



Instructions for authors: Checklist

Journal for SMEs and Entrepreneurship (ZfKE)

As part of the submission process, we ask you, the author, to verify point-by-point that your manuscript complies with the specified requirements using the detailed checklist below. We reserve the right to return manuscripts that do not adhere to these guidelines.

Text

Categories

☐ The maximum character count—depending on the specific category—was adhered to.

I. Empirical-scientific articles: max. 45.000 characters incl. bibliography.

II. State-of-the-art articles (literature reviews, collective reviews, or discussions on current terms and research methods): max. 30.000 characters incl. bibliography.

III. Entrepreneurship Compact (critical opinion or discussion contribution on current entrepreneurship and SME research): max. 15.000 characters incl. bibliography (approx. 10–15 sources).

Titel

☐ A concise title is desired for the article, which should not exceed 80 characters.

Outline

☐ Maximum of three outline levels; format: I. 1. a).

Font

☐ Times New Roman 12; line space 1,5

Citation in the text

☐ One author: (Mayr 2008); two authors (Mayr and Volery 2008), three or more authors (Schrettle et al. 2008). Listings of multiple sources in succession should be separated by semicolons and listed in chronological order ascending. If several works by the same author are cited in the same year, they are distinguished by a, b, c. Works by the same author are listed in ascending order by year of publication (e.g., 1986 before 1987 and 1986a before 1986b).

Bibliography („Literature“)

☐ At the end of the article, list all sources cited in alphabetical order for example Bergmann, H. (2007): Article title, in: Journal, Volume (issue number), 269–284; Fueglistaller, U., Weber, W. (2008): Book title, 4th edition, Wiesbaden: Gabler; Müller, C. (2009): Article in an edited work, in: Pullich, J., Müller, S. (Eds.): Book title, Berlin: Duncker & Humblot, 512–533; Bureau van Dijk (2013): dafne database, [<https://dafneneo.bvdep.com/version-2014123/home.serv?product=dafneneo>], accessed on February 11, 2014.

Figures and tables

☐ Figures and tables are integrated into the text. Captions for tables are to be placed above them and, in the case of figures, below them, in italics and numbered consecutively. The source reference is always to be placed below the figure or table.

Abstract

☐ The article must be preceded by a summary (Abstract) of approximately 800 characters each.

Further information at www.duncker-humboldt.de/zfke-instructions

Editorial workflow

Format

☐ Please submit the manuscript, including illustrations, tables, references, and abstract, in anonymized form as a Word file via the link:

<http://ojs.duncker-humboldt.de/ojs/index.php/zfke/about/submissions#onlineSubmissions> .

☐ Please submit the author details and photo (high resolution; JPG format) separately from the manuscript.

☐ In your cover letter, please explicitly state the section for which you are submitting your manuscript.

☐ Please note that we do not publish manuscripts that have already been published elsewhere.

Double-blind review

☐ Manuscripts for sections I and II are sent anonymously to two external reviewers for evaluation.

☐ Manuscripts for section III are reviewed by the editor-in-chief. The reviews determine whether the manuscript is accepted for publication, needs to be revised, or is rejected. In the event of a revision, the manuscript is resubmitted to the same reviewers. The revised manuscript must be accompanied by a detailed and reasoned letter to the reviewers explaining the changes that have been made.

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