

# **SOCIAL POLICY IN DEMAND**

A Working Paper Series

## **Guidelines for the preparation of Papers for submission in the *Social Policy in Demand: A Working Paper Series***

As of March 2021



**Hochschule  
Bonn-Rhein-Sieg**  
University of Applied Sciences

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## Introduction

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The aim of the Working Paper Series is to share with a wide audience of academics, practitioners and policy-makers new and exciting work in the field of social policy from the social science research community. These working papers are intended to provide new perspectives on perennial and future social policy challenges and to offer directions for further action and research. There is a growing interest in the effects and implications of social policy. We recognize that 'social policy' is a theoretically contested term, but the contested nature of the concept and its long-term utility is both a fascinating theoretical and practical question. Defining, understanding, explaining and where possible measuring and quantifying social policy in its political, economic, socio-cultural or historical terms for the purposes of informing social policy is this Working Paper Series' central intellectual task.

Working papers target both practitioners and researchers, and we place emphasis on clear, readable writing as well as rigorous research and analysis. Papers in this series can tackle important issues relative to a local scene as well as broader international social policy. Papers that review academic literature on current subjects or deal with methodological themes are also welcome. The intention of these guidelines is to help prospective authors develop papers that will be of use to our readers and to have an impact on social policy thinking and practice.

*Note: The purpose of the Working Paper Series is to provide early access to research, therefore submissions should demonstrate a strong potential for publication, but have not yet been accepted for publication elsewhere.*

## Review Process

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Manuscripts will be reviewed by the editorial committee. The editorial committee is headed by Professor Dr. Esther Schüring and consists of a group of 4 senior faculty members.

Manuscripts will be accepted, rejected or returned to the author with revision recommendations both in terms of content and style within 5 weeks.

## Copyright and Reserved Rights

The copyright of the work will be in the name of the author. Formal errors and opinions expressed in the working paper are the responsibility of the authors. Authors accept that the H-BRS reserves the right to publish and distribute their article for free as an online publication in Portable Document Format (pdf) on our website.

## Publication

The work will be published as a Working Paper in the *Social Policy in Demand: A Working Paper Series*. The paper will be published online on our website. The H-BRS may use the authors' names and biographical information to advertise and promote the author's work and that of the university.

## Writing Guidelines

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Before writing the paper, please take into consideration the following questions:

1. What is the research question? The question must be cohesive and focused on a certain issue
2. Why is this question and its analysis of any interest/importance to others?
3. How does your research contribute to the community?

Synopsis for organising working paper (use provided template).

### **Title of Paper:**

Give a clear and concise title which must appropriately reflect the content of your paper

### **Contact details:**

[Name]  
[Job title]  
[Department/Centre/Unit]  
[University/Company/Institution]  
[Email]

### **Abstract:**

Briefly describe the study approach and methodology, and highlight key findings and insights. No more than 250 words.

### **Keywords:**

Include 3-5 important key words separated by semicolons.

### **Key Lessons Learned:**

Provide a brief description of the key lessons learned from your study.

### **Main Text:**

Structure your paper according to the IMRAD (Introduction-Methodology-Results-And-Discussion) Format.

### **Introduction**

The introduction is a description of the research problem addressed by the paper.

- State the problem and its significance;
- Describe the purpose and goals of the research;
- Clearly state and elaborate your research hypothesis(es);
- Precisely state the research question(s) and objectives of your study in order to set the direction for the rest of the paper.

## **Methodology**

The methods of the study should be described in a manner such that another researcher can replicate the study under similar conditions.

- Describe clearly the research method(s) applied;
- Describe clearly the sample and outcomes; Provide information on how data is collected;
- Describe in detail the treatment of data e.g. statistical tests.

## **Results**

The results section presents the collected data in an orderly and logical manner. Remarks should be confined to the objective findings, leave out subjective or speculative remarks. Display your findings using tables, figures, graphs and charts.

## **Discussion**

Restate the research question and concisely summarise the methodology and findings.

