Aims, scope and general instructions

ZDfm – Zeitschrift für Diversitätsforschung und -management – provides a forum for reflection on diversity in the plethora of its meanings: as intersecting differences and commonalities, as resourceful variety, conflictual separation and systematic disparities, as formed by social inequalities, discrimination and privileges. The journal stands for an interdisciplinary and multiparadigmatic approach to these topics. It includes research-based contributions spanning a broad spectrum of disciplines, such as sociology, organization and management studies, cultural studies, humanities and life sciences, and thereby explicitly seeks for variety in research perspectives. At the same time, the journal includes practice-based contributions focusing on field experiences with diversity and inclusion practices and policies. The aim is to nurture the dialogue between diversity researchers and practitioners, to enable academics to access discussions of professionals as well as practitioners to access the state of the art of the academic debate.

ZDfm is a bi-annual journal, published in May and November. Each issue features a special topic section previously announced in a call for papers, as well as open-topic articles. For both sections, we seek to integrate voices from diversity research and practice and invite submissions of the following **paper types** (see p. 2 for more details):

I.	Full-length papers from diversity research	(35,000 up to max. 45,000 characters incl. spaces)
II.	Short papers from diversity research and practice	(12,000 up to max. 15,000 characters incl. spaces)

- Research outlines
- Position papers
- Practice insights

III.	News (conference reports, book reviews etc.)	(6,000 up to max. 9,000 characters incl. spaces)

The journal uses double-blind peer review for full-length research papers (paper type I); i.e. the editors forward the blinded manuscripts to two or more external experts. Short papers (type II) are reviewed within the team of editors. The acceptance of any manuscript requires that it is not simultaneously submitted to other journals or planned for publication elsewhere.

Authors who plan to submit to a special issue please adhere to the submission time frame set in the respective call for papers. Open-topic manuscripts may be submitted anytime and are assigned to an issue depending on capacities. Topical announcements, reports etc. of the news type (III) must reach us at latest four months prior to publication of the next issue (editorial deadlines: ends of December and ends of June).

Authors please direct general inquiries at zdfm@budrich-journals.de, any questions as to a special issue topic at the contact person noted in the respective call for papers.

Please note the following general instructions for **writing and submitting** a paper:

- ZDfm is an interdisciplinary journal. Its articles should be comprehensible to a diverse readership with different disciplinary backgrounds.
- Papers may be written in German or English.
- Please use the new spelling rules for German papers. For English papers, we accept American or British usage, but not a mixture of these.
- Avoid language that might be interpreted as denigrating or excluding, and please use gender-inclusive language. In German papers, we prefer the underscore (e.g. Autor_innen) or the asterisk (e.g. Herausgeber*innen) in order to account for the diversity of genders.
- For more details on the content and form of your paper, please consult the following instructions as to the different paper types (on p. 2) and the further style and reference guide (on p. 3ff in this document).
- Please submit your finalized manuscript at https://www.jdrm.de/
    - To do so, please register at https://www.jdrm.de as an author. You will receive an e-mail after your registration. You can then log in with your chosen username and the automatically generated password. You will be asked to change this automatically generated password to one of your choice. After that, the tool will guide you through the submission process.
    - Under "New Submission" you will first be asked to specify the language of your paper as well as the paper type. On the following page you will be asked to upload the paper and finally to enter so-called metadata (title etc.).

Types of papers

I. Full-length papers from diversity research

The ZDfm provides a forum for different research perspectives and disciplinary approaches to diversity, equality and inclusion. We particularly welcome research papers that focus diversity dimensions such as gender, ethnicity, class, (dis)ability, age, sexual orientation, religion or further potential lines of differentiation in their intersection with social inequalities, discriminations and privileges. The papers can have a theoretical-conceptual as well as an empirical orientation.

Full-length research papers should contain 35,000 to max. 45,000 characters including spaces, counting text, endnotes, bibliography, figures and tables. For submission, please prepare an anonymized manuscript version as well as a separate cover sheet containing the full author information including a short bio[1]. After uploading these files, you will be asked to type the paper title (in English and German) into the so-called metadata for the submission; and to add an abstract of 500 to max. 700 characters as well as three to five keywords in English and German. If you are submitting your manuscript for a special issue, please note this in the same field.

Full-length research papers undergo a double-blind review process. The submitted papers are assigned to an editor who forwards the blinded manuscript to two or more external expert reviewers. The responsible editors communicate the editorial decision to the authors as well as the anonymized reviewers' comments and recommendations for revision. When submitting a revised paper version, please add a response letter in which you detail how and where in the manuscript you have addressed the points raised by the reviewers.

