



AUTHOR GUIDELINES

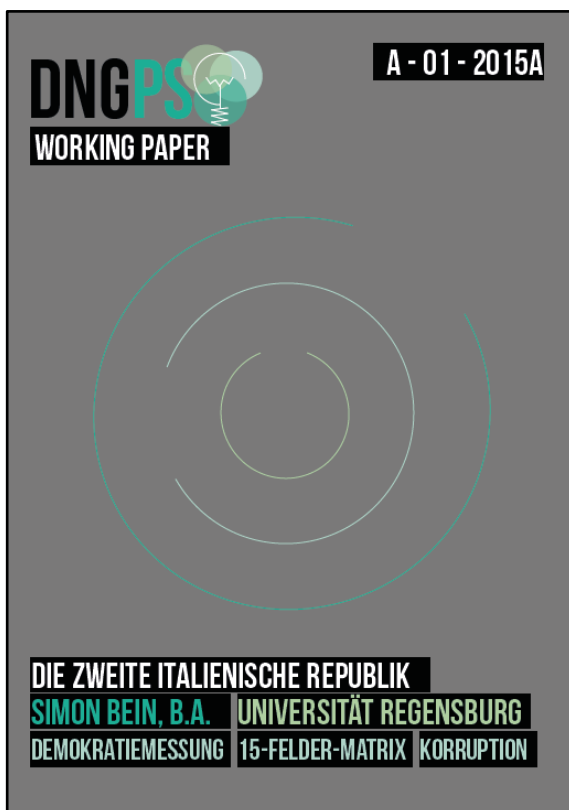
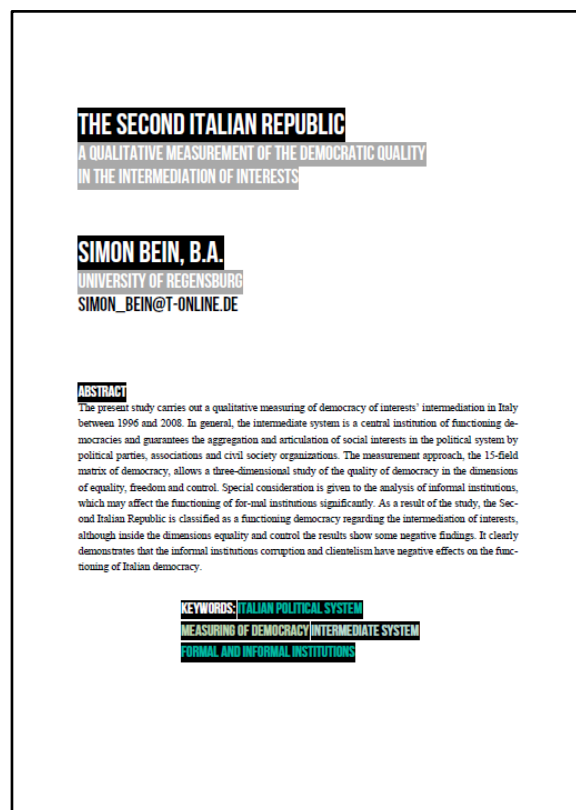
Please send the manuscript in Word format to our e-mail address: working-paper@dngps.de.

ORIGIN AND RIGHTS OF THE MANUSCRIPT

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TITLE PAGE

Name, institution, title of the work (possible subtitles), abstract (in German and English), keywords (German and English), format, number of characters (incl. spaces, exclusive bibliography), contact details, location and date.

The cover of the working paper is a dark grey rectangle. In the top left corner is the DNGPS logo and the text 'WORKING PAPER'. In the top right corner is the identifier 'A - 01 - 2015A'. The center of the cover features a large, faint, light green circular graphic consisting of several concentric rings. At the bottom, there are three lines of text: 'DIE ZWEITE ITALIENISCHE REPUBLIK', 'SIMON BEIN, B.A. UNIVERSITÄT REGENSBURG', and 'DEMOKRATIEMESSUNG 15-FELDER-MATRIX KORRUPTION'.The title page content is a white rectangle. At the top, the title 'THE SECOND ITALIAN REPUBLIC' is followed by the subtitle 'A QUALITATIVE MEASUREMENT OF THE DEMOCRATIC QUALITY IN THE INTERMEDIATION OF INTERESTS'. Below this is the author's name 'SIMON BEIN, B.A.' and affiliation 'UNIVERSITY OF REGENSBURG' with the email 'SIMON_BEIN@T-ONLINE.DE'. An 'ABSTRACT' section follows, containing a paragraph of text. At the bottom, there is a 'KEYWORDS' section with the terms: 'ITALIAN POLITICAL SYSTEM', 'MEASURING OF DEMOCRACY', 'INTERMEDIATE SYSTEM', and 'FORMAL AND INFORMAL INSTITUTIONS'.

