

Instructions to Authors.

File format

Manuscript files can be in Microsoft Word documents and it should not be locked or protected.

Length

Manuscripts can be of any length. There are no restriction in word count, number of figures, or amount of supporting information. We encourage authors to present and discuss the findings concisely.

Font

Use Times New Roman font with Font size of 12.

Headings

Limit manuscript sections and sub-sections to 3 heading levels. Make sure heading levels are clearly indicated in the manuscript text.

Layout

Manuscript text should be double-spaced. Do not format text in multiple columns.

Page and line numbers

Include page numbers and line numbers in the manuscript file.

Footnotes

Do not include Footnotes in the manuscript.

Language

Manuscripts must be submitted in English.

Abbreviations

Use standard abbreviations and define them upon first appearance in the text.

Equations

We recommend using MathType for display and inline equations, as it will provide the most reliable outcome. If this is not possible, Equation Editor is acceptable.

Avoid using MathType or Equation Editor to insert single variables (e.g., “ $a^2 + b^2 = c^2$ ”), Greek or other symbols (e.g., β , Δ , or \prime [prime]), or mathematical operators (e.g., \times , \geq , or \pm) in running text. Wherever possible, insert single symbols as normal text with the correct Unicode (hex) values.

Do not use MathType or Equation Editor for only a portion of an equation. Rather, ensure that the entire equation is included. Avoid “hybrid” inline or display equations, in which part is text and part is MathType, or part is MathType and part is Equation Editor.

Nomenclature

Use correct and established nomenclature wherever possible.

Units of measurement Use SI units. If you do not use these exclusively, provide the SI value in parentheses after each value. Read more about SI units.

Drugs Provide the Recommended International Non-Proprietary Name (rINN).

Species names Write in italics (e.g., *Homo sapiens*). Write out in full the genus and species, both in the title of the manuscript and at the first mention of an organism in a paper. After first mention, the first letter of the genus name followed by the full species name may be used (e.g., *H. sapiens*).

Genes, mutations, genotypes, and alleles Write in italics. Use the recommended name by consulting the appropriate genetic nomenclature database (e.g., HUGO for human genes). It is sometimes advisable to indicate the synonyms for the gene the first time it appears in the text. Gene prefixes such as those used for oncogenes or cellular localization should be shown in roman typeface (e.g., v-fes, c-MYC).

Reference style

Our Journal uses ‘Harvard style guidelines’.

See reference formatting examples and additional instructions below.

General

1. Initials should be used without spaces or full points.
2. Up to six authors may be listed. If more than list the first three authors and represent the rest by „et al.“ rather than write them out in full.

Text citations

All references in the text and notes must be specified by the authors' last names and date of publication together with page numbers if given.

Note the following for the style of text citations:

1. If the author's name is in the text, follow with year in parentheses:
... Jones (2015) has argued ...
2. If author's name is not in the text, insert last name, comma and year:
... a recent study (Smith, 2009) has described ...
3. Where there are two authors, give both names, joined by 'and'; if three or more authors, use et al.:
... it has been stated (Jones and Smith, 2014) ...
... some investigators (Brown et al., 2015) ...
4. If there is more than one reference to the same author and year, insert a, b, etc. in both the text and the list:
... it was described (Jones, 2007b) ...
... a series of studies (Smith et al., 2008a, 2008b) produced ...
5. Enclose within a single pair of parentheses a series of references, separated by semicolons:
... and it has been noted (Jones and Brown, 1998; Price et al., 1999; Smith, 2003) ...
Please order alphabetically by author surnames.
6. If two or more references by the same author are cited together, separate the dates with a comma:
... the author has stated this in several studies (Smith, 2005, 2009) ...
Please start with the oldest publication.
7. Enclose within the parentheses any brief phrase associated with the reference:
... several investigators have claimed this (but see Thompson, 2001)

8. For an institutional authorship:
... a recent statement (Department of Education, 2008) ...
... occupational data (ABS, 2004) reveal ...
9. For authorless articles or studies, use the name of the magazine, journal, newspaper or sponsoring organization, and not the title of the article:
...it wasreported (The New York Times , 1998) that ...
10. Citations from personal communications are not included in the reference list:
... has been hypothesized (David Smith, 2008, personal communication).

