Review:

1.

General remarks

Avoid paragraphs with only one or two sentences, as before publishing paragraph numbers are assigned automatically to improve quotability. An emphasis within the text is to be marked in italics.

References to author(s) should be made by providing the author's last name(s) and the year of publication in citations; additionally, the page number in print or rather (if available) the paragraph number in online publications. Last names mentioned in the text (not in the list of references) always in capital letters.

Authors can be mentioned in the text by 1. naming them in parentheses or 2. mentioning them in the running text. For example:

" … as recommended for grounded theory methodology (GLASER & STRAUSS, 1967) …"

"… GLASER and STRAUSS (2006 [1967], p.45) suggested …"

In the case of reprints the year of 1st publishing should be provided in square brackets in the text and in the list of references. If the year of publishing is missing, use "n.d." instead, if page numbers are missing, use "n.p."

Citations that have two authors, both authors should be mentioned in the text, in the cases where the citations have 3-5 authors, all authors should be mentioned in the first citation, thereafter only give the first author, supplemented with "et al." With more than five authors, the initial citation should only mention the first author, supplemented by "et al."

""

Please use an extra paragraph only in case of citations with 40 and more words. In *FQS*, please always use double quotation marks, single quotation marks only for quotations in quotations.

1.1

Please don't insert pictures or tables in the main document, but upload them as extra files. The file name should be similar to the figure numbering in the text.

Figure 1:

1.1.1

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Table 1:

1.1.1.1

Acknowledgments (optional)

Appendix (optional)

Additional/supplementary pieces of text that give further information regarding the main text may be organized as appendices and placed at the end of the text. It is important that every annex is given a title. With more than one appendix, the appendices are to be numbered consecutively. Markers/references to these appendices can be given in the main text; without a reference it is not possible to create a link between the main text and sub-texts.

References

*General remarks*

The bibliography is to be produced recursively, i.e., all of the literature citations which are given in the text should be included in the bibliography and the bibliography should only have the literature which is mentioned in the text.

For *all* authors and editors mentioned in the list of references, first names (not just the initial) should be provided. The literature is to be organized alphabetically by the names of the first authors. In case of reference to more than one publication by the same author, the order is ascending in correspondence to the publication year. When citing several publications of one author from the same year, then these are to be marked (at the end of the citation) with a, b, c, etc. in accordance to their appearance in the text.

(Only) in the case of open-access texts, please provide the URL and an access date.

Initials should not be capitalized for titles, only for journal names.

If you refer to literature in languages other than English and German, please provide the English translation in square brackets afterwards.

*Examples of references*

Monograph

Foucault, Michel (1975). *Surveiller et punir: Naissance de la prison* [Discipline and punish: The birth of the prison]. Paris: Gallimard.

Spradley, James (1980). *Participant observation*. New York, NY: Holt, Rinehart and Winston.

Edited volume

Morse, Janice (Ed.) (1992). *Qualitative health research*. Newbury Park, CA: Sage.

Chapter in an edited volume

Beach, Derek (2017). Process-tracing methods in social science. In William R. Thompson (Ed.), *Oxford research encyclopedias of politics: Qualitative political methodology* (pp.1-28). Oxford: Oxford University Press, <https://doi.org/10.1093/acrefore/9780190228637.013.176> [Date of Access: September 11, 2019].

Fielding, Nigel G. (1993). Ethnography. In Nigel Gilbert (Ed.), *Researching social life* (S.154-171). London: Sage.

Journal article

Bampton, Roberta & Cowton, Christopher J. (2002). The e-interview. *Forum Qualitative Sozialforschung / Forum: Qualitative Social Research*, *3*(2), Art. 9, [http://dx.doi.org/10.17169/fqs-3.2.848](http://dx.doi.org/10.17169/fqs-3.2.848%22%20%5Ct%20%22_blank) [Accessed: October 13, 2020].

Rose, Gillian (1997). Situating knowledges: Positionality reflexivities and other tactics. *Progress in Human Geography*, *21*(3), 305-320.

Dissertation

Guishard, Monique (2015). Nepantla and Ubuntu ethics para nosotros: Beyond scrupulous adherence toward threshold perspectives of participatory/collaborative research ethics. *Dissertation*, psychology, Graduate Center, City University of New York, New York, NY, USA, <http://academicworks.cuny.edu/gc_etds/957> [Accessed: February 21, 2018].

Working paper

Irwin, Sarah & Winterton, Mandy (2011b). Timescapes data and secondary analyses: Working across the projects. *Timescapes Working Paper Series*, *5*, <http://www.timescapes.leeds.ac.uk/assets/files/WP5-March-2011.pdf> [Accessed: October 13, 2020].

Author

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