Author info

The pm is a peer-reviewed journal published on a quarterly basis throughout the German-speaking world.

Journal line

Approach of participatory democracy and transformational mediation in the micro-meso-macro conflict areas.

- Interdisciplinary approach to mediation, conflict management and culture
- Linking theory and practice
- Application focus: the readers are addressed as reflective practitioners interested in knowledge and skills.
- Variety of methods
- Marketplace of opinions, controversies, disputes
- Looking across the border – our own and foreign cultures; developments in the EU and worldwide – mediation and ADR, other conflict resolution traditions

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Contributions and photos are sent to the address of the Editorial Coordinator.

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Guiding question, author notes

To guide us when it comes to ensuring quality control, we pose the question:

"How exactly would the world be poorer without this magazine?"

Every article should contain something for practitioners and for scientists; our work should be done **"with heart, head and hand"**. The journal is intended to provide space for the **dialogue between practice and science** and for **examining different approaches** to a topic. We want the dialogue with the reader and the dialogue of different approaches to come together in practice.

Essay guidelines

Please structure your essays according to the following points:

1. _Form requirements._ Manuscripts must comply with the following formal requirements.
    a. _Author._ The _author_ is then named. First name and surname, no acad. Degrees (title, function, place are explained in more detail under point 1. j.). The author shall provide the information in this regard.

    b. _Overview._ The paper is given a short _preface,_ which should express what the essence of the paper is about.

    c. _Title._ The work should have a (preferably short and memorable) _title_.

        i. _Title and subtitle:_ The work can also be divided into titles and subtitles. The title then has a maximum of **30 characters including spaces**, the subtitle a **maximum of 45 lines including spaces**.

    d. _Scope._ The main text should have a **maximum of 22,500 characters including spaces**. This corresponds to about 5 printed pages.

    e. _Structure._ Please structure the text so that it's easy to read. Start a new section when introducing a new idea and use only **two structure levels**.

        i. _Headings._ Structure the text with (editorial) headings either **without bullets** or with a **structure according to the decimal system** (1., 2., 3. etc.).

            1. _Subheadings._ Further subtitles or enumerations in the text are in the form of **bullet point enumeration** e.g.: • The dispute resolution function

The *structure density* should be such that at least one heading appears on each page. The aim is to be very reader-friendly. The headings should primarily reflect *content* and not merely contain formal references (i.e. do not limit themselves to titles such as: "Introduction", "First Part", "Second Part" and "Conclusion", even if it is appropriate to preface an essay with a "Problem Statement" and summarise the "Results").

f.   *The text is highlighted* in **bold** or *italics*.

g.   *Text highlights or "teasers"*, i.e. important statements in the text that are to be visually emphasised, are to be shown separately (see below).

h.   *Graphics / Figures.* Supplement the text, if available and appropriate, with corresponding diagrams. Please note that the amount of text is then reduced according to the size of the picture (a full-page picture corresponds to approx. 4,500 characters, a half-page picture to approx. 2,250 characters, etc.).

i.   *Bibliography* (see under citation rules).

j.   *Author information.* Your detailed personal description can contain up to **600 characters including spaces** and should include your email and postal address, the domain of your homepage (if available) and your telephone number. Please send the text and a **printable passport photo** in .jpg or .tif format in as high a resolution as possible (i.e. at least 300 dpi) to the Editorial Coordinator Yvonne Hofstetter, redaktion@perspektive- mediation.com, saved as follows:

   i.   Article: YYYY-MM-TT-Author-Term-Version (e.g. 2011-04-28-Schmidt-Strafrecht-V-2-0.doc)

   ii.   Passport photo: surname-first name (e.g. Schmidt-Michaela.jpg)

2.   *Orthography.* The texts are to be written according to the rules of the new orthography.

