



# Journal of Social Science Education (JSSE)

## Editorial Guidelines for Authors

5th edition, June 2010

Dear author,

You can facilitate your and our work considerably by writing and saving your manuscript according to the criteria given below.

### 1. Profile of the journal

#### *Theory and research orientation*

The *Journal of Social Science Education* (JSSE) is a theory and research oriented journal of social science education and related disciplines and field. Theoretical discussions on education, teaching and learning and related empirical research are its centre of interest. Of course, scholarly perspectives on practices of teaching and learning and the discussion of policies, empirical results, and research methods are included.

#### *Empirics, practice and examples*

Papers submitted to the JSSE are expected to give empirical examples and to present material from educational practices (as far as appropriate for the respective subject) in order to make the argumentation more vivid and more instructive.

#### *Interdisciplinary approach*

The JSSE promotes the dialogue among the disciplines of social science education and between them and the social sciences. It is committed to the ideas of co-operation and interdisciplinary research. Therefore, the editors of the JSSE prefer topics which are relevant for more than one specialist discipline of social science education or social sciences.

#### *Internationalism*

The JSSE offers a forum for the dialogue across national borders and puts a particular stress on a European perspective and on research on and practices of European countries. That is why the journal prefers themes that are of multinational or supranational, especially European relevance and papers that deal with topics related to the diverse discourses in Europe.

#### *Originality*

In addition, the JSSE prefers contributions that stimulate and enrich the scholarly discourse through their originality and innovativeness, e.g. by developing new concepts, applying unconventional methods or exceeding the borders of conventional discourses.

#### *Quality standards*

The *Journal of Social Science Education* commits itself to a consistent, double blind peer-review process, in which every contribution has to be evaluated by several anonymous reviewers.

The published discourse in the field of social science education is characterised by a certain fragmentation and considerable differences of quality. To overcome this, the JSSE presents survey articles about the main discourses in European countries.

### 2. Original articles

The *Journal of Social Sciences Education* only publishes original articles that have not been published previously. By sending in the manuscript the author definitely declares that his or her contribution has not been published elsewhere. By submitting the manuscript the author declares that he/she accepts the publication in the JSSE.

### 3. Peer Review

All the manuscripts pass through a double blind peer review according to the international standards (compare further information at [www.jsse.org](http://www.jsse.org) ). The publishers base their decision on accepting the manuscripts mainly on the experts' suggestions without being bound to them.

### 4. Book reviews

Book reviews submitted without prior request from the JSSE will not be published. The editors gladly accept proposals for books to be reviewed.

The following list is intended to help you to prepare your manuscript for publication in the JSSE. It covers details of presentation which will be checked in editing if your manuscript is accepted for publication.

#### 1 Manuscript

- (1) The total length of papers should be 6-9000 words (or 38000-65000 signs, blanks included).
- (2) Please use the commonly accepted word processing programs (at best, doc or rtf format).

#### 2 Abstract

Please start your text with an abstract of not more than *15 lines*. A second version of your abstract in *German* (or *French*) is very welcome. An abstract in a further European language may be added, too. The aim of the abstract is to give *short, concise and precise information* about content, methods and results of the contribution.

#### 3 Text

##### 3.1 Manuscript format

- (1) Please do not use any formatting; exception see (5) and (6b).
- (2) Please write your text using automatic word wrapping. Only use the return key at the end of paragraphs, but not to produce a word-wrap.
- (3) The text should not be in grouped-style.
- (4) Do not use manual word-division. Please switch off auto-hyphenation.
- (5) Emphases in the text should be *italicised*, never in bold.
- (6) Paragraphs never have indentations (no hanging paragraphs).
- (7) Please use standardized structuring elements (levels of titles, listing etc.) A numerical structure is desirable (e.g. 1.1; 1.2 ...).
- (8) When you use enumerations or hyphens, please use an average hyphen, e.g. – (Strg + Num – )

