



Yearbook on Federalism

European Centre for Research on Federalism (ECRF) Tübingen

Information for Authors

Overview

- Please submit your article in electronic form (as Microsoft Word-, Open-/Star-Office- or Text-file).
- In addition to your article, please submit in a separate file:
 - o *Summary*: An English (and, if possible, German) summary of your article, with a length of **800 to 1.200 characters** (incl. spaces).
 - o *Personal information*: For the Author's index at the end of the Yearbook. Please follow these examples:

Prof. Dr. Gabriele Abels; Institute for Political Science, University of Tübingen; Speaker of the Board, European Centre for Research on Federalism, Tübingen.

Thomas Klöckner: Scientific Coordinator, European Centre for Research on Federalism, University of Tübingen.

Length

The length of the manuscript should be between **10 and 15 pages**. (Please contact us in case of major deviation.) This corresponds to **30.000–42.000 characters** (incl. spaces).

Important note: To check the size of the article in MS Word, please ALWAYS use the menu item "Word Count" (in the "Tools" menu) and check "Include footnotes and endnotes". The word count in the document properties ("Document » Properties » Statistics") excludes the text in footnotes.

Please subtract the space that **figures and tables** will take up from the amount of characters. If your contribution e. g. contains a 1-page figure and a 1-page table, the size of the manuscript reduces.

Text formatting

- Please turn off automatic hyphenation during editing of the manuscript. Line breaks will be inserted manually by the ECRF after editorial review.
- Emphasis only in *italics* (**no** underlining, no boldface).
- The text is organised and structured through **sub-headings** with or without numbering. Max. 3 levels, numbering follows the pattern "1.", "1.1", "1.1.1".
- Page layout of the manuscript:

Border	top	bottom	right	left
	3,7 cm	2,9 cm	3,0 cm	3,0 cm
Typeface	<i>Text:</i> Times New Roman, 12pt, line spacing 15pt <i>Footnotes:</i> Times New Roman, 10pt, single line spacing			

Figures and Tables

Figures in **black and white** (or with max. 1 shade of grey) and **readable** (no overlap, sufficient spacing, min. resolution of 300dpi). Please submit figures in separate files (one file per figure) and, e. g. Excel-charts, as original files.

Please make sure that all figures are free from Third Party Rights.

Always state a source of all figures and tables, even if it is an "own finding", "own elaboration" or "own compilation".

Target audience

The Yearbook is equally aiming at people from science and research as well as from politics and administration. You can assume an audience that is interested in topics on federalism research when editing your article. On the other hand, the Yearbook has an interdisciplinary orientation. Therefore, please avoid an article that is tailored for a specialist audience.

Citation style quoting literature

In the Yearbook on Federalism, literature and sources are cited in **Harvard Citation Style**. Example: (Elazar 1987: 9). If there are multiple references, sources should be separated using a semicolon. Example: (Sturm 2007: 41; Scharpf 1985: 326). If multiple authors are accountable for the quoted piece, please use a forward slash. Example (Hooghe/Marks 2001). If there are more than two authors, please mention the first name and complement by "et al." Example: (Scharpf et al. 1976). If the same authors and/or editors occur twice or more in the same year, please number the publications by adding "a", "b", "c" etc. to the year. Please always give the full names of all authors and editors. Please shorten consecutive quotations by "**ibid.**"

Please make sure that all references mentioned in the text and in footnotes are listed in the bibliography.

The bibliography should be sorted alphabetically by author names and where appropriate by year of publication (per author and by an ascending order).

Examples for different sources:

Monographs

Scharpf, Fritz W./Reissert, Bernd/Schnabel, Fritz 1976: Politikverflechtung. Theorie und Empirie des kooperativen Föderalismus in der Bundesrepublik, Kronberg/Ts.
Kropp, Sabine 2010: Kooperativer Föderalismus und Politikverflechtung, Wiesbaden.
Watts, Ronald L. 2008 (forthcoming): Comparing federal systems, 3. edition, Montreal et al.

Collections

Geißler, René/Knüpling, Felix/Kropp, Sabine/Wieland, Joachim (eds.) 2015: Das Teilen beherrschen. Analysen zur Reform des Finanzausgleichs 2019, Baden-Baden.
Hrbek, Rudolf (ed.) 2004: Political Parties and Federalism. An International Comparison, Baden-Baden.

Contributions in collections

Behnke, Nathalie/Benz, Arthur 2020: Federalism and Constitutional Change, in: *Contiades, Xenophon/Fotiadou, Alkmene (eds.)*: The Routledge Handbook of Comparative Constitutional Change, London, New York, pp. 167–181.
Sturm, Roland 2007: Die Föderalismus-Reform I: Erfolgreiche Verfassungspolitik?, in: *Baus, Ralf Thomas/Fischer, Thomas/Hrbek, Rudolf (eds.)*: Föderalismusreform II: Weichenstellungen für eine Neuordnung der Finanzbeziehungen im deutschen Bundesstaat, Baden-Baden, pp. 34–45 (35f.).

