

ZeM

Zeitschrift für
erziehungswissenschaftliche
Migrationsforschung

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1. Handing in a contribution and the review process

The selection of contributions to the ZeM takes place in a double-blind anonymous peer-review:

The first step is the submission of an exposé; this applies to both *thematic* and *non-thematic* proposals for a contribution. When submitting an exposé for a thematic contribution, the content and timing requirements of the preceding CfP apply. Exposés for an off-topic contribution can be submitted at any time, the content should fit to the concept of the journal. In case of acceptance of the exposé by the editors, the invitation to submit an article will be sent. The articles finally pass through a double-blind peer-review. The authors will be informed by email about the results of the peer review and, if necessary, invited to revise their article.

Conference reports and reviews do not pass through a double-blind peer-review; they can also be submitted/requested to the editors at any time.

2. Categories, number of characters, formalities

The following categories are provided in ZeM in each issue:

Thematically contributions: Length up to 45.000 characters incl. spaces, footnotes, bibliography and supplementary information

Off-topic, non-thematic contributions: Length up to 45.000 characters incl. spaces, footnotes, bibliography and supplementary information

Book reviews and conference reports: Length in consultation with the editorial office

For each contribution we need as supplementary information:

Abstract (up to 1.200 characters), up to six keywords

Conference report

Title of the conference, conference/workshop, date, institution, place.

Book review

Please name the full literature references of the reviewed book at the beginning of your contribution.

3. Technical notes for the submission of exposés and manuscripts

Exposés and manuscripts are requested in electronic form as a Word or Open Office file and have to be submitted ‘as a contribution’ online via the editorial system OJS:

<https://www.budrich-journals.de/index.php/zem/login>.

The submitted text as well as the submitted file have to be anonymized. To anonymize the file, please proceed as follows: click on the ‘file’ tab > click on the ‘information’ tab > click on the ‘check for problems’ button > the ‘document check’ window opens > click on ‘check’ > Click on the ‘remove all’ command next to ‘document properties and personal information’.

All references in the text that could point to the authors must be anonymized. Please pay particular attention to the anonymization of information on research projects and references. For example, a concrete project name can be indicated in the text with [name project anonymized], a reference with [reference anonymized].

For more guidance on submitting via OJS, see the “Online Submission Guide” at www.zem.budrich-journals.de.

For *conference reports* and *reviews*, please contact the editorial team at any time with a corresponding proposal by email to zem@budrich-journals.de.

4. Exposé and the manuscript design

4.1 Exposé design

The abstract should include the following aspects:

- Research question and research interest
- Theoretical and/or empirical basis and approach
- Presentation of the state of research

- Relevance for questions of educational migration research

Layout

- 1-2 pages in length
- Page numbers
- Anonymized (please see above)

4.2 Manuscript design (applies to thematic and non-thematic contributions as well as conference reports and book reviews)

4.2.1 General

- With submission, the authors ensure that their manuscript is an original contribution that is not otherwise intended for publication.
- Please write your contributions in continuous text (no justification, no hyphenation, no page breaks) in Times New Roman, 12 pt., line spacing 1,5.
- Please place emphasis in the text in *italics*.
- Single quotation marks ('...') may be used when quoting within a quote or when indicating colloquial expressions/terms.
- Abbreviations consisting of two or more letter combinations are written without a space after the respective dot: e.g.
- Please use footnotes only for explanations of content and comments, not for references or bibliographic information, except for references to internet sources (URL; date of access).

4.2.2 References and citations in the text

- Reference Literature in the text by naming the author's last name, the year of publication and the page number in brackets (Kuhn 2019: 249). Place the reference before the respective punctuation mark. In case of a joint publication of several authors (up to three names), subdivide names by slashes (Westphal/Motzek-Öz/Aden 2019: 251). In case of a publication by more than three authors, mention only the first author's name, to which an "et al." is added (Westphal et al. 2019: 251).

- If the text refers to an author and a corresponding publication mentioning their name, this is supplemented by the year of publication of the source, e.g. Wimmer/Glick Schiller (2002).
- Identify literature that has been published by the same author in the same year alphabetically as 'a', 'b', 'c' etc. (Mecheril 2003a: 19).
- Several references of different authors are enclosed in a common bracket and separated by semicolons (Gomolla/Radtke 2002; Nohl 2001); in case of several contributions of one author, the years of publication are separated by commas. Several references in one bracket are ordered in descending order according to their years of publication, more recent ones first.
- No space is left between page numbers and f. or ff. (13ff., 123f.).
- For repetitive references, please use 'ibid.'.
- Only direct quotes are enclosed in double quotation marks ("...").
- Non-direct citation: is indicated by the abbreviation (cf.); 'cf.' is not required for references to theories or publications.
- If you want to refer to further literature, please use „cf. also Diehm/Radtke 1999".
- In general, secondary citations should be avoided. However, they can be used in exceptional cases. Both sources are to be referenced on the quote by using "cit. after". Only the sources actually used should be mentioned in the bibliography.
- Illustrative longer quotations as well as passages subordinate to the main text, e.g. longer protocol documentations, are to be set off from the main text with a paragraph and written one point smaller.
- Omissions/additions are to be indicated by square brackets: [...]; modified emphasis should be marked with the author's abbreviation.
- Note: If you work with the literature management program Citavi, there you will also find an own Budrich template among the selectable citation styles.
- Foreign-language direct quotations are adapted to the quotation marks of the contribution language, e.g. a German quotation in a English-language contribution is provided with "...".

