



Publication series Library am Guisanplatz (incl. numéro S)

Instructions for authors

Topics and authorship

Contributions are possible from any field of research, without restriction of time. Topics that relate to the federal administration and the armed forces are preferred. The editors reserve the right to publish individual editions devoted to a specific topic. An edition may contain more than one contribution. Authors are exclusively responsible for the content of their publications.

Editors

The head of Information and Documentation Services, as publisher and editor, determines which topics are chosen and the content of each edition in the series. In consultation with the author, topics may be altered, postponed or rejected. The editorial department does not accept any responsibility for proofreading the text. After the editing stage is concluded, the publisher forwards the final version of the publication to be printed. When the publication is printed, copyright is assigned irrevocably and royalty-free to the Library Am Guisanplatz (BiG), whose authorisation is then required for any requests for further use.

Scientific standards

The studies must meet the standards of scientific works and on principle contain the following:

1. Question: a research question is developed based on the current state of research and the scientific approach, and is answered using several available sources.
2. Literature analysis and state of research: the current state of research is documented and own research in current research contextualised.
3. Method/methodology: disclosure of verifiable methods (literature analysis, empirical analysis of primary sources, discourse analyses, etc.), well-balanced selection of sources, consideration of different schools of thought.



4. Sources: representative nature of analysis, accessibility of sources. The sources used must be made subject to source criticism.
5. Definitions: definition of terms and scope of reference, limitation of scope of reference (time, geography, etc.).
6. Objective working methods: justification must be objective, free of emotion, rigorous and verifiable reasoning.
7. Citation: the citation rules are the same for the entire work. Correct specification of origin and sources of opinions and quotations. Detailed information on citation in scientific work is available from the editing office by request.
8. Presentation of findings: conclusions are reached at the end of the work or its individual chapters, and include evaluative summaries and subsequent findings from which conclusions can be drawn.

Work that is suspected of being plagiarism will be rejected immediately. There is no right of appeal.

Images

The author provides the editor with images in digital form, with a minimum printable resolution of 300 dpi, saved in a separate file on a data carrier (memory stick, CD). The author must clarify any rights attached to images. The BiG is not liable for any infringement of image rights.

Print, edition volume and distribution

Publications are printed outside the Federal Administration in accordance with the regulations of the Federal Office for Buildings and Logistics (FOBL). The basis for printing is the easily readable data carrier provided by the author and contains the entire text, images and illustrations as well as a short curriculum vitae. The editor reviews the data carrier and requests additional material if needed.

The editor determines the volume (quantity) of an edition. The author receives 20 copies free of charge and to use at their own discretion. The BiG distributes the remaining copies according to their distribution list. Each registered person and institution receives one copy.

Layout



The following layout and rules apply for text and images:

Format

The required paper format for text is A4 (scope of entire edition is a minimum of 80 to 100 A4 pages).

Pages and font

The pages are to be numbered from 1 to x and each main title must begin on a new page.

The decimal system and Arabic numerals must be used for headlines.

Footnotes must be consecutively numbered and appear at the foot of the relevant page or at the end of the text.

Images must be accompanied by information on the source and a short caption, which may be integrated in the text or added as an appendix.

The font to be used is Times New Roman in a Word document. We recommend using size 16/14 for titles, 12 for text, 10 for footnotes and 8 for numbers.

Text structures for articles or entire editions

Text must be structured as follows (recommended in accordance with requirements for scientific work):

1. table of contents
2. preamble (if desired)
3. introduction (with question, state of research and method)
4. main part
5. summary with conclusions
6. bibliography
7. appendix (with list of images and images)
8. short curriculum vitae
9. blurb (cover) max. 800 characters (excl. spaces)

The four cover pages, the front page (page 1) and the imprint content (page 2) are arranged by the editor and the Centre for Electronic Media (CEM), printed media.



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Remuneration for authors

Every author of an edition receives up to 20 copies free of charge. There is no fee paid to authors, who in return have their work published for free.

Entry into force

These instructions took effect on 1 September 2012 and were updated in October 2018. They may be amended by the editor at any time.

Dr. Philippe Müller
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Publisher of the publication series

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