as possible while maintaining the necessary depth and clarity.
- **Relevance:** Include only content that is directly relevant to your argument. Avoid presenting background knowledge already familiar to our readership, such as the principles of the Federal Volunteer Service or the basics of the German Survey on Volunteering.
- **Author Details:** At the beginning of the article, include the following information for all authors: academic titles, full names, affiliated institutions (e.g., institutes, universities, organizations), roles or positions, and email addresses.

**Contact Information:** Provide the postal addresses of all authors at the end of the article for sending specimen copies.

### 1.1 Essays

- *Content:* empirical, theoretical and application-related essays with a scientific character as well as reports from practice, problem outlines, project descriptions, programmatic and conceptual contributions
- *Length:* The length of the article should correspond to the relevance of the findings and the scientific quality of the contribution. Guideline: 15,000 to 40,000 characters, including spaces and bibliography
- *Order of manuscript details:*
  1. **Title and Subtitle:** Provide a clear and concise title for your article.
  2. **Author Information:** List the first and last names of all authors, including academic titles, affiliated institutes/chairs, universities, organizations/institutions, functions (if applicable), and email addresses.
  3. **Summary:** Include a summary of 100 to 120 words.
  4. **Keywords:** Provide four to eight keywords, sorted by relevance and separated by semicolons.
- **Translations:** Add an English translation of the title, summary, and keywords. For essays written in foreign languages, provide a German translation. *Review:* All submitted articles undergo a review process conducted by the editors and/or external experts in the respective subject area. .

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## 1.2 Debate and Dialogue

- **Content:** Comments, opinions, normative contributions, responses, reactions to developments in policy and practice
- **Length:** Guideline: 5,000 to 30,000 characters, including spaces and bibliography (if applicable)
- **Order of manuscript details:**
  1. **Title and Subtitle:** Provide a clear title and optional subtitle for your article.
  2. **Author Information:** List the first and last names of all authors, including academic titles, affiliated institutes/chairs, universities, organizations/institutions, functions (if applicable), and email addresses.
- **Keywords:** Include five to eight keywords sorted by relevance, separated by semicolons, along with their English translations. **Review:** The review is conducted by the editors and, if necessary, by external reviewers.

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## 1.3 Documentations

- **Content:** Reports and documentation of conferences, meetings, workshops, seminars, events; summarising evaluation reports
- **Length:** The length of the documentation must be appropriate to the scope of the event or evaluation. Guideline: 5,000 to 20,000 characters, including spaces and bibliography (if applicable)
- **Order of manuscript details:**
  1. **Title:** Include the title of the documentation.
  2. **Author Information:** Provide the first and last names of all authors, including academic titles, affiliated institutes/chairs, universities, organizations/institutions, functions (if applicable), and email addresses.
  3. **Introduction:** Include an introductory section to contextualize the documentation.

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## 1.4 Reviews

- **Content:** Book reviews of relevant works in the context of voluntary services and civic engagement
- **Length:** about one to a maximum of five *Voluntaris* pages. Guideline: 4,500 to 9,000 lines, including spaces and bibliography (if applicable)
- **Order of manuscript details:**
  1. **Book Details:** Name of the book author, year of publication, title of the book, publisher, ISBN, number of pages, and price.
  2. **Reviewer Information:** Name of the reviewer.

**Reviewer Contact Information:** Function and email address of the reviewer.

## 2. General Formatting Instructions

Please submit your manuscript as a Word file. There are no specific requirements for line spacing, font, font size, etc., as all manuscripts will be processed in a typesetting programme. We recommend using standard settings such as: Arial, Calibri, Helvetica, Times New Roman; font size 11 or 12.

### 2.1 Body text

- Compose the text as **single-column continuous text in justified text**. Use **automatic hyphenation** - do not separate by hand!
- Use **full stops** for bulleted lists.
- Mark highlights in italics.
- Please **do not use any other formatting** (e.g. organizations are not italicised). Please do not use tabs or multiple spaces to place text. Do not insert links, tables of figures or tables of contents in the manuscript.