Citation rules / Bibliography / Notes

3. The essays (where citation is essential) are to be written close to the principles of scientific work. When adding notes in footnotes, please try to establish a link between the text and the note (unless it is only a literary reference) so that readers can easily see the meaning of the note.

   a. <u>Literal quotations</u> in the text shall be placed in inverted commas and *italics*.

   b. <u>Sources otherwise consulted</u> must be cited: author, year of publication, page number. The sources must be cited in such a way that any accusation of plagiarism is excluded.

   c. *The footnotes* are counted continuously, so they do not have to be kept separately either by chapter or by page. Each footnote should end with a full stop.

   d. *Journal articles* should be cited for the first time with the title, journal, year of publication and page number (e.g. Glasl, Metaphorisches Arbeiten bei Organisationsmediation, perspektive mediation 2020, p. 152). If the same essay is cited again later, the title can be omitted (e.g. Glasl, perspektive mediation 2020, p. 152).

   e. *Books* are to be cited with the full title the first time, and subsequently only with the surname of the author(s) and the date of first publication. In the case of literal quotations, the page references should be cited in the footnote (e.g. Müller/Meier/Schulze, 2010, p. 345).

   f. *References* to other footnotes should be made by citing the footnote and not with the general but meaningless reference "a.a.O".

4. If possible, the literature review should always be compiled and listed at the end of the paper: e.g. Glasl, F.: Konfliktmanagement. Bern/Stuttgart/Vienna, 2010. Please limit yourself as much as possible to the literature used, because there is not enough space for long bibliographies.

Gender-sensitive wording

The form of gender-sensitive wording is left up to the author. All forms are permissible (e.g. I, *, _ , : …).
Principles:
- Women should not be made invisible by "male- dominated language".
  Incorrect: Ms Cyber, a former AHS teacher, works as a freelance journalist in Vienna.
  Correct: Ms Cyber, a former AHS teacher, works as a freelance journalist in Vienna.
- Women and men should be named equally and symmetrically:
  Incorrect: Our **girls** and **men** outdid themselves again in the giant slalom.
  Correct: Our **women** and **men** outdid themselves again in the giant slalom.

Opportunities:

- Name the feminine and masculine forms in full: Pupils
- Use neutral words: the person, the individual, the child, the people, the siblings, the parents, etc.

Make sure that the sentences are grammatically correct.

Teaser / Highlights

From 2012 onwards, the type of emphases changes. Now, **striking, meaningful sentences** are suggested by the authors themselves as quotations or teasers. The editors reserve the right to select statements other than those suggested. At the beginning of the article (especially on the first page), quotations/teasers should be avoided; in the rest of the text (e.g. on a double page) <u>without illustrations and graphics</u>, **two to three of these teasers** are welcome. In the booklet, these highlights are then emphasised in a striking and colourful way. A quote/teaser should consist of a short sentence (**max. 180 characters including spaces**).

Printing proofs

The authors receive the pagination of their article from the typesetter for viewing. Orthographic errors and punctuation can be corrected, but no major textual changes are possible. The pagination pages must be returned to the typesetter with the corrections within seven days at the latest.

Author rights

We generally assume that your article has not yet been published or submitted elsewhere for publication. By submitting the manuscript, you grant the publisher the exclusive right of use of the publication in the event of acceptance. This right also includes online exploitation through databases or similar facilities (journal home page, publisher's home page, etc.).

The exclusivity of the publishing right granted shall expire at the end of the calendar year following the publication of the article. This does not apply through the exploitation of databases.

For their work, authors receive **an annual subscription to perspective mediation** as well as two free copies of the issue in which their article was published.

Quality control

The articles are proofread by a member of the editorial board and the authors are encouraged to revise them if necessary. The final decision on publication rests with the editorial team.

The proofers look at the text from the **reader's perspective**. They make sure that the specifications are adhered to in terms of scope and text layout. They will ask questions, make comments and recommendations or suggest changes directly to you.

We wish to thank you for your valuable input.

The editorial team
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