II Short papers from diversity research and practice

In the short paper sections, we offer space for novel ideas and topics in diversity research and management, for the critical reflection of common practice as well as a platform for starting new lines of discussion on diversity, equality and inclusion.

Research outlines: Here you may address novel ideas and drafts of research projects, outline current research questions and preliminary results or briefly recapitulate completed projects.

Position papers: Moreover, we invite comments on current issues in diversity research and management as well as trenchant – even provocative – positions. These papers may have the form of essays or interviews.
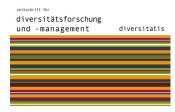
Practice insights: This section includes reports and examples of diversity work in companies, consulting, (higher) schools, public administration, trade unions, activist networks etc. Topics cover chances and challenges of managing, leading and teaching diversity as well as socio-political and community work of different actors committed to social inclusion and social justice.

For writing your short paper please also consult the following style and reference guide. Short papers should contain 12,000 to max. 15,000 characters including spaces, counting text, notes, references, figures, tables and a short bio[1] of the authors. When uploading to the online tool https://www.jdrm.de/, please indicate in the meta data the type of your short paper and whether it is directed to a special issue or the open topic section of ZDfm. Short papers will be peer-reviewed by members of the editorial team.

III News

We also publish announcements of conferences, workshops and calls for papers as well as book reviews (to be agreed upon in advance with the editors) and event reports, provided that they fit the aims and scope of the journal and/or a special issue topic. Papers for the news category should not exceed 9,000 characters including spaces. The responsible editors will consult the authors for any necessary shortening or changes to the text.

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[1] The author's short bio includes: last name, first name(s), title, institution, main field(s) of work and/or research, and e-mail address. See a template in the following style and reference guide (point 10).
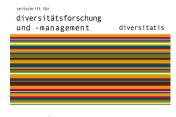
Further style and reference guide

1. **Formatting, hyphenation, pagination:** Since the publisher does the formatting, please do not edit hyphenation or page breaks in any detail - it will all change again anyway. So, make as little work for yourself with this as possible. To enable editorial processing please submit your manuscript in Word format, if necessary also as pdf. Please format the text preferably in Times New Roman, font size 12 pt, line spacing 1.5, left-aligned and without automatic hyphenation. The list of references may be typed single-spaced and in smaller font size – as well as tables and figures (cf. 9).

2. **Title and abstract**: Choose a meaningful title that makes others want to read your paper. We welcome a short and concise title that can also serve as a header (about 50 to max. 60 characters including spaces); longer titles with subtitles should not exceed a total of 100 characters including spaces.
For full-length research papers, please include 3 to 5 concise keywords and an abstract (500 to max. 700 characters incl. spaces) in which you briefly summarize the main content of your paper: Key points include research question, theory, method, and results. Make your contribution findable for search engines by title and abstract. It is recommended to use one or two keywords related to the core content of the paper right at the beginning of the title and abstract and then repeat them in the abstract. Title, abstract and keywords of full-length papers should be in German and in English.

3. **Headings** should be as brief and concise as possible and reflect the essential content of the respective section. They should not exceed 60 characters including spaces (equivalent to one printed line in heading format). For structuring, please preferably apply the decimal classification – up to max. the 3rd level. For short papers, one level of heading is usually sufficient or headings may be omitted altogether.

   Example:
   2. Gender
   2.1 Men
   2.1.1 Unemployed men

4. **Highlighting in the running text:** please use *italics* only.

5. **Notes/Footnotes**: Please use footnotes in your manuscript only for additional comments, not for pure referencing, and keep them to a minimum.

6. **Abbreviations:** Given the character limits of the different paper types, feel free to use common abbreviations such as e.g., cf., etc. Abbreviations consisting of combinations of two or more letters are written without spaces: e.g., Also, no space is placed between page numbers and f. or ff.: 13ff., 123f.
Abbreviations of institutions, concepts, etc. should be introduced at the first place in the text, e.g. "Sustainable Development Goals (SDGs)", and used subsequently. Common abbreviations such as EU or UN can also be used without introduction, as well as names of institutions such as Eurostat or UNSDG in citation references (here, a long spelling in the bibliography is sufficient, see point 8). Please avoid abbreviations in the title of your paper, in headings, abstracts and keywords; unless the long form is too cumbersome or less common than the abbreviation.