4.2.3 Structure

- Sections and chapters are structured according to the decimal classification up to the third level within the articles (example: 5. Empirical investigation, 5.1 Survey and evaluation, 5.1.1 Interview and transcription). To each outline level a text section must be assigned; no outline items should be listed without associated text.
- Please do not insert a line break within a paragraph for further text breakdown.

4.2.4 Figures, graphics, tables

- Charts and tables should be integrated into the text.
- In addition, a reproducible template of tables and charts is requested as a separate file.
- If possible, image material should be submitted in the original (as a single jpg file) and in a minimum resolution of 300 dpi. Please check the rights (copyright) in advance.
- Figures are not graphically revised in the typesetting process, so charts and tables must be submitted with appropriate layout and sufficient reproduction quality.
- The editors reserve the right to use the supplied template depending on the reproduction quality.
- If figures and tables have not been inserted in the text yet, a clear marking of their placement in the text is requested. Figures will be printed in black and white.
- Remember that the pagination changes, so a figure/graph could change its position. Therefore, please do not introduce figures and graphs with the words “as the following figure shows:” or similar.

4.2.5 Bibliography

- Bibliographies are placed at the end of the article after the notes in a separate section. The bibliography must be ordered alphabetically by author name and per author by year of publication (from old to new).
- Please list the references continuously left-justified without blank lines and without indentation.

Please list the used literature according to the template below:

Monographs:

Author(s) last name, first name (year of publication): Full title. Place of publication:
Publisher.

Example: Nohl, Arnd-Michael (2014): Konzepte interkultureller Pädagogik. Eine systematische Einführung. 3., aktualisierte Aufl. Bad Heilbrunn: Klinkhardt.

Edited book:

Editor(s) last name, first name (ed.) (year of publication): Full title. Place of publication:
Publisher.

Example: Diehm, Isabell/Kuhn, Melanie/Machold, Claudia (Hrsg.) (2017): Differenz - Ungleichheit - Erziehungswissenschaft. Verhältnisbestimmung im (Inter-)Disziplinen. Wiesbaden: Springer VS.

Contributions from edited books:

Author(s) last name, first name (year of publication): Title of the article in the edited book. In:
Editor(s) last name, first name (ed.): Title of the edited book. Place of publication: Publisher,
page numbers of the contribution.

Example: Panagiotopoulou, Argyro (2017): Mehrsprachigkeit und Differenzherstellung in Einrichtungen frühkindlicher Erziehung und Bildung. In: Diehm, Isabell/Kuhn, Melanie/Machold, Claudia (Hrsg.): Differenz - Ungleichheit - Erziehungswissenschaft. Verhältnisbestimmung im (Inter-)Disziplinen. Wiesbaden: Springer VS, p. 257-274.

Journal article:

Author(s) last name, first name (year of publication of the article): Full article title. In: Title of journal, year, volume, page numbers (first and last page separated by a dash without spaces before and after).

Example: Krüger-Potratz, Marianne (2013): Sprachenvielfalt und Bildung. Anmerkungen zum Kern einer historisch belasteten Debatte. In: Die deutsche Schule, 105(2), p. 185-198.

Internet source:

Additionally URL and last access date. For online publications please always provide DOI number (if available).

5. Printing

The accepted texts are edited and sent back to the authors. Before printing, authors receive a galley proof of their contribution. Minor final changes can be noted in the text in PDF editing mode at this stage.

No Fees are paid. After publication, authors will receive a voucher copy of the journal.

6. Open Access

The publishing house Barbara Budrich makes the issues of the journal ZeM available for Open Access at <https://www.budrich-journals.de/>. The articles are released after two years and thus made accessible online free of charge.

Furthermore, authors with the publisher's 'Open Express Offer' have the option of releasing their own contributions for Open Access as early as the publication of the respective print edition for a one-time fee of 799.00 EUR (incl. VAT) per contribution. For more information, please contact the publisher.

Please direct any queries to the ZeM editorial office:
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