FORMAT

GENERAL

- Times New Roman 12 pt. Line spacing 1.5 lines, page margins 2.5 cm, justification, automatic hyphenation
- Tables and graphs shall be numbered consecutively
- Bibliography at the end of the article
- References do not count towards the total number of characters
- Abstract from 600 to 800 characters on page 1
- Specify 3-5 keywords for the text (to be written under the abstract)
- Title of the text, abstract and keywords in German and English
- Please format your headings using formatting templates
- Submit your paper as .doc or .docx

RESEARCH ARTICLE

- The aim is to discuss and answer a research question/puzzle within the framework of the text
- The text can deal with normative or empirical questions
- the research question is the "red thread" of the work
- Main headings 15 pt. and bold, subheadings 13 pt. and bold
- Number of characters: 30,000-45,000 characters (incl. spaces)

ESSAY

- The aim is to confirm or refute a thesis or question through a logical argumentation
- An own perspective is explicitly desired here
- Longer direct quotes should be avoided
- Subheadings (no numbering) in 12 pt. and bold
- References are mandatory
- Number of characters: 9,000-12,000 characters (incl. spaces)

REVIEW

- The aim is to review a book (monograph or anthology) in order to demonstrate the strengths and weaknesses of the book to the readers
- The assessment is informed and fair
- Personal evaluations must be justified
- In the case of anthologies, it is not necessary to discuss the complete book; meaningful and/or particular essays can be chosen as examples
- Subheadings are not a must, but can be used
- Book details are added at the beginning: Surname, first name (year): Title. Subtitle. Location: Publisher, number of pages, price.
- Number of characters: 5,000-6,000 characters (incl. spaces)

GRAPHS, TABLES AND FIGURES

Must be sent to the DNGPS in the text document as well as individually as stand-alone files (as .jpg/jpeg and/or .png file). We ask you to number the individual files consecutively or to designate them in such a way that they can be unambiguously assigned to the illustrations in the original document. All graphics, tables, etc. must be provided with reference to the source and, if necessary, with a reference to your own changes to the tables. The numbering of the graphs, tables and figures is included above the respective graphic-, notes and references are added below.

PAGE NUMBERS

All pages – excluding the title page and table of contents – must be numbered consecutively (at the bottom right of the page). Please use the corresponding layout options of the text editing program.

YEAR DATES

Shall be indicated numerically. For decades, please use 1980s, 1890s.

NUMBERS

Are written out up to twelve in the text, then given as a numerical value (13, 14, etc.). Percentage values should have a % sign. Percentage points are written as e.g. "13 percentage points". Decimal numbers are given with a decimal point and rounded to two decimal places (in justified exceptional cases, decimal numbers can also be rounded to three decimal places).

NOTES ON REFERENCES AND CITATION

CITATION STYLE

Please use the "Harvard citation" (American citation). Here, direct and indirect quotations are included in parentheses in the text (author year: page number for direct quotations). Please indicate the longer page number references to the specific pages. Do not use "f." or "ff.". Please use footnotes sparingly and include only necessary comments as footnotes.

Example of a direct citation

"Veto players are individual or collective actors whose agreement is necessary for a change of the status quo" (Tsebelis 2002: 19).

Example of an indirect citation

The veto player approach distinguishes fundamentally between partisan and institutional veto players. Institutional veto players are generated by constitutional requirements, partisan veto players by the political process (Tsebelis 2002: 19).

Accordingly, in the reference list, the year of publication comes directly after the author's name. The information included in the bibliography is therefore:

Last name, first name. (Year of publication): Book title. Subtitles (edition if applicable). Place of publication: Publisher.

If a reference is made in the text to authors and a corresponding publication and the name is mentioned, this is supplemented by the year of publication of the source, e.B. Tsebelis (2002). For two authors, a slash (without spaces) is placed between the last names. For more than three authors, please use the abbreviation "et al.". In the case of several authors (up to three), the information in the text is separated by a slash:

(Fuchs/Klingemann 2014)
(Florack et al. 2006).