7. **Quotation and text citation:** Please use the so-called Harvard style of citation. If the author's name is in the text, follow with the year in parentheses: … Author Last Name (year) has argued…; if the author's name is not in the text, insert last name and year: …one study (Author Last Name year) has described… Where there are two authors, give both names, joined by a slash: (Author A Last Name/Author B Last Name year); for three or more authors, please use the first author's last name and "et al." in the text (but always list all authors in the reference list). If there is more than one reference to the same author and year, insert a, b, etc. in both the text and the reference list. If you cite a series of references, please enclose them in a single pair of parentheses, separated by semicolons.
Indicating the page number(s) on which a statement can be found is required above all for direct quotations. For indirect quotations, the page number can usually be omitted, unless you want to mark that the statement refers only to a specific passage in the quoted text and not to the entire text.
Please quote and in a character- and space-saving manner. For longer verbatim quotations, please place the quotation in a separate paragraph, indented and in a smaller font. In the case of several consecutive statements referring to the same source, a summarizing source reference is often sufficient, or you can use "ibid.". Please do not use "cf." in general to mark indirect quotations, but only for additional, commenting notes, e.g. "cf. also on this", "cf. summarizing", "cf. critically on this".

8. **Reference list:** All references cited in the text should be listed alphabetically and in full, after the text and any notes. Check that all periodical data are included; see below details on the style of reference list citations for different publication categories. Please note: For journal articles, include DOIs[2] where available. Separate page references with an en-dash (–), and not with a hyphen (-). For English references, apply the style of capitalizing only the first letter in the title of articles and books (besides proper names etc.).

- **Book:**
  Author A Last Name, First Name/Author B Last Name, First Name (year): Title. Place: Publisher name.
  Examples:
  Bührmann, Andrea D. (2021): The reflexive diversity research program. An introduction. Newcastle: Cambridge Scholars Publishing.

  Krell, Gertraude/Ortlieb, Renate/Sieben, Barbara (2018): Gender und Diversity in Organisationen: Grundlegendes zur Chancengleichheit durch Personalpolitik. Wiesbaden: Springer Gabler.

- **Edited volume:**
  Editor A Last Name, First Name/Editor B Last Name, First Name (eds.) (year): Title. Place: Publisher name.
  Examples:
  Ebbers, Iona/Halbfas, Brigitte/Rastetter, Daniela (eds.) (2013): Gender und ökonomischer Wandel. Jahrbuch Ökonomie und Gesellschaft Vol. 25. Marburg: Metropolis.

  Frieß, Wiebke/Mucha, Anna/Rastetter, Daniela (eds.) (2020): Diversity Management und seine Kontexte. Celebrate Diversity?! Opladen: Budrich.

  Köllen, Thomas (ed.) (2016): Sexual orientation and transgender issues in organizations. Global perspectives on LGBT workforce diversity. Cham: Springer.

- **Book chapter:**
  Author A Last Name, First Name/Author B Last Name, First Name (year): Chapter title. Editor Last Name, First Name (ed.): Book title. Place: Publisher name, xx–xx.
  Example:
  Phelan, Amanda (2018): Researching ageism through discourse. Ayalon, Liat/Tesch-Römer, Clemens (eds.): Contemporary perspectives on ageism. Cham: Springer Open, 549–564.

  Yıldız, Erol/Faint, Florian (2021): Postmigrantische Generation: Von der Hegemonie zur konvivialen Alltagspraxis. Lubkoll, Christine/Forrester, Eva/Sestu, Timo (eds.): Fremdheit, Integration, Vielfalt? Interdisziplinäre Perspektiven auf Migration und Gesellschaft. Paderborn: Fink, 179–192.

- **Journal article:**
  Author Last Name, First Name (year): Article title. Journal Title volume(issue), xx–xx. doi:DOI
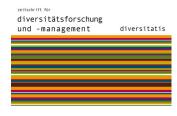 *Examples*:
  Bührmann, Andrea/Ebbers, Ilona/Halbfas, Brigitte/Koall, Iris/Rastetter, Daniela/Sieben, Barbara (2016): Die Zeitschrift für Diversitätsforschung und -management – wir über uns. Zeitschrift für Diversitätsforschung und -management 1(1), 5–7. doi:10.3224/zdfm.v1i1.26077

  Dobusch, Laura (2021): The inclusivity of inclusion approaches: A relational perspective on inclusion and exclusion in organizations. Gender, Work & Organization 28(1), 379–396. doi:10.1111/gwao.12574

