

Guide for authors

The Journal for Labour Market Research (Zeitschrift für ArbeitsmarktForschung – ZAF) is a refereed academic journal. First the editorial staff check whether the papers submitted meet certain minimum requirements with regard to their scientific quality and their content-related relevance. If this is the case, the managing editor asks a member of the editorial committee to take charge of the review procedure. The responsible editor suggests at least two scholars to the editorial department, who are then asked to review the paper. The paper is reviewed using the double-blind procedure. This means that the authors remain anonymous to the referees assessing the paper, and the referees remain anonymous to the authors. The referees' ideas and suggestions for revising the manuscripts are to be taken into consideration by the authors as far as possible. Furthermore the authors are requested to enclose with the revised manuscript a statement indicating which of the referees' revision suggestions have been taken into consideration. The final decision concerning the acceptance or rejection of a manuscript, especially in cases where the two experts give different judgements, is made by the responsible editor.

A word-file and three hard copies are required for all submitted manuscripts (without the author's name or respective information in the text, in the footnotes or in the file properties). The text should be typed in Arial 12 point type, 1.5 spaced and should not exceed 35 pages. Tables and figures may be integrated into the text for the review.

However, in the final version (please enclose the author's name) tables and figures should be attached on separate sheets at the end of the text. In the text, the position of the respective tables and figures should be indicated. A table of contents should preface the text. In addition, a summary (abstract) of no longer than 30 lines is required. If possible, please send an English and a German version of the summary. This should give a condensed account of the key issues of the text (objective, theories, data basis and empirical findings, main conclusions, but no introduction to the problem). These abstracts are published at the end of the journal. The German and English versions are also made available on the IAB website.

We can process Word formats including MS Office XP (but not WordPerfect, LATEX), as well as simple text files (ascii-format), Word or Excel should be used for tables and figures. Please verify that the literature references correspond to the citations in the text. The text should be written continuously, using paragraph tabs at the end of a paragraph, and no hyphens or protected space formats. Please avoid complex formatting (e.g. the author's name in the heading or logos).

The articles of the ZAF are recorded in the literature database of the IAB. The abstracts are also entered into the German social sciences database SOLIS. In addition, they are regularly indexed in the 'EconLit' of the Journal of Economic Literature and in the 'LitdokBB' of the Federal Institute for Vocational Education and Training.

Guidelines on table of contents, footnotes, citations and references

Order:	Title, authors with *-footnote, abstract, table of contents, text
Table of Contents:	Decimal system 1, 1.1 (Arabic numerals) (No full stop at the end of the line, not even in the first section)
Footnotes:	In the text, they should be cited consecutively by superscript numbers, no brackets. The footnote text is to be typed in upper-case and lower-case letters and ends with a full stop. Footnotes should concern only supplementary information regarding contents and no detailed bibliographic information.
References in the text:	In the running text in brackets: (Müller 1990), (Müller 1990: 100), (Müller 1990: 100–105). If the author's name is stated in the text, just write: (1990: 100), (1990: 100–105). If there are up to three authors, all of them should be mentioned: (Müller/Meier/Schmidt 1990: 100). If there are more than three authors, only the first one is mentioned followed by "et al.": (Müller et al. 1990: 100). Enumeration of different authors: write with a comma or semicolon: (Müller 1990, 2001; Schmidt 2001; Huber 2004) The authors' names should not be typed in italics or in upper-case letters.
References:	In alphabetical order, the latest publications first, the authors' names in italics and not in upper-case letters. Monographs: a) <i>Surname, first name</i> (year of publication): Title, sub-title. Place of publication: Publishing house (if applicable). (Full stop at the end) b) <i>Surname, first name/surname, first name/surname, first name/surname, first name</i> (year): (Full stop at the end) Journals: <i>Surname, first name</i> (year): Title. In: Title of journal, Vol., No., (pp.) ...–.... Collected editions: a) Single reference to the collected edition <i>Surname, first name</i> (year): Title. In: Surname, first name (eds.): Title of the collected edition. Place: Publishing house, (pp.) ...–.... b) If more than two references are made to the same collected edition, the collected edition is mentioned separately: <i>Surname, first name</i> (year): Title of the single contribution. In: Surname, first name (eds.): (pp.) ...–.... ... <i>Surname, first name</i> (eds.) (year): Title of the collected edition. Place: Publishing House.

Examples

Monographs:

a) With one author:

Lange, Thomas (1998): *Unemployment in Theory and Practice*. Cheltenham: Elgar.

b) With two authors:

Adamy, Wilhelm/Steffen, Johannes (1990): *Finanzierungsprobleme des Sozialstaates in der Beschäftigungskrise. Sozialpolitik zwischen solidarischer Sicherung und marktkonformer Funktionalität*. Regensburg: Transfer Verlag.

Journals:

Burrows, Roger/Ford, Janet (1998): *Self-Employment and Home Ownership after the Enterprise Culture*. In: *Work, Employment & Society*, Vol. 12, No. 1, 97–119.

Collected editions:

a) *Bielenski, Harald* (1998): *Enttäuschte Hoffnungen, enttäuschte Befürchtungen. Praktische Erfahrungen mit der Deregulierung des Rechts befristeter Arbeitsverträge*. In: Keller, Berndt/Seifert, Hartmut (Hrsg.): *Deregulierung am Arbeitsmarkt. Eine empirische Zwischenbilanz*. Hamburg: VSA-Verlag, 56–70.

b) *Bielenski, Harald* (1998): *Enttäuschte Hoffnungen, enttäuschte Befürchtungen. Praktische Erfahrungen mit der Deregulierung des Rechts befristeter Arbeitsverträge*. In: Keller, Berndt/Seifert, Hartmut (Hrsg.): 56–70.

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Keller, Berndt/Seifert, Hartmut (Hrsg.) (1998): *Deregulierung am Arbeitsmarkt. Eine empirische Zwischenbilanz*. Hamburg: VSA-Verlag.