TATuP AUTHOR GUIDELINES

Creative Commons license and copyright

TATuP is an open access journal. If not otherwise indicated, all articles are published under the [Creative Commons license CC BY 4.0](#). According to this CC license, TATuP contributions may be reprinted or otherwise distributed as long as the authors are credited and the complete bibliographical data are cited. Authors agree to publish their articles under the Creative Commons license CC BY 4.0 by giving their approval for publication in TATuP.

The full copyright as well as all other exploitation rights remain with the authors. The corresponding 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.

Open access policy

TATuP is an open access journal. No author processing charges (APC) apply for peer review, editorial processing or publication of a manuscript.
TATuP is indexed in the Directory of Open Access Journals ([DOAJ](#)).
The journal website provides free online access to the entire current issue and [complete archive](#) of the journal.

Publication Ethics

Authors in TATuP must recognize their responsibilities in upholding ethical standards and pursue best practices in scholarly publishing, see therefore TATuP's [Publication Ethics and Publication Malpractice Statement](#).

TATuP supports the recommendations of the German Research Foundation (DFG) regarding [„Leitlinien zur Sicherung guter wissenschaftlicher Praxis"](#) (Kodex) 2019. TATuP also fully supports the [Core Practices](#) developed by the Committee on Publication Ethics ([COPE](#)).

TATuP will take all appropriate measures against publication malpractices like alleged or proven scientific misconduct, fraudulent publication or plagiarism. This includes the prompt publication of errata or, in the most severe cases, the complete retraction of the affected work. TATuP uses the plagiarism checking tool [iThenticate](#) to check submissions against previous publications.

Review process

All manuscripts published in TATuP go through a review process. Manuscripts to be published in the journal sections "Special Topic" and "Research" go through a double open ("non-blind") peer review process with external reviewers, i. e. au-

thors and reviewers know each other by name. Manuscripts for other journal sections are reviewed by the editorial team.

The central aim of the peer review process is quality assurance. The reviewers' comments support the editorial team, "Special Topic" editors, and editorial board of the journal in their assessment of manuscripts and include suggestions for their improvement. This also includes the reasoned rejection of manuscripts.

The criteria for evaluation are scientific quality, relevance, substance, style, novelty, and suitability regarding the topic and audiences. Authors may read more on the peer review process on the TATuP website.

Reviewers must treat all information from manuscripts under review confidentially before publication, or in the event that the manuscript is rejected. Reviews and possible replies from the authors are not published.

Journal sections and article types

For each journal section, manuscripts of different article types can be submitted. Publications in TATuP belong to either of the following article types:

- *"Research Article"* in the journal sections "Special Topic" and "Research";
- *"Interview"* in the journal section "Interview";
- *"Book Review"*, *"Meeting Report"*, *"Reply"* to former publications, *"Letter to the editor"* or similar contributions regarding the journals profile in the journal section "Reflections";
- *"Practice"* in the journal section "From the TA network".

Language

TATuP welcomes submissions in English. All research articles are published with an English abstract.

Paper submission

Manuscripts are submitted by one corresponding author. The editorial team will only communicate with this person. Please pay attention to the following information:
(see also http://tatup.de/index.php/tatup/Submit)

- Submissions to the journal's section "Special Topic" answer the current Call for Abstracts, manuscripts for other journal sections may be submitted at any time;
- Manuscripts are obliged to participate in a review process;
- Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study;
- Only original work of one's own authorship may be submitted;
- Submissions must comply with the journal's Publication Ethics and Malpractice Statement;
- Authors edit manuscripts on the basis of the author guidelines, use the appropriate TAT*u*P word template, consider the criteria for evaluation as stated in the review guidelines, consider the editorial processes, and use the checklist before submitting their manuscript;

- Authors send manuscripts to the editorial e-mail address: redaktion@tat-up.de;
- In case of submissions with multiple authorship, the editorial team will always communicate with the person who has submitted the manuscript to the editorial team (corresponding author);

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

Pre-prints

TATuP will consider for review articles previously available as preprints, on condition that the authors agree to the below:

- The authors retain copyright to the preprint and are permitted to submit to the journal.
- The authors declare that a preprint is available within the cover letter presented during submission. This must include a link to the location of the preprint.
- Should the submission be published, the authors are expected to update the information associated with the preprint version to show that a final version has been published in the journal, including the DOI linking directly to the publication.

Any previous publication as a preprint should be disclosed in the paper.

Formal requirements for papers

Template	For papers please only use the TAT*u*P template which can be downloaded as Word file here: https://www.tatup.de/index.php/tatup/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. In the section Reflections, the length of conference proceedings is limited to a maximum of **10,000 characters** including spaces. If applicable, the length of the text might be reduced by figures and tables.
Style	TAT*u*P 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 TAT*u*P are published in German or English language. 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, country code as well as an e-mail address. All participating authors are listed with their full postal address, in case of differing institutions. 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 – authorship	TAT*u*P supports the recommendations of the German Research Foundation (DFG) regarding „Leitlinien zur Sicherung guter wissenschaftlicher Praxis" (Kodex, 2019). Recommendation 14 on the authorship of publications states: "Authors of scientific publications are always jointly responsible for their content. Only someone who has made a significant contribution to a scientific publication is deemed to be its author. A so-called "honorary authorship" is inadmissible."
Abstract	For contributions in the sections Special Topic and Research an abstract in both 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 "*Source: author's own compilation*" 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	TAT*u*P supports the publication of research data and the reference to data upon which the respective article is based. Authors may draft a data availability statement, including a link to the repository they have used, in order that this statement can be published in their paper. This statement will describe how the data can be accessed, and include a persistent identifier (e.g., a DOI for the data, or an accession number) from the repository where the data is stored.
	Shared data should be quoted at the end of their article under the heading "research data".
Citation management software	To assist authors in meeting TAT*u*P citation standards, output styles are available in Citavi, Endnote and Zotero (German and English). You can find TAT*u*P citation styles in the lists of either citation programme.
	The quality of the output depends on the metadata authors enter into the citation management software. Therefore, authors must ensure that in-text citations and bibliography comply with the following standards.
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, pp. 6-16),
  (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 2012; Luhmann 2002)
  (Grunwald 2012, p. 16; Luhmann 2002, pp. 45-56)
- several works by one author (last name year, year),
  (Nierling 2012, 2014)
  (Grunwald 2012a, 2012b; Nierling 2014, pp. 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.

