

Author Guidelines

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1 Verlag Barbara Budrich General Notes

Budrich Journals (<https://www.budrich-journals.de>) is the online platform for the scholarly journals published by Verlag Barbara Budrich.

Digital Object Identifier

We cooperate with Crossref (<https://www.crossref.org>), the biggest registry of Digital Object Identifiers (DOI) of the International DOI Foundation. Crossref allows for permanent and worldwide online citation links for scholarly works. Major advantages are that all articles and their Crossref metadata (registered by us) are accessible worldwide, are clearly and permanently identified, and that their traceability is guaranteed. This enhances visibility in the global scholarly community.

Open Access & Open Express

With the publication of the print and online version of dms, you can make your article immediately available via open access for a one-time fee of 799,00 EUR (incl. VAT) or 399,00 EUR (incl. VAT) from twelve months after publication. Please contact Christian Gottlebe at christian.gottlebe@budrich.de if you are interested in our open express offer or in case of any further questions.

Your article

Your article will be made available to you for private use (archive, applications). We will either send you the article as PDF by e-mail or, if you wish, we will register you for free and temporary (3 months) online access to dms, which will allow you to download your article as PDF free of charge. To do so, please simply contact Christian Gottlebe at christian.gottlebe@budrich.de and indicate issue and article. You will receive the PDF or your login data by e-mail.

2 Submitting a manuscript to *der moderne staat* (dms)

Thank you for considering *der moderne staat* to publish your work. Please note the following author guidelines when preparing your manuscript. If you have any further questions, please do not hesitate to contact the editorial office (dms@hsu.hamburg).

2.1 Mission and Requirements

dms - *der moderne staat* is an interdisciplinary academic journal for scientific articles in the field of public administration in Germany. The journal publishes papers in German and English.

Articles published in *der moderne staat* cover all topics of interest to public administration scholars and practitioners. The journal publishes high quality research and is open to a wide range of disciplinary, theoretical and methodological approaches. Conceptual papers and literature reviews are also welcome.

Der moderne staat only publishes original works. When submitting your manuscript you declare that your paper has neither been published elsewhere (even in part) nor been accepted for publication elsewhere.

2.2 Article Categories and Word Count

Dms accepts submissions in the following categories:

Research article: Original research papers, ranging from 7.000 to a maximum of 8.000 words

Essays: Concise, academically grounded discussions of current issues, between 5.000 and 8.000 words

Research agenda: Development, justification and design of a research agenda in a topic area relevant to dms, between 5.000 and 8.000 words

Datasets reports: Introduction of a relevant dataset that can be used for academic research, including the presentation of selective (primarily descriptive) findings, between 3.000 and 4.000 words

Comments: Critical, scholarly engagement with an article previously published in dms, up to 2.00 words

Book reviews: Reviews of recent German- or English-language academic publications or relevant studies from the field of “grey literature” (e. g. OECD reports), approx. 1.000 words (for collective reviews: approx. 2.000 words)

All article categories – except for book reviews, dataset reports, and comments – are subject to a double-blind peer review process. Contributions to thematic issues may be submitted in any of the categories listed above. The same review principles apply to thematic issue submissions as to all other submissions. The decision to publish book reviews, datasets reports, and comments lies with the managing editors

2.3 Digital Submission

Please submit your manuscript via email only to the Editors-in-Chief (dms@hsu.hamburg) in a format compatible with Microsoft Office Word. Please indicate the corresponding article category on your submission (see section 2.2). When submitting your manuscript you agree

to unencrypted communication via email and to the processing of your personal data directly related to your submission. By submitting your manuscript, you also consent to the processing of your personal data in connection with the peer review and publication process. For further information on the publisher's data protection policy please consult the following website: <https://www.budrich-journals.de/index.php/datenschutz>.

2.4 Licensing

When using content protected by copyright, the author must obtain permission from the original creator or the publisher of the original edition.

2.5 Double Blind Peer Review

Manuscripts are accepted on basis of their scientific quality, the originality of the research they contain and their significance to the readers of dms. Manuscripts are double-blind peer reviewed. Papers will be sent out for review when the Editors-in-Chief decide that the manuscript meets the quality standards of dms.

