

This document contains the authoring guidelines and submission requirements of the jomar as presented on the website. There is also an extended checklist that may help you to compose the manuscript.

Notes on Submissions

Guidelines for authors and checklist for contributions

General Information.....	1
Submission and Peer Review Process.....	2
Citation Standards.....	2
Checklist Submissions.....	2
Advanced manuscript creation checklist.....	4

General Information

The content of a contribution should focus on a problem area relevant to jomar and be clearly assigned to a contribution category (e.g. main contribution, research report, review). Please check the corresponding requirements resulting from the journal's guiding concept.

The submitting author is the main contact for editorial correspondence, if necessary during the entire peer review and proofreading process, and bears the corresponding responsibility towards his co-authors.

Manuscripts should use a simple formatted RTF document or the available document template and all acceptance criteria for submission must be met. This concerns above all the conditions for publication under the Creative Commons licence as well as compliance with formal requirements for manuscript composition and the citation standard.

If possible, the article should follow the traditional layout: Introduction (motivation, problem identification and a short literature review), investigation (background, method, materials, topics, results and discussion) and conclusion.

Articles should be written in German or English (British or American as long as consistency is maintained) and should not contain spelling or punctuation mistakes. If you are not a native speaker, please have the manuscript professionally edited before submitting the final version.

Submission and Peer Review Process

Contributions are to be sent exclusively via this online platform, for which registration is required.

Each article should be accompanied by a title page containing the following information: Name of the author or all other contributors with institutional affiliation, address, telephone numbers and e-mail address as well as a short profile of the authors of max. 100 words. We ask you to submit this material (title page and information on the contributors) as a "supplementary file" and not in the article itself. This must be anonymised for the peer review.

During submission, further information on metadata (e.g. subject area, keywords,...) must be provided - please have this information ready. A minimum of 3 and a maximum of 6 keywords should be assigned!

In the course of submission, it is possible to submit proposals to the publisher for possible reviewers. Please use the field 'Comments for editors'.

Entries will be double-blind reviewed in accordance with our guidelines. Submissions will be confirmed immediately.

Citation Standards

The jomar uses the citation standard of the APA (American Psychological Association, 6th). References (including references to personal messages) and references are placed in the body of the text and not in footnotes. For each quote or statement specific enough to require a reference, put the quote in brackets (name of author, year of publication of the work quoted or mentioned, quoted page[s]), that is: (Author, 2004) or (Author, 2004, p. 123). Authors should cite only sources that are relevant and necessary; excessive citations in the body of the text should be avoided. There should be no supernumerary entries in the bibliography that remain unquoted in the manuscript body.

Footnotes should be limited to statements that are directly relevant to the text. These are numbered consecutively throughout the text by superscript numbers. The only footnotes in the article should be substantiated, as here: 1st author (2004) makes the same point, but with a completely different conclusion, namely that A is actually different from B.

The bibliographic information contains the complete citation of each publication cited in the text. All entries must be sorted alphabetically by author(s). The list of consecutive works by the same author is sorted in descending order of publication year.

Checklist Submissions

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. Format: The file is in RTF format respectively the available document template was used. Thus, only simple formatting has been performed.
2. The article has not yet been published and has not been submitted to any other journal (otherwise a statement in "Comments for the Editor" is attached). In addition, the author declares in a publication agreement his consent to publication under a Creative Commons license and to the granting of simple rights of use to the jomar.

