



Deutsche Gesellschaft
für die Vereinten Nationen e.V.
United Nations Association of Germany

Author Guidelines for Contributions to the Journal VEREINTE NATIONEN

Dear Authors,

VEREINTE NATIONEN is the only German-language journal focusing on the United Nations, its specialized agencies, funds and programmes for more than 50 years. It provides critical analysis and debate on UN-related issues such as peacekeeping, human rights, development, environment, disarmament and humanitarian law.

General Information – For whom do you write?

The readership of the German Review on the United Nations is heterogeneous. The readers are schoolchildren and students of political science, law and history, journalists and academics, and practitioners, such as diplomats or (former) UN officials.

The writing style should therefore be aimed at a broad, but informed readership. Difficult technical language should be avoided as far as possible. For this reason, a **simple, precise and comprehensible language is key** for our journal. Please avoid the use of filler words (e.g. also, of course), redundancies, nested sentences, passive and unspecific language, nominalization and unusual foreign words (alternatively, please provide an explanation).

- **Authors of major contributions** we would kindly ask to prepare a **German abstract** (round about 300 characters) as well as an **English abstract** (round about 700 characters)
- Furthermore, we require the **personal data of the author** (Name, title, institution, working focus) and
- a professional portrait photograph on paper or digital (high resolution of 300 dpi and an image size of at least 4 x 5 cm as jpg or tiff file).
- Above that, we require **illustrative material**, i.e. photographs, graphics, tables, overviews (photographs and German graphics in high resolution of at least 300 dpi, as jpg or tiff-file). Please provide all material with reference and caption.
- **Footnotes** should be used where needed, i.e. direct quotation or figures (for main contributions only). Each main contribution should contain between 15-25 footnotes.

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Text layout

- Correct orthography
- Continuous text as a Word document; please do not use automatic or manual syllabification
- Contributions without introductory structure overview and without bibliography
- All abbreviations must be written out
- Automatic footnotes numbering, please do not use any other routines for outline level, text references, numbering, etc.
- Short, appealing headlines
- No subheading, max. one outline level (subheading in the text bold, left align)



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- Use formatting sparingly since format templates must be removed manually for printing
- No paragraph indentations, language changes, spaces for moving the text, etc.
- Highlighting by quotation marks or italics, no bold type, underlining, blockages, small caps, etc.
- Translate foreign-language quotations directly; also in the footnotes.
- Use official UN terminology and title designation (see United Nations Terminology Database UNTERM <http://unterportal.un.org/UNTERM/search>)
- Acronyms for institutions (e.g. NATO, UNESCO, UNICEF, UNMISS...) should be first mentioned with the full title in the text and the acronym in brackets. Example: Department of Peacekeeping Operations (DPKO)
- Please write out the numbers from *zero* to *twelve*.
- Single quotation marks , ' for terms
- Double quotation mark „ “ for direct citation.

Citation method (Footnotes)

- Footnotes in the text usually after the closing punctuation mark.
- Footnotes begin with capital letters and end with period (except for a web address).
- Separate several references in the same footnote with semicolons.
- Write first names out, no italic or other highlighting of names or titles.
- Separate several authors by a slash without spaces.
- Mark the publisher as such by adding parentheses (Ed. or Eds.).
- Titles of journals are first written out with the abbreviation behind it in brackets. Then use only the abbreviation (see examples).

Examples:

Books

Eng.: William Golding (Ed.), *The Future Alliance*, Oxford 2003.

Anthologies

Ethan B. Kapstein, *Distributive Justice as an International Public Good: A Historical Perspective*, in: Inge Kaul/Isabelle Grunberg/Marc A. Stern (Eds.), *Global Public Goods: International Cooperation in the 21st Century*, New York 1999.

Web references

Without parenthesis, without period at the end, starts with www.

Journal articles

Peter Hilpold, title of the contribution, *European Journal of International Law (EJIL)*, 57. Jg., 2/2003, S. X.

In the following/ repeatedly quoted: Hilpold, Titel, a.a.O. (note 3), S. X.

Newspaper articles

Name, title, Name of the newspaper, 3.2.1999. (no v., no page)



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Official UN Documents

UN Resolutions: UN Doc. S/RES/1373 v. 28.9.2001.

UN Reports: Title, Report of the UN-Secretary General, UN-Doc. A/59/2005 v. 21.3.2005.

Other Reports/Paper

Title, institution, place (if available) publication date, where applicable web address