- Draw conclusions based on the data;
- Discuss findings against your literature review and the stated hypothesis(es), this involves a critical analysis of your research with other research on the topic;
- Identify possible study generalisations; Identify possible study limitations; Confirm or reject the hypothesis(es).

## **Conclusion**

The conclusion section describes your paper's major contribution (avoid an extensive summary of the paper).

- Can indicate interesting areas of research that have not been addressed but deserve future investigation;
- May include final recommendations based on research findings.

## **References**

All text citations must be fully listed as references at the end of the paper, and all references listed must be cited in the text. APA referencing style to be used.

## Style Guidelines

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Authors are asked to follow these style guidelines in preparation of their manuscript and submit an electronic copy in MS Word file format and PDF file format by email to [WorkingPapers.fb06@h-brs.de](mailto:WorkingPapers.fb06@h-brs.de)

For your convenience, we have designed a word template, which you can use to add your text. This can be found on our website. Here is a video, which describes how to use styles in word: <https://www.youtube.com/watch?v=UOVU6qQ2iOM>

### Typescript

**Word Count:** 8,000 – 12,000 words excluding appendix

**Page Format:** DIN A4

### Margins:

Top:	2,5 cm	Header	1,25cm
Bottom:	2,5 cm	Footer:	1,25cm
Left:	4,0 cm		
Right:	2,5 cm		

**Font:** The template provides all necessary styles for each individual section. Please refrain from changing them.

- Regular text: Arial, 11 points
- Footnotes: Arial, 8 points

**Line Spacing:** 1,5 lines

**Text Alignment:** Justified

**Page Numbers:** Arial, 10 points, bottom right of page starting with 1 on introduction page.

**Paragraphs:** Paragraphs should not be indented. There should be one blank line between paragraphs.

**Section Headings:** Please use a max. of 4 levels of headings. Only 3 levels will be shown in the table of contents.

- First-order headings: Left aligned, bold, 16 point, only first letter capital, one blank line should be left above and below first-order headings.
- Second-order headings: Left aligned, bold, 14 point, only first letters capital, one blank line should be left above and below second-order headings.
- Third-order headings: Left aligned, italics, 11 point, only first letters capital, one blank line should be left above and below third-order headings.

**Footnotes:** Only use footnotes. Do not use endnotes.

**Quotation marks:** You may use single or double quotation marks for dialogue and quoted material in the text. However, you need to be consistent throughout the paper.

**Spelling:** Spellings should conform to the latest edition of the Oxford English Dictionary.

**Italics:** Authors should use italic for titles of books, newspapers, journals (not for articles in journals). Using italic type for emphasis should be avoided, as with using bold for emphasis.

**Abbreviations:** Avoid using abbreviations for the names of concepts. Names of organizations and research instruments may be abbreviated, but give the full name when first mentioning one of these. Full stops should be used after abbreviations (p., Ch.)

Note: ed. eds ; vol. vols ; Ch. Chs with the exception no. nos.

**Numerals:** Spell out numbers under 10. Use numerals for measurements (units of measurement: International System of Units). Use numerals for percentages in the text but spell out 'per cent'. The percentage sign (%) should be used only in brackets, tables and figures. Use a comma for thousands.

**Tables and Figures:** All graphic elements (photos, drawings, charts etc.) must be referred to as 'figures' and should be numbered consecutively. You can use the 'insert citation' function in word. This can be found in the tab 'References'. Position figures within the text as close as possible to where they are first mentioned.

Both tables and figures need a title and a source at the end of each. If you create your own object the source will be 'Author's own'.

*Figure 1: Title of figure*



*Source: Author's own*

All tables must be referred to as 'tables' and should be numbered consecutively. Position all tables as close as possible to where they are first mentioned. Keep a separate numerical series for tables and figures.

*Table 1: Table Title*

	Column 1	Column 2
Heading	<ul style="list-style-type: none"><li>• List</li><li>• List</li><li>• List</li></ul>	<ul style="list-style-type: none"><li>• List</li><li>• List</li><li>• List</li></ul>

*Source: Authors' own*