

Zeitschrift für qualitative Forschung

Manuscript Preparation Guide

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6. The contribution starts with an **abstract in English and German**, which summarizes the most important results.
7. Please add **five Keywords in English and German**.
8. Subdivide the contribution **into several sections and/or several chapters** and provide these sections in each case with a short subheading. Subdivisions should occur on **max. two stages** (for example 2.1, 2.2, 2.3).
9. 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).
10. Notes and footnotes should be inserted at the end of the part and should be numbered Arabian consecutively.

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- a. *Monographs*:
Giddens, A. (1986): *The Constitution of Society: Outline of the Theory of Structuration* Berkeley.
 - b. *Several Authors*:
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 - c. *Work by Editor(s)*:
Hoy, D.C. (Ed.) (1999): *Foucault. A critical reader*. Oxford.
 - d. *Part of an edited book*:
Davidson, A.I. (1999): *Archaeology, Genealogy, Ethics*. In: Hoy, D.C. (Ed.): *Foucault. A critical reader*. Oxford, P. 221–233.
 - e. *Journal articles*:
Willoughby, K.W. (2004): *Technological semantics and technological practice: Lessons from an enigmatic episode in twentieth-century technology studies*. In: *Knowledge, Technology & Policy*, Vol. 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.
 - g. *Online articles*:
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 - h. *News or magazine articles*:
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 - c. the page numbers in magazine themes and parts from anthologies are complete (not P. 54ff.), but (P. 54–62)
 - d. several contributions of an author in the same year in the text and the bibliography are separated with (a) and (b), etc.
 - e. in the case of journals age-groups and notebook numbers, are separated clearly, for example: *Sociological Revue*, Vol. 38, H. 6, P. 1–20
 - f. no names of publishers are mentioned, however all places of publishers are mentioned in the bibliography
 - g. all names (in the text or in the bibliography) appear in standard font (not italic or capital letters)
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