

ZEITSCHRIFT FÜR MIGRATIONSFORSCHUNG JOURNAL OF MIGRATION STUDIES

STYLE SHEET

FOR ESSAYS AND DISCUSSION PAPERS

1 General remarks

- Please use American English.
- Please send us your contribution as a Word file; typesetting is done by the IMIS editorial office.
- *Essays* should not exceed a length of 65,000 characters (including spaces).
- *Discussion papers* should not exceed a length of 35,000 characters (including spaces).
- Please formulate both an English and a German title for your contribution.
- Please insert an *abstract* of ca. 10-15 lines, both in English and German, in your article.
- We also need 6 *keywords* for every paper, both in English and German.
- If your paper is considered for publication, you will be asked to submit an anonymized version.
- After the typesetting you will receive PDF proofs for correction. Extensive corrections can then no longer be accepted.

2 Gender-inclusive and non-sexist language

All contributions should strive for a gender-inclusive and non-sexist language. The following forms can be used, notably in German texts: »Verfasserinnen und Verfasser« or »Leser und Leserinnen«, »WissenschaftlerInnen«, »Wissenschaftler:innen« or »Wissenschaftler*innen«. It should be borne in mind that different forms should not be mixed in the same article.

3 References

Note: The citation style »IMIS« can be found in both reference management programs CITAVI and ZOTERO.

Please put the *bibliography* at the end of the article. The complete bibliographical information will be documented here. Please use the style shown below, which is based on the guidelines of the *Chicago Manual of Style*, but uses them in a simplified form:

References in the text:

References or citation references are in round brackets in the text, in the following form:

- (Bourdieu 1990, p. 120) or (Weber 1956, p. 20–22; Durkheim 1988a, pp. 41 f.) or (Giddens 1984b, 1990; Gilroy 2002)
- In the case of two authors: (Valluvan and Kapoor 2016, p. 379)
- In the case of more than two authors: (Grosfoguel et al. 2015)
- Page numbers from – to (pp. 20–22) are always linked by a dash (–), not by a hyphen (-).
- *Full information on archive sources* is given in the footnotes, NOT in the bibliography.
- Please avoid *cross references* to your own essay in the text or in the footnotes. Cross-references cannot be included for printing.

Reference list:

The reference list is in alphabetical order. In case of several titles of the same author:

1. all titles of that author alone: chronologically following the year of publication
2. all his/her titles with one co-author: in alphabetical order following co-author
3. all his/her titles with more than one co-author: chronologically following the year of publication

- First names are written in full.
- Please do not use abbreviations for titles of journals.
- For publications that have not yet been published, please put the expected year of publication in square brackets [2024].
- In the case of *places of publication*, always give only one place name (example: Frankfurt a.M.), without »et al.«.
- Please put all words of *English publications* in capital letters, except for words like in, the, and, of, from, etc.

- **Book**

Rodriguez, Robyn Magalit. 2010. *Migrants for Export: How the Philippine State Brokers Labor to the World*. Minneapolis: University of Minnesota Press.

- **Edited book**

Oltmer, Jochen, Axel Kreienbrink, and Carlos Sanz Diaz, eds. 2012. *Arbeitsmigration und ihre Folgen in der Bundesrepublik Deutschland und Westeuropa*. Schriftenreihe der Vierteljahrshefte für Zeitgeschichte Band 104. Munich: Oldenbourg.

- **Book chapter**

Però, Davide. 2011. Policy Change from Below: Recognizing Migrants' Political Agency among Latin Americans in London. In *Cross-Border Migration among Latin Americans: European Perspectives and Beyond*, eds. Cathy McIlwaine and Peter Myers, 119–137. New York: Palgrave Macmillan.

- **Journal article**

Maaroufi, Mouna. 2016. Selektiver Schutz. Das humanitäre Aufnahmeprogramm für syrische Flüchtlinge in Deutschland. *PERIPHERIE – Zeitschrift für Politik und Ökonomie in der Dritten Welt* 35 (138/139): 212–234.

- **Newspaper article**

Schultz, Juliane. 2012. Immer mehr Zuwanderer aus Osteuropa. *Der Spiegel*, no. 49, 28.12.2012.