##### 3.2 Blank space and further details

- (1) Please do *not* put a blank before punctuation marks (commas, full stop, exclamation mark, semicolon, ...), before or after a dash, (ex.: blue-yellow), between opening bracket and following word or closing bracket and preceding word or after an inverted comma.
- (2) Please put a blank after a punctuation mark (full stop, comma, semicolon, ...), between a number and percent, opening or closing brackets, before and after inverted commas, after giving a page, e.g.  
p 55
- (3) When you give numbers or you enumerate please use a small hyphen without using the space-bar, e.g.  
pp 12-15
- (4) Numbers up to twelve are written out in full.
- (5) Please avoid abbreviations. Use them only if they are self-explanatory. Names and institutions have to be written out when first mentioned. The abbreviations are added in brackets.
- (6) For the production of spacing between textual or graphic elements please use the tabulator or indentation but never (a series of) blanks.

##### 3.3 Tables, illustrations

- 
- (1) Tables and illustrations are not inserted in the consecutive text but saved separately. You refer to it in the text, e.g.  
Ex.: "Table 1 here"
  - (2) Tables get a heading which is on top of the table. All references to them are similar throughout the paper.
  - (3) We would like to get figure files (e.g. scanned pictures or graphs) as a separate file (preferred: tif files with high resolution).

### 3.4 Text citation

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- (1) Quotations which are longer than three lines are indented.
  - (2) Quotations can either be referred to with the name of the author in the sentence „Robert Heilbroner (1998) examined...“ or without the author’s name in the sentence, e.g. “The study (Heilbroner 1998) shows“
  - (3) With page references, e.g.  
... showed (Heilbroner 1998, 26)
  - (4) Two authors, e.g.  
... explained (Flachs, Fuchs 1992)
  - (5) Separate a series of references with semicolon, e.g.  
... analysed (Flachs, Fuchs 1992, 220; Schmidt et al. 1995, 14-19)
  - (6) Two authors of the same name  
... showed (D. Fuchs 1994; P. Fuchs 1995)
  - (7) Quotations have inverted commas, e.g.  
“integration“  
Use apostrophes before and behind a quotation in a quotation, e.g.  
“integration means ‘cooperation’ between different participants “
  - (8) The source is at the end of the quotation and in front of the punctuation mark, e.g.  
„... was settled“ (Mul 1999, 25).
  - (9) Indirect quotations, e.g. quotations taken from quotations are referred to as in the following example,  
“... integration” (Heilbroner 1998: 2, cit. Mul 1999, 11).
  - (10) Omissions in a quotation are in brackets and use blank space, e.g.  
“integration (...) cooperation“  
Exception: colon and full stop, e.g.  
(...).
  - (11) Page numbers which are in the bibliography or following a quotation always have a blank space between page and number, e.g.  
pp 155
- 

### 4 Footnotes

Please do not use footnotes but *endnotes* and these very sparsely and exclusively for textual explanations, not for references or further bibliographical notes (cf. 5).

### 5 Bibliography (at the end of the text)

- (1) Authors are listed in the bibliography with first name (prename) *and* surname (family name): year and page.  
DeCesare, Michael. 2007. A Discipline Divided. Sociology in American High Schools. Lanham, Boulder, New York, Toronto, Plymouth.  
If the publishing house is also mentioned, this must be done for all the literary references. The information about the publishing house can also be generally omitted.  
*Articles*: Exact page references are necessary (beginning and end of the article).
- (2) Normal formatting (no indentation, no numbering, etc.)
- (3) All references end with a full stop. There are never two following full stops.
- (4) List references in alphabetical order by author’s last names. Include the first names of the authors.

- (5) For two or more articles by the same author list them in order of the year of publication (the oldest first).
- (6) To list two or more works by the same author from the same year, distinguish them by adding letters (2000a), (2000b) etc.
- (7) To list references which titles are not in English, nor in German nor in French, you have to translate the title of the article. The translation is put in square brackets. If it is an article taken from a periodical the title of it has to be translated, too, e.g.  
Roldão, Maria do Céu. 1999. Cidadania e currículo. [Citizenship and Curriculum]. In: Inovação [Innovation] Vol. 12 (1), 9-26.