List of references	The following specifications apply for all types of publications:

- Please separate several authors with semicolons. More than six authors: Please use et al. after the first author.
- Only give the first given name, not the middle name. (Exception: hyphenated names)
- If the "author" cannot be identified (authors can also be institutions!), please specify "n.a.". If the publication date cannot be identified, please state "n.d.". If the place of publication or the publisher cannot be identified, please state "n.p.".
- No capitalisation of titles in English (exceptions: personal and place names etc.)

Monographs	Surname, Given name (Year): Title. Subtitle. Place: Publisher. https://doi.org/nn

Grunwald, Armin (2016): Nachhaltigkeit verstehen. Arbeiten an der Bedeutung nachhaltiger Entwicklung. Munich: oekom.

Backhaus, Klaus; Erichson, Bernd; Plinke, Wulff; Weiber, Rolf (2015): Multivariate Analysemethoden. Eine anwendungsorientierte Einführung. Berlin: Springer.

Cacilo, Andrej et al. (2015): Hochautomatisiertes Fahren auf Autobahnen. Industriepolitische Schlussfolgerungen. Stuttgart: Fraunhofer Institut für Arbeitswirtschaft und Organisation.

Journal articles	Surname, Given name (Year): Title. Subtitle. In: Journal Volume (Issue number), pp. nn-nn. https://doi.org/nn

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), pp. 1-7. https://doi.org/10.4172/2155-9627.1000230

Sotoudeh, Mahshid (2008): Mitverantwortung für Technikfolgen übernehmen. In: GAIA – Ökologische Perspektiven für Wissenschaft und Gesellschaft 17 (2), pp. 251-253. https://doi.org/10.14512/gaia.17.2.17

Edited volumes	Surname, Given name (ed.) (Year): Title. Subtitle. Place: Publisher. https://doi.org/nn

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.

Contributions in edited volumes	Surname, Given name (Year): Title. Subtitle. In: First given name Surname (ed.): Title. Subtitle. Place: Publisher, pp. nn-nn. https://doi.org/nn
	*Please separate several editors with **commas** and use "**and**" between the last two. More than six editors: Please use "**et al.**" after the first editor. Only give the **first given name**, not the middle name.*
	Woisetschläger, David (2015): Machtauswirkungen des automatisierten Fahrens. In: Markus Maurer, Christian Gerdes, Barbara Lenz and Hermann Winner (eds.): Autonomes Fahren. Technische, rechtliche und gesellschaftliche Aspekte. Berlin: Springer Vieweg, pp. 709-732.
	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, pp. 9-23.
Talks	Surname, Given name (Year): Title. Subtitle. Conference name. Place, Country, dd.mm.yyyy. https://doi.org/nn
	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.
(Governmental) Institutions	Institution (Year): Title. Subtitle. Place: Publisher.
	EPTA – European Parliamentary Technology Assessment (2016): The future of labour in the digital era. Ubiquitous computing, virtual platforms, and real-time production. Vienna: ITA.
Printed newspapers	Surname, Given name (Year): Title. Subtitle. In: Newspaper, dd.mm.yyyy, pp. nn-nn.
	Bethge, Philip (2019): Blindes Vertrauen. In: DER SPIEGEL, 20.07.2019, pp. 100-103.
Online newspapers	Surname, Given name (Year): Title. Subtitle. In: News site, dd.mm.yyyy. Available online at Link, last accessed on dd.mm.yyyy.
	Nestler, Ralf (2016): Nobelpreisträger fordern Greenpeace zum Umdenken auf. In: Der Tagesspiegel Online, 05.07.2016. Available online at www.tagesspiegel.de/wissen/gruene-gentechnik-nobelpreistraeger-fordern-greenpeace-zum-umdenken-auf/13809758.html, last accessed on 04.10.2017.

	Staufenberg, Jess (2015): Two eagles mistake a drone for food in Austria. In: The Independent, 13.11.2015. Available online at https://www.independent.co.uk/video/News/two-eagles-mistake-a-drone-for-food-in-austria-a6733351.html, last accessed on 14.05.2018.
Internet sources	Surname, Given name (Year): Title. Subtitle. Available online at Link, last accessed on dd.mm.yyyy. Institution (Year): Title. Subtitle. Available online at Link, last accessed on dd.mm.yyyy.
	Skoda, Ansgar (2019): KI geht unter die Haut. Möglichkeiten und Risiken künstlicher Intelligenz. Available online at https://www.openta.net/blog/KIgehtunterdieHautM%C3%B6glichkeitenundRisikenk%C3%BCnstlicherIntelligenz.113, last accessed on 29.05.2019. BMBF – Bundesministerium für Bildung und Forschung (2015): ZukunftsMonitor. Gesundheit neu denken. Available online at https://www.zukunft-verstehen.de/download_file/view/128/436, last accessed on 04.03.2019.
Self-quotations	Articles in TAT*u*P 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 e-mail: redaktion@tatup.de.

Version: 2021-11-22