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### 2.2 Structure

- Please use a numerical structure with a maximum of **three structure levels**. The last number is written without a full stop from the second outline level onwards. Each outline level must contain at least two chapters:

#### 1. Headline

##### 1.1 Headline

##### 1.1.1 Headline

##### 1.1.2 Headline

#### 1.2 Headline

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### 2.3 Figures and Tables

- Please **title** and **number** figures and tables.
- Always cite a **source** (if you created it yourself: 'own presentation').
- Figures in Word: Please '**group**' (select all elements, right-click, grouping). The illustration may contain colour tones if useful for the statement.

- Other formats: Please also send us illustrations as **graphic files** (.jpg, .png, .xls) in the highest possible quality.

### 3. Spelling

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#### 3.1 Freiwilligendienstprogramme

*Voluntaris* generally follows the official spelling of volunteer service programmes.

- Volunteer service programs, such as “Freiwilliges Soziales Jahr”, “Freiwilliges Ökologisches Jahr”, “Internationaler Jugendfreiwilligendienst”, “Bundesfreiwilligendienst”: For these and similar proper names, every word is capitalised; after the first mention, the common abbreviations such as FSJ, FÖJ, IJFD oder BFD should generally be used, for example: [Das Freiwillige Soziale Jahr \(FSJ\) is a ... In the FSJ, ...](#)
- Weltwärts und Kulturweit: These support programmes are also capitalised as proper names at *Voluntaris*.

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#### 3.2 Miscellaneous

- Please write out **numbers** from one to twelve. From four digits please use a comma, for example 1,546 or 54,000.
- **Percentages** are written out in full in the body text if they are single or few statements, for example: [‘Sending organizations report that the number of applicants has increased by 50 percent.’](#) Where several percentages are listed, % is used, for example: [‘50 % of volunteers stated ..., while 45 % said that ... and 44 % were of the opinion ...’](#)

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## 4. Citation Guidelines and Bibliography

### 4.1 Citation in the text

- **Abbreviated citation** in the text for direct and indirect references without the use of ‘cf.’, ‘ibid.’ or similar.

E.g.: (Fischer 2012); (Richter 2020: 71); Bibisidis et al. (2015: 5–7) on the other hand, start from different premises...

- **Page details** should be **accurate**.

E.g.: instead (Papadopoulos 2020: 130 ff.) please (Papadopoulos 2020: 130–133)

- **two or three authors**: Separation by slash. If there are **more than three authors**: Name the first author with the addition ‘et al.’

E.g.: (Fischer/Haas/Richter 2011); (Mucha et al. 2020: 265–268)

- **several sources**: separated by semicolons

E.g.: (Bendix 2020; Grantham/Tiessen/Lough 2018: 139); (Mangold 2020: 52; 2013: 317)

- **several articles by one author that were published within one year**: **Sort** by title of the article **alphabetically** starting with the first article and number with letters starting with the year.

E.g.: (Zimmer 2019a: 50); (Zimmer 2019b: 19)

- When **quoting a classical author**, the year of publication of the first edition is given first.

E.g.: (Hegel 1807/2016: 47)

- **Internet sources**: surname or name of the organization and year, as well as the page reference; **no URL addresses in the body text or in the footnotes**.

E.g.: (BMFSFJ 2021: 17); (BDKJ/Caritas 2018)

- **(your own) data material**: name of source, line and/or page number, organised according to the respective procedure of the research project (uniformly throughout the text)

E.g.: (Interview 7, l. 678) or (Lisa, p. 4, l. 3–17)

- The **references** should be included in the sentences and should make it clear what exactly is being documented. References are therefore not added after the full stop at the end of the sentence, but before it.
- **Changes in original quotations** should be marked with square brackets, omissions with three dots, annotations with the author's initials or similar.

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## 4.2 Bibliography

### General

- Please sort the literature used **alphabetically**, according to the **last names** of the authors.
- If there **are several authors**, they are separated by a semicolon and listed in the order of their appearance in the bibliographical information.

E.g.: Strachwitz, Rupert Graf; Priller, Eckhard; Triebe, Benjamin (2020): Handbuch Zivilgesellschaft. Berlin/Boston.

- If **an author is cited more than once**, the publications are listed by date of publication, starting with the most recent. The most recent publication is at the top.
- Publications by the same author that appeared **in the same year** are listed alphabetically and labelled a, b, c, etc. starting with the first entry.
- If an author has published alone and together with others, the publications of several authors are listed under the individual publications in alphabetical order.