Two versions of the manuscript must be submitted in two separate documents: one original version and one anonymised version. Please supply your contact information (Name, address, phone number/email address) on a separate page in the original non-anonymised version. The anonymised version should not include any information that might identify the author(s) (e.g. clear self-citations, notes or acknowledgements). Please also check that your name does not appear in the electronic document information.

The author is responsible for anonymisation. If you do not comply with these recommendations, the editors cannot guarantee anonymous peer review.

3 Formatting the Manuscript

The guidelines on formatting are set out below. Please ensure that your manuscript conforms with these requirements before submitting it.

3.1 Font and Margins

Font size: 11 pt

Font: Arial

Line spacing: 1.5

Grouped style

Margins: left and right 2cm each

Headlines: Arial, 11 pt, bold

Margins between paragraphs: blank line between paragraphs and after headlines, two blank lines before a headline

Margin of 6mm on the left before and after enumerations and figures

Hyphenation: zone of max. 4mm, max. 5 times in a row

3.2 Structure of the paper (except for literature reviews)

The manuscript shall be structured as follows:

Cover (1st page, non-anonymous version only)

German title

German subtitle (if applicable)

Name(s) of the author(s)

Name of the corresponding author

English Abstract

English title

English subtitle (if applicable)

English abstract of max. 150 words

Max. 5 English key words

German Abstract

German title

German subtitle (if applicable)

German abstract of max. 150 words

Max. 5 German key words

Main Text

Please use a decimal classification of max. 2 levels to structure your article. The pages shall be numbered consecutively.

Additional information can be provided in footnotes. Endnotes must not be used. Please try to avoid using footnotes whenever possible. They must not contain references only, since these should appear in the text directly (see 5.1).

Acknowledgements should only be included in the non-anonymised version.

You may use italic style to highlight text passages.

Referencing should conform to the guidelines set out in section 5.3 below. A separate list of figures and tables is not necessary. Where appendices are included, these should follow the list of references.

Funding and acknowledgements (last page non-anonymous version only)

In a separate section on the last page, information on the funding of your research and acknowledgements may be included.

Author's personal data (last page, non-anonymous version only)

The last page should contain the author's personal data (name, postal address and email address).

4 Orthography

Technical abbreviations must be defined at first usage.

Whole numbers from one to twelve shall be written out. For numbers with more than three digits, please insert a comma every three digits (from the right, e.g. 20,000). For percentages the percent sign follows the number without a space.

Either American English or UK English is acceptable provided it is applied consistently throughout the article. Proper nouns, technical terms and abbreviations must be used consistently throughout the article.

5 References

Before submitting the manuscript, please check that the references listed in the list of references match those cited in the text. When first mentioning a personal name, please indicate both first and last name. Afterwards, please only indicate the last name. Please do not use CAPITAL LETTERS, SMALL CAPITALS, **bold style** or Letter Spacing.

5.1 Direct citations in the text

Direct citations should be marked with quotation marks. Please indicate the exact place of finding (including indication of page) directly in the text in the following way. In-text references follow the guidelines of the American Psychological Association (APA).

Examples:

One author: "... is therefore not to be expected" (Miller, 2018, p. 217).

Two authors: "... is to be expected" (Meier & Schmidt, 2017, p. 3).

Three or more authors: "... could not be identified" (Fleischer et al., 2018, p. 165).

Short quotes can be integrated in the text. If the end of the quote is also the end of the sentence, the parentheses are followed by a full stop. Longer quotes can be separated from the text (line break, margin 0.6 on the left only):

"Quotes from interviews are often presented in this way because they are usually long text passages of several lines length. We recommend to follow this convention." (Mustermann, 2018, p. 18).

5.2 Cross references (indirect citations)

Similar rules apply to indirect citations (no quotation marks of course). Please do not use "cf.". For monographs, the page should be indicated if you refer to a specific text passage and not the entire work. When citing articles in journals and books, please also indicate the page when referring to a specific statement or finding, but not when referring to the entire text. The reference comes before the punctuation mark. Several references in the same place are to be separated by a semicolon with the parentheses.

Examples:

The energy transition is widely accepted (Mautz, 2014).

There is an intense scientific debate on the politicization of public administration (Peters & Pierre, 2004; Hustedt & Salomonsen, 2014; Veit et al., 2018).