For institutional editors, the name of the institution is written out (Federal Ministry of Finance 2008). If several publications from the same year and by the same author are listed, they are marked alphabetically with "a", "b", "c" etc. (Korte 2005a: 19). Several successive references are enclosed in a common bracket, arranged alphabetically and separated by a semicolon (Helms 2000; Hesse/Ellwein 2004; Murswieck 2003).

- Quotations in the text, e.g. individual sentences, phrases or terms are set in basic font without highlighting.
- Longer quotations/quotation blocks must be separated by paragraph from the main text, provided with an indent to the left of 0.5 and written in Times New Roman 10pt.
- Direct quotations must always be enclosed in "quotation marks". The complete bibliographic reference is provided in the reference list/bibliography at the end of the article.

REFERENCES

The list of references is included at the end of the article (after the notes) in a separate section designated as such.

Please list the references as left-aligned without blank lines and without indentation. Under the heading "Bibliography", all quoted titles are sorted alphabetically by author's name and by year of publication. The most recent contributions of the respective author(s) are mentioned first. Please don't use "ibid." or similar abbreviations. If there are several publishing locations, it is sufficient to specify a location and then include the abbreviation "u. a.". Please finish each bibliography entry with a dot.

Monograph

Last name, first name (year of publication): Book title. Subtitles (edition if applicable). Place of publication: Publisher.

Example: Sennett, Richard (2008): The flexible human. The culture of the new capitalism. 5th edition. Berlin: Berliner Taschenbuch Verlag.

Anthology

Last name, first name/surname, first name/surname, first name (editors if applicable) (year of publication): book title. Subtitles (edition if applicable). Place of publication: Publisher.

Example: Brosuies, Christoph/Hahn, Henning (eds.) (2010): Global Justice. Key texts on the debate between particularism and cosmopolitanism. Frankfurt a.M.: Suhrkamp.

Section/Chapter in an anthology

Last name, first name (year of publication): Chapter title. Subtitle. In: Last name, first name (possibly editors), title of the anthology. (edition if applicable). Place of publication: Publisher, page numbers.

Example: Norris, Pippa (2011): Political Communication. In: Caramani, Daniele (eds.), Comparative Politics. 2nd edition. Oxford: Oxford University Press, 352-370.

Journal Article

Last name, first name (year of publication): Article title. Subtitle. In: *Journal name*, Volume (Issue), page numbers.

Example: Hartmann, Martin/Honneth, Axel (2006): Paradoxes of Capitalism. In: *Constellations*, 13 (1), 42-58.

Newspaper article

Last name, first name (year): Title. Subtitle. In: *Newspaper*, Publication day, page number.

Example: Kornelius, Stefan (2012): Gefährliche Vielfalt. In: *Süddeutsche Zeitung*, 29./30.09., 4.

When citing references from the Internet, particular attention must be paid to the date of access.

Internet source

Last name, first name/surname, first name/surname, first name (year, possibly day, month): Title. Subtitle. Available at: Full Internet address, Last accessed by day/month/year.

Example: Biebricher, Thomas/Gädeke, Doro/Vogelmann, Frieder (17.09.2013): Vor der Wahl: Theoretische Reflexionen über das Herzstück der Demokratie. Available at: <http://www.theorieblog.de/index.php/2013/09/vor-der-wahl-theoretische-reflexionen-ueber-die-organisation-der-demokratie/>, last accessed on 06.08.2014.

SCHEDULE UNTIL RELEASE

A publication does not happen overnight. It is a long process. Since this can take a few months, we have designed a schedule for you. It is supposed to demonstrate how long the process can take until the finished working paper is published, ideally.

PHASE	TIME FRAME
1. Submission of the WP	-
2. Editor-Board contacts two reviewers. The editors forward an abstract and ask whether the reviewers are willing to review the paper including the time frame and deadlines. If not, new persons will be contacted.	Up to 6 weeks
3. First peer review process. The Editor Board reminds reviewers of the deadline after two weeks.	4 weeks
4. Return to the editor board, processing of comments and return to the author	1-2 weeks
5. Revision phase of the author	4 weeks
6. Second peer review process	4 weeks
7a. Reviewers' verdict: <ul style="list-style-type: none"> • recommended for publication • recommended for publication, but with annotations • not recommended for publication 	<ul style="list-style-type: none"> • continue to point 8 • continue to point 7b • Paper will not be published, end of review process
7b. Another revision by the author	4 weeks
8. Proofreading	2 weeks
9. Completion of the printable version	1 week
10. Publication	
Total duration of the process:	5 – 7 months