Reference list

General

1. Check that the list is in alphabetical order (treat Mc as Mac).
2. Names should be in upper and lower case.
3. Where several references have the same author(s), do not use ditto marks or dashes; the name must be repeated each time.
4. Last names containing de, van, von, De, Van, Von, de la, etc. should be listed under D and V respectively. List them as: De Roux DP, and not Roux DP, de. When cited in the main text without the first name, use capitals for De, Van, Von, De la, etc. (Van Dijk, 1998)
5. Names containing Jr or II should be treated as follows:
Jones P, Jr (2008)
Brown S, II (1995)
6. References where the first named author is the same should be listed as follows:
Single-author references in date order;
Two-author references in alphabetical order according to the second author's name;
Et al. references in alphabetical order; in the event of more than one entry having the same date, they should be placed in alphabetical order of second (or third) author, and a, b, etc. must be inserted.
Brown J (2003)
Brown TR, Yates P (2003)
Brown W (2002)
Brown W (2003a)
Brown W (2003b)

Brown W, Jones M (2003)
Brown W, Peters P (2003)
Brown W, Hughes J, and Kent T (2003a)
Brown W, Kent T, and Lewis S (2003b)

7. Check that all periodical/publication data are included
–volume, issue and page numbers, publisher, place of publication, etc.
Reference styles

Book:

Author A and Author B (year) Book Title. Place: Publisher name.

Crouch C, Le Gales P and Trigilia C (2001) Local Production Systems in Europe: Rise or Demise? Oxford: Oxford University Press.

Denzin NK (1989) The Research Act: A Theoretical Introduction to Sociological Methods, 3rd edn. Englewood Cliffs, NJ: Prentice-Hall.

Hollingsworth JR and Boyer R (eds) (1997) Contemporary Capitalism: The Embeddedness of Institutions. Cambridge: Cambridge University Press.

Chapter in a book:

Author A (year) Chapter title: Subtitle. In: Editor A (ed.) Book Title . Place: Publisher, 00–00.

Author A, Author B and Author C (year) Chapter title: Subtitle. In: Editor A and Editor B (eds) Book Title. Place: Publisher, 00–00.

Author A and Author B (year) Chapter title: Subtitle. In: Editor A, Editor B and Editor C (eds) Book Title. Place: Publisher, 00–00.

Gumley V (1988) Skin cancers. In: Tschudin V and Brown EB (eds) Nursing the Patient with Cancer. London: Hall House, 26–52.

Binns T, Bek D and Ellison B (2007) Sidestepping the mainstream: Fairtrade rooibos tea production in Wupperthal, South Africa. In: Maye D, Holloway L and Kneafsey M (eds) Alternative Food Geographies: Representation and Practice. Oxford: Elsevier, 331–349.

Article in a journal:

Author A and Author B (year) Article title: Subtitle. Journal vol(issue): 00–00.

Author A, Author B and Author C (year) Article title: Subtitle.
Journalvol(issue): 00–00.

Author A, Author B, Author C et al. (year) Article title: Subtitle. Journal
vol(issue): 00–00.

Winter M (2003) Embeddedness: The new food economy and defensive
localism. *Journal of Rural Studies*19(1): 23–32.

Hoskins C and Mirus R (1988) Reasons of the US dominance of the
international trade in television programmes. *Media, Culture and Society*
10(4): 499–515.

Brossard D, Shanahan J and McComas K (2004) Are issue-cycles culturally
constructed? A comparison of French and American coverage of global climate
change. *Mass Communication and Society*7(3): 359–377.

Article in a journal published ahead of print:

Author A and Author B (year) Article title. Journal.00: 1–00(accessed 00 month
year).

Author A, Author B and Author C (year) Article title. Journal00: 1–00
(accessed 00 month year).

Author A, Author B, Author C et al. (year) Article title. Journal00: 1–
00(accessed 00 month year).

Bakker AB, Emmerik HV and Riet PV (2008) How job demands, resources and
burnout predict objective performance. *Anxiety, Stress and Coping* 00: 1–10
(accessed 6 January 2010).

Note: volume is given as “00”.

Website

National Center for Professional Certification. (2002) Factors Affecting
Organizational Climate and Retention.

Available at: www.cwla.org./programmes/triechmann/2002fbwfiles

.

Unpublished thesis

Kramer B (2008) Employee ownership and participation effects on firm
outcomes. Unpublished doctoral dissertation, City University of New York.

Newspaper

Clark JM (2006) Too close to call. *The Independent*, 21 May, p. 10.

Working paper

Freeman RB, Kleiner MM and Ostroff C (2000) The anatomy of employee involvement and its effects on firms and workers. National Bureau of Economic Research Working Paper 8050, Cambridge.