



## Submission Guidelines

### Submission of Articles

Articles may be submitted in German or English. They are first reviewed by the editorial team to assess their suitability for publication in “Wirtschaft und Gesellschaft” (WUG). Submissions are subsequently reviewed by two experts in the relevant fields of economics and/or social sciences.

During the review process, the identities of both the authors and the reviewers remain undisclosed (“double blind”). Reviews conducted by members of the editorial board, if applicable, follow a “single blind” procedure.

Review criteria include, among others:

- an interesting and original research question;
- clear and comprehensible presentation;
- adherence to scientific standards (especially regarding research methods);
- consideration of the current state of research;
- the use of an appropriate econometric method, if applicable.

Formal criteria for submissions to “Wirtschaft und Gesellschaft” are listed in the section “Formal Requirements.” Submissions must be made exclusively through the online portal <https://journals.akwien.at/wug>.

### Review Process

For each submission, two reviewers are asked to provide an expert assessment of the article and to evaluate several criteria using a questionnaire (see final section of this document). Reviewers may recommend “accept,” “revise,” or “reject.” In some cases, multiple review rounds may be required. All manuscripts undergo copyediting and proofreading after acceptance.

# Formal Requirements

## Length and Components of Submissions

Submissions must be provided as Word or OpenOffice files. Articles, including footnotes, bibliography, and appendix, should be approximately 16 to 32 printed pages long (44,000 to 88,000 characters including spaces). If extensive data or methodological materials are required, supplementary publication in the Working Paper series “Materialien zu Wirtschaft und Gesellschaft” (MWUG) is possible.

Submissions must include:

- an abstract of max. 1,200 characters including spaces
  - three to five keywords
  - at least one JEL code
  - a title of max. 100 characters; subheadings max. 52 characters
  - a short title of max. 70 characters for running headers
- For accepted articles, authors must provide affiliation and email address.

## Gender-Inclusive Language

“Wirtschaft und Gesellschaft” uses gender-inclusive language.

## Figures and Tables

Figures must also be uploaded as separate image files. Only grayscale figures can be printed. In the online version of the article, figures in color are possible. Pixel graphics should have at least 320 dpi; EPS and SVG files are preferred. Underlying data should be provided as Excel files.

Captions start with “Figure X:” or “Table X:” and end with a descriptive title; source information follows below.

## Notes

Notes use superscript numbers referring to footnotes. Placement follows punctuation unless referring to a single word.

## Emphasis

Use italics for emphasis (not bold, not underlined). Long URLs should be avoided in the main text.

## Text Formatting

- Include page numbers.
- Leave one blank line between paragraphs.
- Number chapters: 1., 1.1, 1.1.1
- Spell out numbers 0–12 except with %, e.g. 1%

- British English (-ize rather than -ise, spellings as per the Oxford English Dictionary)
- Sentence-style capitalization. Example: Wealth of two nations: The US racial wealth gap, 1860–2020.
- Double quotation marks (“Example”)
- The serial (“Oxford”) comma should only be used where necessary to avoid confusion.
- Use the en rule (dash, –) without spaces for ranges and with a space on either side for parenthetical remarks. Use the hyphen (-) in compound words. Do not use the em rule (—).
- Whole numbers (integers) 0–12 should be spelled out except when accompanied by % (or percentage points/pp) or a currency symbol (see below), or when used in the same sentence as a decimal describing the same feature (e.g. “The foreign-born population rose from 6.5 to 9.5 million from 2019 to 2025, while foreign nationals numbered 7 million in 2025.”).
- Currency: currency symbols should precede the numerals. There should be no space between the symbol and the numeral, e.g. £20, €30, ¥40.
- Percentages: The percentage symbol (%) should be used rather than “per cent”.
- Don’t forget that in English, a comma is used to separate thousands (“thousands separator”) and a full stop to denote a decimal (“decimal point”) – the opposite is the case in other European languages. Example: “Unmarried female householders of any age had a median wealth of \$36,600. That was 73.0% of their unmarried male counterparts’ median wealth [...]” (<https://www.census.gov/library/stories/2022/08/wealth-inequality-by-household-type.html>).
- Treat “data” as a plural: “The data show...”
- Covid-19 (not COVID-19).
- Two authors: use “and” rather than an ampersand (&): “Vidal and Villani (2022) find that...”
- Do not use superscript for ordinal numbers: 20th century, not 20<sup>th</sup> century.
- Dates: DD/MM/YYYY
- References: Add two-letter abbreviation of state name to American cities (exception: New York).
- For all other matters, please refer to the New Oxford Style Manual.

# Citations

The citation rules correspond to the “Harvard Style” in Citavi.

## **In-Text Citations**

Use Harvard style “(Author Year)”; page numbers optional, unless a direct quote is used, in which case please include the page number. Avoid f. and ff. Two authors linked with slash (/); three or more use et al.

Examples:

(Piketty 2014) / Piketty (2014)  
(Weber/Zulehner 2010, 360) / Weber/Zulehner (2010, 360)  
(Ferschli et al. 2017, 14–16) / Ferschli et al. (2017, 14–16)

## **Bibliography**

Include ISBN or DOI; URLs require access date.

### **Monograph**

Cagé, Julia (2020). *The Price of Democracy*. Cambridge, MA, Harvard University Press.

### **Journal Article**

Weber, Andrea/Zulehner, Christine (2010). Female Hires and the Success of Start-up Firms. *American Economic Review* 100 (2), 358–361.

### **Edited Volume**

Piketty, Thomas/Zucman, Gabriel (2015). Wealth and Inheritance in the Long Run. In: Atkinson/Bourguignon (eds.), *Handbook of Income Distribution*, 1303–1368.

### **Newspaper Article**

Schmidt, Marion (2013). Debora Weber-Wulff: Eine unbequeme Frau. *Die Zeit*, 14.08.2013.

### **Website**

The World Inequality Lab (2021). *World Inequality Database*.

### **Working Paper**

Ferschli et al. (2017). Bestände und Konzentration privater Vermögen in Österreich. *Materialien zu Wirtschaft und Gesellschaft* 167.

### **Thesis**

Heise, Christian (2016). *Von Open Access zu Open Science*. Dissertation, Leuphana University.

# Reviewer Evaluation Criteria

Does the submission fit the profile of WUG?  
(Yes / No / Cannot assess / See review)

Criteria:

- Interesting research question
- Original research question
- Clear and comprehensible formulation
- Clear and comprehensible overall
- Sufficient consideration of current research
- Adequate discussion of deficiencies in existing research
- Clear contribution to research
- Meets scientific standards
- Appropriate method
- Appropriate data basis
- Academic language and style