Examples for references directly naming the author:

One author: Müller (2018, p. 217) does not assume...

Two authors: Meier and Schmidt (2017, p. 23) expect though....

Three or more authors: According to Fleischer et al. (2018, p. 165) it could not be confirmed...

More than one works from the same author: According to Müller (1995a, 1995b) and Schmidt (2001, 2003) it was...

Several works from the same author should be separated by a comma within the brackets – e.g. „xxxx“ (Scharpf 1997, 1999). Where the works from the same author were published in the same year, this can be indicated with different letters – e.g. „xxxx“ (Scharpf 1997a, 1997b). References to different authors should be separated by a semicolon, e.g. „XXXX“ (Derlien 2002; Veit 2013).

5.3 List of references

Concerning the list of references, please follow the guidelines from the [American Psychological Association \(APA\)](#).

The list of references shall be in alphabetical order of the authors' surnames (for sources from the same author chronologically – the oldest source first). Whenever possible please add the DOI as a URL. No added full stop at the end of the URL is needed. All sources used are to be specified in one list of references. Only if your article includes a content analysis of a large number of documents or media reports, can you generate a separate list of references for these.

All information must be correct and complete. We kindly ask you to apply the format strictly and consistently to all references. Disparate lists of references would cause additional formatting costs, therefore manuscripts have to be returned before further processing.

5.4 Special provisions for legal citations

A separate list of legal sources is not necessary, but it is sufficient to name the legal sources directly in the text. It must be apparent to the reader which version of the legal norm you are referring to. Please write out laws when first mentioning them, afterwards you may use the accepted abbreviation. Please indicate the specific passage you are referring to as precisely as possible, e.g.: Art. 72 Abs. 3 S. 1 Nr. 3 GG.

6 Tables and figures

Tables and figures shall be numbered consecutively. Each table and figure should be referred to in the text.

Please submit figures in a separate document (preferably in JPEG or pdf format). Please submit tables in WORD or Excel. Every table and figure has to be titled at the top and the source provided at the bottom. Legends and axes have to be clearly labelled. Please place tables and figures in the text where you would like them to be inserted.

Your paper will be printed in black and white. Different elements in figures (such as curves or bars) can therefore only be differentiated in grey shades or – where there are too many different elements – by using different patterns.

7 Special Guidelines for Book reviews

dms publishes reviews of monographs as well as edited books. The reviewed book(s) should not have been published more than one year before the review is published. Please contact the Editors-in-Chief if you are interested in writing a book review. Reviews should contain a brief summary of the reviewed book(s), and should outline and critically discuss the specific added value of the work for public administration scholarship and contemporary academic debates.

The guidelines set out in 3 (covering references) apply to all book reviews. In addition, the title of the review should contain information on the number of pages and the ISBN/ISSN.

Title of literature reviews (example):

Dahlström, C. & Lapuente, V. (2017). *Organizing Leviathan. Politicians, Bureaucrats, and the Making of Good Government*. Cambridge: Cambridge University Press. Paperback, 270 pages, ISBN-10: 131663065X.

Please put the name the author of the book review after the title. For reviews written in German, an English abstract of no more than 150 words must follow; for reviews written in English, a German abstract should be included. On the last page, please add the author's personal information (name, office address and email address).

Apart from that, the formatting und the citation follows the *dms* standards outlined above.

8 Resubmission of revised manuscripts

If you resubmit a revised version of your manuscript after a “revise and resubmit” or a “minor revisions” decision by the Editors-in-Chief, please mark the main changes in the text **in colour** to make the work easier for the reviewers. Please do not send us a document in track changes. The revised manuscript should be accompanied by a letter to the reviewers explaining how and to what extent their comments have been taken into account.

9 Publication

Once the manuscript has been accepted for publication, it will be published shortly thereafter. Please find important information on the publication process below.

9.1 Page proof

You will receive a pdf version of your article for proofreading. Please note that you can only correct typographical errors at this stage, no content-related changes will be accepted. Please use either a printed copy or the pdf proofing programme for your corrections.

9.2 Online First Publication

Articles, Essays and research agendas may be published online before the print version is published. They will be provided with a DOI and can thus be cited.