



Institut für Föderalismus  
Institut du Fédéralisme  
Institute of Federalism

## IFF Working Paper Online

### Publication Guidelines

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## Publication Guidelines

### I. Overview

Within the IFF Working Paper Online we publish papers related to our main research topics: federalism, decentralisation, democracy and human rights. This series is intended to provide an early means of publication prior to further development of the work.

### II. Pre-publication status

The researcher must guarantee that he/she is the sole author of the work, that the work is original and that it has not been published yet. It is possible to write the paper in co-authorship.

### III. Plagiarism

The use of someone else's work, ideas or arguments as if they were your own, or the use of sources without proper credit is considered plagiarism. Plagiarism is a serious offence. If detected, it is reported to the rectorate and an investigation will be initiated. If plagiarism is proven, the rectorate can impose disciplinary punishment including fines.

### IV. Eligibility for submission

The IFF Working Paper Online accepts papers for consideration from scholars mainly within the Institute of Federalism, from visiting researchers as well as from participants of our Summer University and our advanced training programs. However, in agreement with the Institute, papers of other authors may be accepted. The IFF Working Paper Online is open to papers from all disciplines.

### V. Language

The preferred language for manuscripts submitted to the IFF Working Paper Online is English. However, the Institute of Federalism may, after prior consultation, accept manuscripts in French, German, Italian, Romansh, Spanish and Chinese.

### VI. Content

Working Papers should be relevant to our main research topics as mentioned in the section «[Research](#)». The papers have to be in accordance with international academic standards. Their content must be supported by up-to-date references and must correspond to the current state of the art. Besides, papers need to consist of scientific contributions. Advocacy papers are not accepted.

### VII. Structure and Length

The text must be structured into introduction, main text and conclusion. The papers must moreover contain a table of contents and a bibliography. There should be an abstract of maximum 10 lines following the table of contents. The text should be divided by headings and subheadings.

Regarding the length, manuscripts should consist of a minimum of 10 and of a maximum of 100 pages.

## **VIII. Formal Requirements**

### **A. Formatting**

Please use our format template, which is available upon request.

### **B. Citation Form**

You are more or less free regarding the citation standard you wish to use in your bibliography and footnote references. However, it must be consistent and comprehensible and contain at least the following indications: name of the author, title, place and year of publication.

## **IX. Submission procedure**

Authors must submit an electronic copy by e-mail to [Yvonne Heiter-Steiner](mailto:Yvonne.Heiter-Steiner@iff.ch), in Word (.doc) file format.

All works submitted will be reviewed by members of the editorial committee. A feedback is usually given within eight weeks upon submission. The work can be accepted, rejected or returned to the author with recommendations to revise and resubmit. Please be aware that the Institute endeavors to publish research studies of an enhanced scientific level only in order to guarantee a high standard of research.

## **X. Publication**

The work will be published as part of the IFF Working Paper Online. All papers will be published in pdf format on our website and will be downloadable free of charge.

## **XI. Copyright and Reserved Rights**

The copyright for papers included in the IFF Working Paper Online remains with the author. However articles should not be published simultaneously in other Working Paper Online, except for peer-reviewed journals or as a chapter of an edited book. In the latter case, the Institute of Federalism has to be informed prior to the publication. Errors and opinions expressed in the paper are in the responsibility of the author.

## **XII. Disclaimer**

The papers are published in the name of the author. Her/his view does not necessarily reflect the view of the Institute of Federalism.