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Languages

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General formatting

Font: Arial 12pt, line spacing: 1,0

Accentuation: only by underlining, no bold or italic font.

The text shouldn't contain any other formattings than those mentioned here, i.e. no italic or bold parts, no hyphenation, no conditional hyphens, no pagebreaks.

Orthography

English texts can be authored in US-American or British English. Within one article the version of a language should be consistent.

Length

CAS-Working-Papers: 40.000 characters maximum without blank

Abstract

In addition to every Working Paper) please hand in a German and an English abstract that contains up to 800 characters (without blanks) and outlines the conclusions of the article.

Information about the author

This information should contain: description of the professional background, the career in short form, present institutional alignment, present Email-address, present Website, if existent.

Length: 500 characters maximum.

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Please number Charts and graphs serially, starting by "one". Charts and Graphs have to be numbered separately.

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The source of every picture has to be mentioned, for example: Picture: Hertha Müller.

Abbreviations

At the first mentioning, all abbreviations and acronyms not commonly known should be written down completely and the abbreviations should be given in brackets behind: "the United Nations Development Programme (UNDP) was responsible for this project...". Later on, only the Abbreviation may be used.

Outline

Please hand in a short outline to every Working Paper (not the Information-Service). This outline may contain two levels.

Quotation

Indication of source

The Working Papers use the American quotation, i.e. the bibliography will be inserted in brackets directly after the quoted passage in the following formatting:

(Surname author/surname author date: page number (from-to or f(f)), e.g.: (Schreiber/Wohltat 2003: 67-91 bzw. 67ff).

When listing publications with more than three authors, only the first author will be mentioned: (Barnes et al. 2005: 99).

When quoting several publications from the same author and the same year, the different articles should be emphasized with minuscules, e.g.: Barnes 2000a, 2000b).

Multiple sources in one bracket are separated through semicolons.

(Literat 2006: 67f; Studiosus 2008:99). If the sources are longer than half a page, they have to be displaced in a footnote. In the footnote, only the date and the pages will be mentioned in brackets, not the authors.

Footnotes

Further references and explications to the text should be put in footnotes at the bottom of the page.

Every footnote ends with a full stop.

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Quotes

Quotes that are longer than two lines are to be separated from the text through a blank at the beginning and at the end.

Elisions as well as inserted words in quotes are to be marked with [...]. Quotation marks in a quote are to be quoted in single quotation marks, e.g.: "He said 'oops'".

Foreign language terms

Foreign-language terms have to be put in italics.

Bibliography

All quoted authors and sources have to be mentioned in alphabetical order in the bibliography at the end of the text according to the following guidelines:

The authors' names are to be fully written out, even with sources of more than three authors. For references to anthologies with more than three authors it is sufficient to name the first author and abbreviate the others with "et al."

When quoting several publications from the same author and the same year the different articles should be separated by minuscules (for example: 2000a, 2000b).

Line-spacing: single, space after every bibliographical reference 6pt.

Monographies

Surname, forename/surname, forename (Date): Title, x.ed., Place: publisher.

Articles from a monography

Surname, forename/surname, forename (Date): Title, in: Surname, first name et al. (ed.), Title of the Monography, x.ed., Place: publisher, pp. xx-xx.

Articles from journals

Surname, forename (Date): Title, in: Title of the journal, No. xx,xx, Vol., pp. xx-xx.

Conference papers

Surname, forename (Date): Title (paper for the conference „Title of the conference“, date, in: place).

Internet documents

Surname, forename (Date): Title, in: www... respectively: http://... (date of the page access).

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