

Guidelines for contributions to the forum

Contributions to the forum can be submitted in German (new spelling) or English (consistent British or American English). For publication it is necessary to pay attention to several formal recommendations. To reduce subsequent adapting work for the editors, please observe the following guidelines from the outset:

- Contributions should not exceed the length of 3,000 words.
- Please add the following data on a separate sheet or preferably in a separate file: the title of the paper, the names of all authors, one correspondence address including an e-mail address and affiliation as well as the affiliations of any further authors of the contribution.
- Try to use gender sensitive formulations.
- Use only one subdividing level for headings and do not number the headings. Do not use too many headings. Every chapter should contain at least 200 words.
- Lists which are not numbered should not have more than one level; i.e. do not use sublists within lists.
- To highlight please use only one sort of emphasis (bold, italics or quotation marks).
- Figures and tables should be included separately and in their original formatting. Number them serially and add titles and references to each. Indicate in the article where approximately figures and tables should be inserted. Additionally, refer within the text to the figures and tables (for example »see Figure 1« or »cf. Table 1«). Do not use colours. Keep in mind that figures and tables might be scaled down for publication and therefore use sufficient type sizes.
- For quotations and references use American citations:
One author: (Akerlof 1982: 543)
Two authors: (Akerlof/Yellen 1990: 270)
Three or more authors: (Akerlof et al. 1996: 299)
- Use footnotes sparingly and only for remarks and comments.
- Combine all bibliographical details and your data sources in a list of references. Note the following examples as an orientation:
AMECO Database, Annual macro-economic database of the European Commission's Directorate General for Economic and Financial Affairs, URL:
http://ec.europa.eu/economy_finance/indicators/annual_macro_economic_database/ameco_en.htm.
Akerlof, G.A. (1982): Labor contracts as partial gift exchange, in: *Quarterly Journal of Economics*, 97(1), 543–569.
Becker, G.S. (1971): *Economic Theory*, New York: Alfred A. Knopf.

Coleman, J.S. (1994): A rational choice perspective on economic sociology, in: Smelser, N.J., Swedberg, R. (eds.), *The Handbook of Economic Sociology*, Princeton: Princeton University Press, 166–180.

Fehr, E., Fischbacher, U., Kosfeld, M. (2005): Neuroeconomic foundations of trust and social preferences, Institute for Empirical Research in Economics of the University of Zurich Working Paper, No. 221.

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We prefer Rich Text Format (RTF) for the text and vector graphics (e.g. Encapsulated PostScript – EPS) for figures.

All authors will receive proofs of their contributions via e-mail. We do not take responsibility for mistakes which have been overseen and thus not been corrected in the proofs.

As soon as the issue with your contribution has been printed you will receive one copy of the issue for each author and a PDF file of your article for limited distribution. All copies will be sent to the correspondence address you have indicated.

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