TATuP Author Guidelines

Content

The TATuP publishers and editors invite you to submit articles for all sections of the journal.

The TATuP – Journal on Technology Assessment in Theory and Practice is an interdisciplinary, scientific, peer-reviewed open access journal in the broad field of technology assessment and related and overlapping fields of research (including systems analysis, risk assessment, practical ethics, research on sustainable development, innovation and technology analysis, foresight). TATuP addresses a broad range of readers from science, politics, the economy, and the public. This entails a scientifically precise, but also generally understandable presentation of the topics.

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The full copyright as well as all other exploitation rights remain with the authors. The leading author's acceptance of the license agreement is valid for the whole team of authors and all parts of the article, including, e.g., figures. If this rule should not apply in particular cases, please get back to the editors in good time.

Fees

No fees are demanded for the peer review or the publication of papers. There are also no author processing charges (APC).

Peer review process

The scientific contributions in the sections Special Topic and Research are subject to a peer review process. The criteria for this are scientific quality, relevance, substance, style, novelty, and suitability regarding the topic and audiences. The details of the peer review process are described in a separate guideline provided by the editorial team (redaktion@tatup.de).

Paper submission

Authors should contact the editor team prior to the submission of a manuscript to discuss possible topics and the schedule (redaktion@tatup.de). We recommend enclosing an abstract or a synopsis in your initial e-mail.

The TATuP Word template [http://tatup.de/?journal=tatup&page=downloads] should be used to create the paper.

The editors reserve the right to reject those papers which do not comply with the timeline agreed on and/or the content requirements, formal specifications, or quality standards.

The authors agree with editorial amendments to their paper. Orthographic corrections and minor stylistic modifications, which do not change the content, are done without consulting the author(s). In case of revisions concerning the content, the editors will contact the leading author.

Prior to the printing of the paper, the leading author will receive a proof version for their final approval.

Formal requirements for papers

Template	For papers please only use the TATuP template which can be downloaded as Word file here: http://tatup.de/?journal=tatup&page=downloads.
Length	The maximum length of a paper depends on the section in which it will appear. For scientific contributions in the section Special Topic or Research a maximum of 28,000 characters including spaces, headlines, abstract, references, comments, and author details is permitted. For conference proceedings and reviews in the section Reflections the length of short articles is limited to a maximum of 5,500 characters and that of long articles to a maximum of 11,000 characters including spaces. If applicable, the length of the text might be reduced by figures and tables.
Style	TATuP addresses both an interdisciplinary scientific and a non-scientific audience. The style of the articles should to take this into account and be generally comprehensible.
Language	Articles for TATuP are published in German or English. The authors are responsible for style and quality. We recommend that articles which are not written by native speakers should be checked by professional translators.
Title	The title of scientific articles in the sections Special Topic and Research has to be split into a main title and an (explanatory) subtitle and provided in German *and* English.
Author details	The author details include first and last name, institution, city, and country as well as an e-mail address. All participating authors are listed.
	For the first author the postal address is also given. An author identification number from the Integrated Authority File (GND) or ORCID for each author may be added.
	A short biographical text (maximum of 350 characters) has to be provided for each author.

Securing good scientific practice	TATuP supports the recommendations of the German Research Society (DFG) for "securing good scientific practice" (2013). Recommendation 11 on the authorship of publications states: "Authors of scientific publications are always jointly responsible for their content. Authors are only those persons who contributed significantly to a scientific publication. A so-called "honorary authorship" is not possible."(p. 29, own translation)
Abstract	For contributions in the sections Special Topic and Research an abstract in German and English has to be provided, each with a maximum of 1,000 characters including spaces.
Keywords	Up to five keywords must be provided for each scientific paper in the sections Special Topic and Research. If these keywords are chosen from a widely-used keyword catalogue or thesaurus (which is recommended), then this should be cited as a reference.
Figures, diagrams, pictures, and tables	Figures and tables are welcome as useful additions to the text. They should be embedded into the submitted manuscript with a reference in the text, need a title and the indication of the source, optionally also a descriptive legend. If figures were compiled by the author, please use the phrase "own diagram" as reference. Figures (charts, diagrams, pictures, etc.) and tables have to be numbered separately, the references from the text have to be added. In total, an article may include up to 6 figures and tables, but not more than 4 of each.

The editorial team makes a final decision regarding size and positioning of figures and tables within the paper for reasons of page planning and layout. |
| Technical specifications for figures | To create figures such as diagrams and charts, programs which depict the individual elements as vectors should be used (e.g., PowerPoint, Excel, Adobe Illustrator, Inkscape, etc.).

Figures (diagrams, charts, etc.) always have to be submitted as a) file in the original format (PowerPoint, Excel, Adobe Illustrator, Inkscape, etc.) and *additionally* b) as file in a non-changeable format like JPG, TIFF, or PDF.

If a figure is *only* available in a pixel-oriented data format (TIFF, JPG, etc.), the texts and values contained in the chart have to be submitted in an *additional* Excel or Word table.