### Examples

- (1) **Books**  
Hodkinson, Steve; Jephcote, Martin. 1996. Teaching Economics and Business. London: Heinemann.
- (2) **Articles in books**  
Wexler, Peter. 1995. Epilogue: From the inside out. In: Smith, Richard; Wexler, Peter, eds. After Postmodernism: Education, Politics and Identity. London, 241-245.
- (3) **Periodicals**  
Ashworth, John; Franks, Lynne (2000) Economists are Grading Students Away from the Subject. In: Educational Studies, Vol. 26, No. 4, 475-487.
- (4) **Electronic articles taken from the www**  
Trinczek, Rainer. 2002. Globalisierung – in soziologischer Perspektive. In: Onlinejournal für Sozialwissenschaften und ihre Didaktik, Jg. 3 (2). ([http://www.sowi-onlinejournal.de/2002\\_1/soziologie\\_trinczek.htm](http://www.sowi-onlinejournal.de/2002_1/soziologie_trinczek.htm)) published 31.07.2002.

### 6 Keywords

Please list keywords and expressions which are characteristic of your contribution at the beginning of the text after the abstract (nominative, singular, separated by commas).

### 7 Biography and photo

The following information is necessary: surname, first name, title, academic degree, occupation, institution, postal address and URL of the institution's homepage, URL of your personal homepage. Please add a file with a high-contrast photograph of the author. Desirable: your e-mail-address. In all about 5-10 lines.

### 8 Saving Data

Please observe the following instruction for the storage of texts and figures, so that your manuscripts can be taken without any mistakes or queries.

- (1) Store your manuscript word processing programme's format (preferably as doc-file) and once again under the same name as pdf. Please name both files according to the pattern "author\_keyword".
- (2) Please send us your manuscript as an attachment of an e-mail to [info@jsse.org](mailto:info@jsse.org) or directly to the editor in charge.

### 9 Anonymous manuscript

To protect anonymity please hand in the original version (name of file "author\_keyword") and additionally an anonymous file in doc-format (name of file "author\_keyword\_ano"). Text, bibliography and notes must not contain any information identifying the author. The omitted information has to be revealed in an additional file ("author\_keyword\_cancel").

### 11 Copyright and reprint

By accepting the manuscript for publication the JSSE and the publisher sowi-online e. V. acquire the exclusive copyright for a period of one year. At the same time JSSE and sowi-online e. V. acquire an unlimited right for reprints, special editions and copies, also of abstracts.

By accepting the manuscript the authors and the JSSE and sowi-online e. V. agree to the standard contract "Declaration for the granting of rights of use of journal contributions" according to the "contract standards for scholarly publications" recommended by the Börsenverein des Deutschen Buchhandels and the Deutscher Hochschulverband in the appropriate last version (at present version 2000, see [http://www.boersenverein.de/sixcms/media.php/976/wiss\\_vertragsnormen.pdf](http://www.boersenverein.de/sixcms/media.php/976/wiss_vertragsnormen.pdf)).

One year after publication in the JSSE authors have the right to permit a reprint of their contribution somewhere else without approval from the JSSE and sowi-online e. V. The complete references of the first publication including URL must be stated in the reprint, the JSSE publisher have to be informed about the reprint.

### 12 Checklist for the manuscript submission

- |  |                          |
|--|--------------------------|
| 1. Abstract (English; welcome in addition are German or French)                    | Ö                        |
| 2. Keywords  | <input type="checkbox"/> |
| 3. Manuscript as doc- and as pdf-file  | <input type="checkbox"/> |
| 4. Manuscript made anonymous as doc-file   | <input type="checkbox"/> |
| 5. In anonymous manuscript omitted information as doc-file                         | <input type="checkbox"/> |
| 6. Illustrations and tables saved as separate files                                | <input type="checkbox"/> |
| 7. Bibliography: Indicate first names! If necessary: English translation of titles | <input type="checkbox"/> |
| 8. Short biographical note of the author   | <input type="checkbox"/> |
| 9. Photo of the author   | <input type="checkbox"/> |

### 13 Address of the publishing staff

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We are at your disposal for further questions.

Thank you very much for your support!

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The editors