Articles in Journals

Due to the interdisciplinary orientation of the Yearbook, please always use the complete title of a journal, abbreviated title put in parentheses.

Scharpf, Fritz W. 1985: Die Politikverflechtungsfälle. Europäische Integration und deutscher Föderalismus im Vergleich, in: Politische Vierteljahresschrift (PVS) 26(4), pp. 323–356 (323).
Münch, Ursula 2018: Bildungsföderalismus als verzichtbarer Luxus. Die Herausforderung der Bildungspolitik durch Migration und Digitalisierung, in: Gesellschaft. Wirtschaft. Politik (GWP) H. 1, pp. 41–51.
Ipsen, Jörn 2006: Die Kompetenzverteilung zwischen Bund und Ländern nach der Föderalismusnovelle, in: Neue Juristische Wochenschrift (NJW) 59(39), pp. 2801–2806.
Hooghe, Liesbet/Marks, Gary 2001: Types of Multi-Level Governance, in: European Integration online Papers (EIoP) 5(11). <http://eiop.or.at/eiop/texte/2001-011a.htm> (21.11.2007 [date of access]).

Newspaper article

With author and title	<i>Renzsch, Wolfgang</i> 2006: Föderalismusreform II, in: Frankfurter Allgemeine Zeitung (F.A.Z.), 15.12.2006, p. 8.
Without author, with title	Freiheit für die Länder!, in: Die Zeit, 21.06.2007, p. 6.
Without author and title	Süddeutsche Zeitung (SZ), 03.01.2007, p. 1.

Legal documents

Include as citations in the text	(Art. 17 TEU), (Art. 71 GG), (§219a StGB)
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Official documents

Reference to institutions	European Commission 2014: Report from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions concerning the governance of macro-regional strategies, COM(2014) 284 final, Brussels, 20.05.2014.
Reference to authors	<i>Teufel, Erwin</i> 2003: Regierungserklärung des Ministerpräsidenten Erwin Teufel, Landtag von Baden-Württemberg, 48. Sitzung am 16.07.2004, Plenarprotokoll 13/48, pp. 3305–3315.

Reports, Conference and Discussion Papers

This includes published or unpublished sources that might not be easily searchable (often also or only available on the internet)

Report	<i>Bundesamt für Bauwesen und Raumordnung (BBR) (ed.)</i> 2006: Raumordnungsprognose 2020/2050, Berichte Band 23, Bonn. <i>Expertenkommission „Überprüfung und Neukonzeption der Regionalpolitik“ (ed.)</i> 2003: Neue Regionalpolitik (NRP), Schlussbericht vom 06.02.2003, Zürich. http://www.seco.admin.ch/themen/00476/00496/00498/00500/ (21.11.2007 [date of access]).
Conference paper	<i>Rüegg, Erwin/Widmer, Thomas</i> 2001: Schweizer Kantone im Wandel. „Beter Governance“ durch Staatsreformen?, Papier präsentiert an der Tagung „Der Wandel föderativer Strukturen“, Workshop 2: Bundesstaat und Modernisierung des öffentlichen Sektors, Humboldt-Universität zu Berlin, 08./09.06.2001.
Discussion paper	<i>Scharpf, Fritz W.</i> 1999: Föderale Politikverflechtung: Was muß man ertragen – was kann man ändern?, MPIfG Working Paper 99/3, Köln. http://www.mpi-fg-koeln.mpg.de/pu/workpap/wp99-3/wp99-3.html (21.11.2007 [date of access]).

Internet addresses

Electronic version of a publication	<i>Abels, Gabriele (ed.)</i> 2021: From Takers to Shapers? Challenges for Regions in a Dynamic EU Polity, EZFF Occasional Papers Nr. 43, Tübingen. https://uni-tuebingen.de/fakultaeten/wirtschafts-und-sozialwissenschaftliche-fakultaet/faecher/fachbereich-sozialwissenschaften/politikwissenschaft/forschung/europaeisches-zentrum-fuer-foederalismus-forschung/publikationen/occasional-papers/ (10.01.2023 [date of access]).
Homepages	Die Bundesregierung. http://www.bundesregierung.de (21.10.2021 [date of access]). Föderalismusreform II. Kommission zur Modernisierung der Bund-Länder-Finanzbeziehungen. http://www.bundestag.de/parlament/gremien/foederalismus2/ (21.11.2007 [date of access]).

Further things to know

(will be adjusted accordingly by the ECRF)

- Pay attention to the distinction between the **hyphen** (-) and the longer **en dash** (–).
 - The former is used at the end of lines where a word has been split, to join two or more words that together form an adjective (e.g. "a 20-year-old man") or to add a prefix (e.g. "re-election").
 - The latter is used to separate elements in a sentence (e.g. with pauses or insertions: "The European Union – in accordance with the principle of subsidiarity – has only limited competences in this regard.") or to indicate a range of values (e.g. "pp. 34–57", "2007–2009").
Press *Ctrl* and the *minus* key on the number pad simultaneously to insert a dash.
- Make sure you use the correct inverted commas and apostrophes (in Times New Roman): “(...)”, not "(...)".

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