Pictures and other pixel-oriented figures (e.g., screenshots) have to comply with the following specifications:

Format: TIFF or JPG

Size: at least 300 ppi with a width of 90 mm (single column) or 180 mm (two columns)

File name: last name-first name-fig-[no.].tif or .jpg
(e.g., Müller-Heinz-fig-1a.jpg) |

Technical specifications for tables	Tables always have to be created with the Word table function and inserted into the text at the correct position.
	If a table is only available as image file, the respective technical specifications for figures apply (see there).
Technical specifications for author portraits	Format: TIFF or JPG
	Size: In order to ensure a good portrait the portrait should be approx. 25 mm wide at 300 ppi.
	File name: Last name-first name.tif or .jpg (e.g., Müller-Heinz.jpg)
Rights	By submitting the paper and the relevant files for figures and tables, the authors declare that they have the rights to use the figures, pictures, diagrams, and tables and that they can be published under the license CC BY 4.0.
Subheadings	Articles in the sections Special Topic, Research, and Reflections have to be structured with subheadings. Second-level subheadings are accepted for scientific contributions (Special Topic, Research). Subheadings are not numbered.
Enumerations and lists	Numbered and unnumbered enumerations (lists) should be used sparingly and without additional hierarchy level.
Footnotes	Footnotes are only allowed for additional explanations to the main text, not for bibliographical references. They should be used sparingly. Footnotes are also not to be used for quoting URLs. The websites quoted have to be included in the bibliography.
Conflicts of interest	Authors have to indicate if they are institutionally, contractually, or otherwise related with subject of their contribution and if this results in a conflict of interest regarding their independent judgement.
Research data	TATuP supports the publication of research data and the reference to data upon which the respective article is based. Authors should check whether they publish research data in suitable repositories and can quote them at the end of their article under the heading "research data". In case of questions, please contact the editorial team.
Quoted references and bibliographical data	Literature used for the article has to be quoted completely and correctly according to scientific standards. Literal or paraphrased quotes have to be given with a page number.

The literature quoted is referenced in the text in parentheses:

- plain references in the form (last name year of publication), (Grunwald 2012)
- quotes with page numbers (last name year of publication, p. nn), (Grunwald 2012, p. 16)
- two authors (last name and last name year of publication), (Grunwald and Bechmann 2012)

- more than two authors (last name et al. year of publication),
  (Grunwald et al. 2012)
- several sources (last name year of publication; last name year of publication),
  (Grunwald et al. 2012; Luhmann 2002)
  (Grunwald et al. 2012, p. 16; Luhmann 2002, p. 45–56)
- several works by one author (last name year, year),
  (Nierling 2012, 2014)
  (Grunwald 2012a, 2012b; Nierling 2014, p. 8–17)

"cf." or "see" or similar additions have to be avoided.

An alphabetical list of references with the complete bibliographical data of the *quoted* literature has to be provided at the end of the contribution. It should not contain more than 40 entries.

Citavi users	Citavi users should use the Citavi Basic Style for German manuscripts and the Citavi Default Style for English manuscripts.
Examples	In the following you will find examples using the Citavi Basic Style for bibliographical data in the list of references for different types of publication:
Monographs	Grunwald, Armin (2016): Nachhaltigkeit verstehen. Arbeiten an der Bedeutung nachhaltiger Entwicklung. Munich: oekom.
Journal articles	Petersen, Imme; Kollek, Regine (2014): The Symbolic Relevance of Feedback: Return and Disclosure of Genomic Research Results of Breast Cancer Patients in Belgium, Germany and the UK. In: Journal of Clinical Research & Bioethics 6 (4), p. 1–7. DOI: 10.4172/2155-9627.1000230.
	Sotoudeh, Mahshid (2008): Mitverantwortung für Technikfolgen übernehmen. In: GAIA – Ökologische Perspektiven für Wissenschaft und Gesellschaft 17 (2), p. 251–253.
Edited volumes	Lingner, Stephan; Lutterbeck, Bernd; Pallas, Frank (eds.) (2010): Die Zukunft der Räume. Gesellschaftliche Fragen auf dem Weg zur „Ambient Intelligence". Bad Neuenahr-Ahrweiler: Europäische Akademie (Graue Reihe, 49).
Contributions in edited volumes	Nierling, Linda; Dominguez-Rué, Emma (2016): All that Glitters is not Silver – Technologies for the Elderly in Context. Introduction. In: Emma Dominguez-Rué and Linda Nierling (eds.): Ageing and Technology. Perspectives from the Social Sciences. Bielefeld: Transcript, p. 9–23.
Talks	Weil, Marcel (2016): System Analysis for the Recycling of Carbon Fiber Reinforced Plastic Materials from Electric Vehicles Production. 10th Society and Materials Conference. Rome, Italy, 09.05.2016.

Internet sources	Grunwald, Armin (2016): Geburtstage im NTA – erlebbare TA-Vielfalt. Karlsruhe (openTA-Blog). Available online at http://www.openta.net/blog/-/blogs/geburtstage-im-nta-erlebbare-ta-vielfalt, last updated on 05.10.16 10:30, last accessed on 29.11.2016.
	DARIAH-DE (2017): Forschungsdaten in DARIAH-DE. Available online at https://de.dariah.eu/forschungsdaten, last accessed on 29.11.2016.
	[If the "author" of the website cannot be identified (authors can also be institutions!), please specify "w/o a.". If the publication date of the website cannot be identified, please state "w/o y.".]
Self-quotations	Articles in TATuP are original contributions which have not been published elsewhere before. If the contribution refers in larger parts to previous publications of the authors, this has to be indicated by quoting the original or in another suitable way.
Questions?	The editorial team is happy to help. If you have any questions, please contact the editors by phone: +49 721 6082 6814 or e-mail: redaktion@TATuP.de.

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