- **Online article** (article published in online journal or journal article published ahead of print):
  Author Last Name, First Name (year): Article title. Journal Title [if applicable:] volume(issue). doi:DOI
  Example:
  Amin, Hira/Badran, Leena/Gur, Ayelet/Stein, Michael Ashley (2023): The experiences of Palestinian Arabs with disabilities in Israel. Equality, Diversity and Inclusion. doi:10.1108/EDI-01-2023-0032

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[2] https://de.wikipedia.org/wiki/Digital_Object_Identifier DOIs are available for most scientific articles from the year 2000 onwards, and in some cases earlier. The DOI of an article can be obtained from the publisher responsible for it and can usually be found on the official website of the journal. A more convenient search can be done via https://search.crossref.org/

- **Reports, publication series, discussion papers etc., self-published by (supra-)national institutions, universities, foundations etc.** (usually also available as pdf on the institution's webpage):
  Please cite such reports and papers analogous to a book, if applicable supplemented by the publication series and no. of the issue. The legal notice of such publications usually contains details on required data. If the publication is available online, indicate the web page (URL) in the shortest possible way. Usually the main domain or a subpage of the institution is sufficient; please do *not* give the full path of a pdf link. Indicating the date of access is only necessary in case of rather "ephemeral" web pages.

  Examples:

  Eurostat (2023): Sustainable development in the European Union. Monitoring report on progress towards the SDGs in an EU context. Luxembourg: Publication Office of the European Union. https://ec.europa.eu

  Maier, Friederike (2021): Geschlechtsspezifische Arbeitsmarkteffekte der Digitalisierung – ein Literaturüberblick zum Forschungsstand. Harriet Taylor Mill-Institut für Ökonomie und Geschlechterforschung. Discussion Paper 44. Berlin: HWR. www.htmi.hwr-berlin.de

  Moser, Julia (2020): Teilzeit – ein Karrierekiller? SOEPpapers on Multidisciplinary Panel Data Research 1090. Berlin: DIW. www.diw.de/soeppapers

  UNSDG (2022): Operationalizing Leaving No One Behind. Good practice note for UN country teams. United Nations Sustainable Development Group. https://unsdg.un.org

- **Web page citation:**
  Name of institution (year): (Sub)title of web page. URL [accessed: date].

  Example:

  UNSDG (United Nations Sustainable Development Group) (n.d.): Universal values. Principle 2: Leave no one behind. https://unsdg.un.org/2030-agenda/universal-values/leave-no-one-behind [accessed: 30.11.2021].

9. **Figures and tables:** You may include figures and tables directly in your manuscript; in addition, please provide us with illustrations, graphs and data tables as separate files. Images should be supplied with a resolution of at least 300 dpi. Unlike the manuscript text, the publisher does not perform any layout on tables and figures. Therefore, please design them as they may appear later in print.

   Please note that the ZDfm is not printed in colour. Therefore, it is important that you supply images that are comprehensible in black and white, and that you use e.g. shades of grey with a distinctive pattern or dotted lines when designing figures and tables. Captions should reflect this by *not* using words indicating colour. Within figures and tables preferably use (different from the rest of the text) a sans-serif font such as Arial or Arial Narrow, a smaller font size and single-line spacing. Figures and tables should be legible and understandable without the surrounding text. Therefore, include a legend for the abbreviations, symbols etc. you use.

   Please include a caption in each case as a line of text below the figure or table. Please number them, provide them with a short, meaningful title and, if applicable, the source(s). Keep in mind that the pagination will change, so the figure or table may move to a different place. In the text, therefore, please do not write "as the following figure shows:", but refer to it, e.g. with "(cf. Fig. 1)" or with "As Figure 1 shows, ...". When writing the paper, bear in mind that inserted graphics take some space in the printed article and reduce the number of characters available for the rest of the text (please calculate approx. 3,000 characters incl. spaces per printed page).

10. **Short bios of the authors** are printed at the end of each article, indicating their last name, first name(s), title, institution, main research interests and/or fields of work, and e-mail address.
    When you are preparing a full-length research paper for double blind review, please add this information on the cover page, which must be submitted separately. For short paper submissions please include it in the manuscript.

    Example:

    Müller, Sonja, Prof. Dr., Professor of Sociology at the University of Hamburg, Department of Social Sciences, Department of Sociology and Social Anthropology, work area "Sociology of the World of Work". Main research interests: Sociology of employment and labor markets, sociology of gender, industrial relations. musterfrau@zdfm.de