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## Checklist for submissions to gender<ed> thoughts

Please read the following checklist and “Guidelines for submissions to gender<ed> thoughts” carefully before submitting your article to the Working Paper Series.

Only submit a contribution if it complies with the checklist and guidelines. Contributions that are not pertinent or do not comply with the guidelines can be returned.

- I am aware that my contribution will be reviewed. Therefore, there is a possibility that the contribution will not be accepted for publication, or that I will have to revise my contribution for it to be released for publication.
- The author holds all rights of the submitted article. I have marked all ideas, illustrations or materials that stem from other works or obtained corresponding rights. I am aware that texts are found to have violated these rules may be pulled back and publicly marked as withdrawn article, naming the specific infringement.
- I agree to the publication of my article under the Creative Commons License cc-by-sa 3.0.
- I have followed the “Guidelines for submissions to gender<ed> thoughts” when writing my article.
- I agree to the publication of the personal data (name, institution / biography as well as e-mail address and, if applicable, homepage URL) that I provide in the context of this submission.

## Guidelines for submissions to gender<ed> thoughts

The submitted contributions may initially contain little specific formatting. The final formatting will take place only after the contribution has been accepted for publication. Therefore, an easy-to-read formatting of the text is sufficient at this time (for example: Arial font, 1 ½-line spacing, 12pt, justified, without hyphenation).

- Abbreviations should be written out in full (e.g. = for example; i.e. = that is; F.a.M. = Frankfurt am Main, etc.)
- Please also pay attention to gender-equitable spelling, which should be consistent throughout your text (in German: use *gendergap*, asterisk variant or capital I, etc.; in English use gender neutral pronouns such as “they”, “hir/hirs/hirself”, etc.).



- To identify a distancing from a particular term, or for improper or mitigated word usage, please use single quotation marks (e.g., ‘distancing’).
- Foreign-language terms, technical terms, titles of works, institutes or similar are set in italics.
- The numbers 1-12 are written out (one, two, ... twelve), from 13 onwards Arabic numbers are used, with the exception of centuries: the 12th century is written in numbers just as the 19th century. Decades are written as follows: 1950s, 1970s, etc.
- Acronyms (including common ones) are written out at first mention, followed by the respective abbreviation in brackets (for example “the Social Democratic Party of Germany (SPD) ...”, “the International Day against Homophobia (IDAHO) ...”).

## Citation guidelines

### Citations within the text

- Direct citations are enclosed in double quotation marks. Quotes within a quote are indicated by single quotation marks (in English “...” and ‘...’; in German „...“ and ‚...‘).
- Omissions, customised flexions of words or additions are indicated by square brackets:
  - Examples:
    - “the society [of the 1920s, note from the author] can be characterised by the following [...]”;
    - attempts of “integrat[ing] issues of sexual, racial, class, and national difference into feminist theory”
- Evidence of direct and indirect citations is placed behind the quote in the body of the text:
  - (Surname year: page number)
  - Example: (Butler 1992: 137)
- Publications that have the same author and year are specified by letters which follow directly after the year.
  - (Surname yearletter: page number)
  - Example: (Butler 1992a: 137), (Butler 1992b: 137), (Butler 1992c: 137) etc.
- Please note that footnotes are not used for evidencing works cited. Footnotes are used to provide detailed explanations or indicate further sources of information that do not belong directly into the text.



## Referencing of works used in the text

### Monographs:

Surname, First Name. Year. *Title*. Location: Publisher.

- Example: Puar, Jasbir K. 2017. *Terrorist Assemblages: Homonationalism in Queer Times*. Durham: Duke University Press.

### Chapters in edited volumes:

Surname, First Name. Year. "Title." In: Editor; Editor (eds.): *Title of the edited volume*: Page number. Location: Publisher.

- Example: Mendoza, Breny. 2015. "Coloniality of Gender and Power: From Postcoloniality to Decoloniality." In: Lisa Disch; Mary Hawkesworth (eds.) *Oxford Handbook of Feminist Theory*: 100-121. New York: Oxford University Press.

### Journal articles:

Surname, First name. Year. "Title of the article." In: *Name of the Journal* Number, Issue: Page number.

- Example: Mahmood, Saba. 2001. "Feminist Theory, Embodiment, and the Docile Agent: Some Reflections on the Egyptian Islamic Revival." In: *Cultural Anthropology* 6(2): 202-236.

### Internet sources:

According to the type of publication (see above). Last accessed on day.month.year. New line. URL link

- Example: Ahmed, Sara. 2017. "Diversity Work as Complaint." *Feministkilljoys Research Blog*. December. Last accessed on 8th February 2018.  
<https://feministkilljoys.com/>

### In general:

- The titles of the cited publications are set in italics, provided they are monographs, edited volumes or journals.
- Titles of articles are set in double quotation marks.
- Always provide the full names of locations; no abbreviations (example: Frankfurt am Main not F.a.M.)