- **Online first journal article with a DOI**

Suleiman, Camelia, Daniel C. O'Connell, and Sabine Kowal. 2002. Perspectives in Political Interviews. *Journal of Psycholinguistic Research*. <https://doi.org/10.1023/A:1015592129296>.

- **Online document (without a DOI)**

Abu Dhabi Dialogue. 2012. Framework of Regional Collaboration.

<http://www.iom.int/jahia/Jahia/policy-research/regional-consultative-processes/rcps-by-region/abu-dhabi-dialogue>. Accessed: 22.1.2023.

- **Online database**

German Emigrants Database. 1998. Historisches Museum Bremerhaven. <http://www.deutsche-auswanderer-datenbank.de>. Accessed: 21.6.2022.

- **Organization site**

ISSN International Centre. 2006. The ISSN register. <http://www.issn.org>. Accessed: 20.2.2021.

4 Headings and heading numbering

- Please use a decimal structure with a maximum of three levels:
 - 1 chapter
 - 1.1 paragraph
 - 1.1.1 sub-paragraph
- Please do not skip any heading level and avoid unnumbered intermediate headings.

5 Tables/figures

- Number tables/figures consecutively with the chapter number (e.g. Table 1.1 or Figure 1.1).
- Insert a cross-reference in the text for each table/figure: »Table 1.1 shows« or »Figure 1.1 shows« – the placement of the table/figure may shift as a result of the page break, so please do not use »following table/figure« as a hint.
- Provide each table with a heading and, if necessary, a source; please provide illustrations with a legend (caption and credits).
- Please also include the reference »Copyright...« or © in the caption if the copyright holder requests this.
- Please put tables and figures into the text, as well literature and captions. Please supply the illustrations as separate files, too (at least 300 dpi and in .jpg or .tif format).
- Tables: Please bear in mind that the journal format (print space 11.5 x 17.5 cm) is considerably smaller than the page of your manuscript (usually DIN A4 or Letter). Extensive tables easily become very difficult to read in the smaller format.
- Please avoid long entries in the table header (e.g. »Congressional Decisions that the House of Representatives has refused to approve«). Please use abbreviations with a corresponding reference to a caption instead.
- Please do not put footnotes in tables.

6 Information about authors

Please provide the following information at the end of your contribution: Name, academic title, institutional affiliation (*example*: Prof. Dr. Sarah Meier, Institute for Education Research, University of Hamburg, Germany)

7 Formatting/Layout

In principle, you can use all Word functions, in particular the enumeration function, font formats such as bold and italics, the footnote and index functions. Print space, font size, line spacing do not matter, but:

- Please insert *blank lines* only where they are justified in terms of content; please avoid breaks to a new page; please do not insert any manual separations.
- Please mark the *beginning of a new paragraph* with a line break (Enter key, not Shift+Enter, without indentation).
- Please put *accentuations* in italics.
- Use Word's default header formats to *assign title levels*.
- Please note the distinction between *hyphen* (-) and *dash* (–).

- Please always use parentheses (»/«) as quotation marks. These can be found in Word 2010 here: Insert - Symbol - Font: Normal text - Subset: General punctuation. With other Word versions they might hide somewhere else.
- Please turn on the *spellchecker* in WORD. It does not find all mistakes by far, but it does find several typing and spelling mistakes.
- Please do not leave any *field functions* in the text. If you have used these when creating the manuscript, please remove them before submitting the manuscript.
- Please write *numbers* in steps of three with a dot (1.000), except for years.
- For *dates* in the text always write out month names (March 13, 2006), in the footnotes, however, work with numbers (13.3.2006) – without spaces and without 0 before the day or month.
- In the text, *numbers* up to twelve are always written out in full, from 13 onwards as digits, except in those cases in which a great deal of statistical information occurs immediately after one another or in clusters.
- Please state *percentages* as % and the number as digit. There is a small space between the digit and the percentage sign (i.e. 12 %).
- Inserts of the author are in [square] brackets (not in parentheses).

Thank you very much for your consideration! Well-prepared manuscripts make our work easier and contribute significantly to shorter processing times.