

Zeitschrift für qualitative Forschung

Manuscript Preparation Guide

1. Please, use our stylesheet: <http://www.budrich-journals.de/index.php/zqf/about/submissions#authorGuidelines>
2. The paper should not exceed a limit of 50.000 signs of length in total.
3. Subdivide the contribution into several sections and/or several chapters and provide these sections in each case with a short subheading.
4. Subdivisions should occur on max. two stages (for example 2.1, 2.2, 2.3).
5. Simple references to literature (if required, also two to three proofs) should in the text normally occur at the end of a sentence unit. For example: (vgl. Glaser 1985a, P. 12; Meyer 1975, P. 14). The same is valid for direct quoting, for example: „.....“ (Simmel 1920, P. 12).
6. Notes and footnotes should be inserted at the end of the part and should be numbered Arabian consecutively.
7. The bibliography should contain all the text in the literature cited. Any reference are to start on a new line. Examples of references
 - a. *Monographs*:
Giddens, A. (1986): The Constitution of Society: Outline of the Theory of Structuration Berkeley.
 - b. *Several Authors*
Strauss, A. L./Corbin, J. M. (1990): Basics of qualitative research: Grounded theory procedures and techniques. Newbury Park, Calif.
 - c. *Work by Editor(s)*:
Hoy, David Couzens (Ed.) (1999): Foucault. A critical reader. Oxford.
 - d. *Articles in publications*:
Davidson, A. I. (1999): Archaeology, Genology, Ethics. In: Hoy, D. C. (ed.) (1999): Foucault. A critical reader. Oxford, P. 221–233.
 - e. *Articels in journals*:
Willoughby, K. W. (2004): Technological semantics and technological practice: Lessons from an enigmatic episode in twentieth-century technology studies. In: Knowledge, Technology & Policy, volume. 17, N. 3-4. S. 11–43.
 - f. *Several places of publication*:
Charmaz, K. (2006): Constructing Grounded Theory: A Practical Guide through Qualitative Analysis. London/Thousand Oaks/New Dehli..

8. Pay attention during the preparation of the bibliography that:
- the (shortened) first names be not missing (also at editors of an anthology),
 - the page numbers in magazine themes and parts from anthologies are complete (not P. 54ff.), but (P. 54-62),
 - several contributions of an author in the same year in the text and the bibliography be separated with (a) and (b), etc.
 - in the case of journals age-groups and notebook numbers, be separated clearly, for example: Sociological Revue, volume 38, H. 6, P. 1-20,
 - no names of publishers are mentioned, however all places of publishers are mentioned in the bibliography.
9. References to Online-Documents should follow the scientific style of Columbia University Press: Vgl. Walker, J. R./Taylor, T. (1998). Basic CGOS Style. The Columbia Guide to Online Style. <http://www.columbia.edu/cu/cup/cgos/basic.html> (Mai 11th 2001)
10. All names (in the text or the reference) should appear in standard font (not italic or capital letter).
11. The paper should include an abstract indicating the central results of the article, additionally up to 5 key words should be mentioned.
12. Tables and charts should be transmitted separately. Please highlight the place the chart should be inset in the paper.
13. A short reference of the author should occur at the end of the paper (title, name, affiliation, research and teaching focuses, email, service postal address or private postal address).

Please consider the above points as possible at writing the text. You save yourself and us a lot of unnecessary corrective work and correspondence.

Thank you!