E.g.: Evers, Adalbert (2020): ...

Evers, Adalbert (2016): ...

Evers, Adalbert; Ewert, Benjamin (2010): ...

Evers, Adalbert; Olk, Thomas (2011): ...

- If there are **six or more authors**, the abbreviation 'et al.' is sufficient.
- All bibliographical references end with a **full stop**.
- Several locations are separated by a **dash**.

E.g.: Cologne/Frankfurt a. M.

- Wherever possible, the **DOI should** be given at the end of the information.

Bsp.: Mwathi Mati, Jacob; Perold, Helene (2020): An Africancentred approach to quality in practice? Insights from East African volunteer involving organisations. In: *Voluntaris*, vol. 8, no. 1, <https://doi.org/10.5771/2196-3886-2020-1-102>.

### Monographs

Surname, First name (Year): Title. Subtitle (if applicable). Edition (only if it is not the first edition). Location, DOI (if applicable).

E.g.: Haas, Benjamin (2020): *Ambivalenz der Gegenseitigkeit. Reziprozität und Postkolonialismus in entwicklungspolitischen Freiwilligendiensten*. 2nd ed. Baden-Baden, <https://doi.org/10.5771/9783748906049>.

### Contributions to Collective Works

Surname, First name (Year): Title of Article. In: Surname, First name (eds.): Title. Subtitle (if applicable). Location, pp. XX–XX, DOI (if applicable).

E.g.: Munsch, Chantal (2011): Engagement und soziale Ungleichheit. In: Olk, Thomas; Hartnuß, Birger (eds.): *Handbuch Bürgerschaftliches Engagement*. Weinheim/Basel, pp. 747–757.

### Journal Articles

Surname, First name (Year): Title of Essay. Subtitle (if applicable). In: Journal (full Title, no abbreviation), vol. XX, no. XX, pp. XX–XX, DOI (if applicable).

E.g.: Mucha, Witold; Soßdorf, Anna; Ferschinger, Laura; Burgi, Viktor (2020): Fridays For Future meets Citizen Science. Resilience and Digital Protests in Times of Covid-19. In: *Voluntaris*, vol. 8, no. 2, pp. 261–277, <https://doi.org/10.5771/2196-3886-2020-2-261>.

### Articles in Supplements or Special Editions of Journals

Surname, First name (Year): Title of Article. In: Surname, First name (eds.): Title of Supplements. Supplement No., Journal Title, pp. XX–XX., DOI (if applicable).

E.g.: Ortiz Loaiza, Paola (2020): Volunteering for Development – What Germany and Weltwärts can learn from the Global South. In: Bonus, Stefanie et al. (eds.): *Entwicklungspolitische Freiwilligendienste im Fokus der Forschung. Sonderband Voluntaris*, pp. 140–148, <https://doi.org/10.5771/9783748903932>.

### Newspaper Articles



Surname, First name (Year): Title of Article. In: Title of Newspaper, Number and Volume of Issue or Date, p. XX.

E.g.: Schröder, Thilo (2020): Freiwilliges Ökologisches Jahr: „Man lernt viel über die eigenen Stärken und Schwächen“. In: Süddeutsche Zeitung, 7.8.2020, p. 42.

### Internet sources (including HTML or PDF Documents)

Surname, First name of Author or Editor of the Page (Year): Title of the Page. URL (Access date).

E.g.: Wirtherle, Sarah (2019): Der Entwicklungsraum Service Learning. Eine Grounded Theory über das Lernen durch Engagement. [https://kups.uni-koeln.de/10547/1/Dissertation\\_SarahWirtherle.pdf](https://kups.uni-koeln.de/10547/1/Dissertation_SarahWirtherle.pdf) (15.1.2021).

Bsp.: BMFSFJ – Bundesministerium für Familie, Senioren, Frauen und Jugend (2019): Zukunft Zivilgesellschaft: Junges Engagement im digitalen Zeitalter. Dritter Engagementbericht. Bundestagsdrucksache 19/19320. <https://www.dritterengagementbericht.de/> (15.1.2021).

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## 5. Contact

Our editorial team is happy to assist with any questions you may have. [redaktion@voluntaris.de](mailto:redaktion@voluntaris.de)

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