3. Main contributions should not exceed 50,000 characters (including spaces, titles, abstracts and bibliography) and publications in other sections should remain below 25,000 characters unless the editorial staff has confirmed this in advance.
4. Quality standards: The rules of good research (cf. DFG, dvs, DGfE) apply to the manuscript. This includes in particular the flawless citation and clear identification of third-party intellectual property.
5. Citation standard: The text of the article follows the formal, stylistic and bibliographical specifications in the following guidelines for authors. Accordingly, the references and citations follow the APA standard.
6. All tables and figures are inserted in the intended place in the article text and should normally be formatted in reading direction. More extensive annexes and larger or higher quality images must be submitted as a separate article component or additional material as part of the submission.
7. Anonymization: To ensure a smooth 'double blind' review process, all names and other references to the authors are removed from the text document and the file properties.
8. Each independent article must be preceded by an abstract with a maximum of 1,200 characters in German and English. In addition, appropriate key terms for the contribution must be assigned in the context of the submission.
9. Each article should be accompanied by a title page containing the following information: Name of the author, institutional affiliation, address, telephone number and e-mail address as well as a "short profile of the contributors".
10. Declaration of commitment: With this submission, the main author declares that he formally accepts responsibility for the following aspects and can be held liable for any infringement. This consent is valid instead of signing on paper. The submitting person declares that
 - he or she is authorized by all co-authors to submit this version of the manuscript and to act as its spokesperson during the review process and beyond.
 - this manuscript - or a very similar version - has not been previously published or has been submitted elsewhere for review.
 - the submitted manuscript is an original and that neither illustrations nor supplementary material or parts thereof infringe any existing or derived copyright in any way.
 - the submitted manuscript does not contain anything obscene, indecent, offensive or defamatory according to generally accepted standards.
 - all interests that could affect the credibility of the manuscript have been disclosed in the written communication to the editor.
 - all authors indemnify and hold the publishers harmless with respect to warranties and representations of ownership, originality or similar infringements of the author. This exemption applies beyond the publication of the article and also extends to all related claims.

Advanced manuscript creation checklist

The following criteria may not apply to all formats. They are intended for self-examination by authors and also serve as an orientation for review or editorial revision.

General

- The article or substantial portions have not yet been published elsewhere or submitted for publication.
- For the creation the online available document template was used or a simple formatting in an RTF document was realized.
- Line numbering is set in the document.
- All abbreviations in the text are explained during the first use.
- The sentence length never exceeds a maximum of 3 lines.
- Unnecessary foreign words are avoided.
- The manuscript length, incl. Fig./Tab. and bibliography (but without summary/keywords) - is max. 50,000 characters
- Reference is made in the text to numbered tables and figures.
- Tables and figures are intended to save text and are therefore only briefly mentioned in the text. Duplication of text and table/illustration must be avoided.

Corresponding cover sheet/author info

- Title is informative as well as in German and English
- Contact details and short profile of the corresponding author are given
- Information on other authors, if applicable, is included

Summary/Abstract

- The abstract is formulated in German and English with max. 3500 characters
- A maximum of 5 keywords are specified
- The abstract/summary reflects the content of the work and contains basic statements on the objectives and the methodological procedure.

Background

What is the problem, why is this study important?

- First sentence/paragraph makes clear what the work is about.
- Current basic work on the topic is mentioned and documented with quotations.
- It becomes clear why this work is important.
- The main question and any ancillary questions are clearly described.
- These questions will be answered later in the discussion.

Methods

How was the study designed?

- The type of study is clearly defined.
- The target population (sociodemography) and setting are described.
- Recruitment is clearly described, as is the sampling strategy and access to the field in qualitative studies.
- For reviews, the search strategy is specified under "Methods".
- Inclusion and exclusion criteria (recruitment) are described.
- Instruments for data collection and evaluation are described.
- The sentence/section on data protection is inserted (if applicable).
- The sentence/section on the ethics vote is inserted (if applicable).
- Statistical analysis is concisely named and quoted if necessary.

Results

What was found?

- The results are only described here and are not discussed.
- As a rule, Literature is only cited in the results section in exceptional cases.

Discussion

What do the results mean?

- Discussion is structured in:
 1. Short summary (only) of the most important results;
 2. Comparison with other works;
 3. Meaning/impact (if applicable for relevant groups of people);
 4. Strengths and weaknesses of the work

- 5. Conclusions (opt), with references to future research where appropriate
- No discussion of results that do not appear in the results section.
- Conclusions refer (only) to the own results and/or factual representations.

Conflicts of Interest

- Possible conflicts of interest are completely named by each author.

Bibliography

- Number of references is usually max. 20 (exception: systematic reviews)
- Each reference is cited without exception according to APA specifications (6th).
- Each citation in the manuscript is also listed in the bibliography.
- Every bibliographical reference in the bibliography is also cited in the manuscript.
- All passages from other works are carefully quoted.

Figures and Tables

- Tables/illustrations should save text and are only mentioned briefly in the text
- All tables and figures are numbered.
- All figures and tables have a caption/legend.
- All abbreviations in tables and figures are explained in a legend.
- In the case of external illustrations, one source is named.