Preparing your manuscript – Instructions for Authors

Title page

The title page should:

- present a title that includes, if appropriate, the research design
- list the full names, institutional addresses and email addresses for all authors
    - if a collaboration group should be listed as an author, please list the Group name as an author and include the names of the individual members of the Group in the "Acknowledgements" section in accordance with the instructions below
- indicate the corresponding author

Abstract

The abstract should briefly summarize the aim, findings or purpose of the article. Please minimize the use of abbreviations and do not cite references in the abstract.

Keywords

Three to ten keywords representing the main content of the article.

Introduction

The Introduction section should explain the background to the study, its aims, a summary of the existing literature and why this study was necessary.

Methods/Experimental

The methods section should include:

- the aim, design and setting of the study
- the characteristics of participants or description of materials
- a clear description of all processes and methodologies employed. Generic names should generally be used. When proprietary brands are used in research, include the brand names in parentheses
- the type of statistical analysis used, including a power calculation if appropriate
- studies involving human participants, data or tissue or animals must include statement on ethics approval and consent

Results

This should include the findings of the study including, if appropriate, results of statistical analysis which must be included either in the text or as tables and figures.

Discussion (can be combined in 'Results and Discussion' section)

For research articles this section should discuss the implications of the findings in context of existing research and highlight limitations of the study. For methodology manuscripts this section should include a discussion of any practical or operational issues involved in performing the study and any issues not covered in other sections.

Conclusions

This should state clearly the main conclusions and provide an explanation of the importance and relevance of the study to the field.

List of abbreviations

If abbreviations are used in the text they should be defined in the text at first use, and a list of abbreviations should be provided.

Declarations

All manuscripts must contain the following sections under the heading 'Declarations':

- Availability of data and material
- Competing interests
- Funding
- Authors' contributions
- Acknowledgements
- Authors' information (optional)

Please see below for details on the information to be included in these sections.

If any of the sections are not relevant to your manuscript, please include the heading and write 'Not applicable' for that section.

Availability of data and materials

All manuscripts must include an 'Availability of data and materials' statement. Data availability statements should include information on where data supporting the results reported in the article can be found including, where applicable, hyperlinks to publicly archived datasets analysed or generated during the study. By data we mean the minimal dataset that would be necessary to interpret, replicate and build upon the findings reported in the article. We recognise it is not always possible to share research data publicly, for instance when individual privacy could be compromised. In such instances data availability should still be stated in the manuscript along with any conditions for access.

Data availability statements can take one of the following forms (or a combination of more than one if required for multiple datasets):

- The datasets generated and/or analysed during the current study are available in the [NAME] repository, [PERSISTENT WEB LINK TO DATASETS]
- The datasets used and/or analysed during the current study are available from the corresponding author on reasonable request.
- Restrictions apply to the availability of the data used under license from [third party name] for this study. Data are available from the authors upon reasonable request and with permission of [third party name] only.
- Not applicable. If your manuscript does not contain any data, please state 'Not applicable' in this section.

Sciendo also requires that authors cite any publicly available data on which the conclusions of the paper rely in the manuscript. Data citations should include a persistent identifier (such as a DOI) and should ideally be included in the reference list. Citations of datasets, when they appear in the reference list, should include the minimum information recommended by DataCite and follow journal style. Dataset identifiers including DOIs should be expressed as full URLs.

Competing interests

All financial and non-financial competing interests must be declared in this section. If you are unsure whether you or any of your co-authors have a competing interest please contact the editorial office. Please use the authors' initials to refer to each authors' competing interests in this section.

If you do not have any competing interests, please state "The authors declare that they have no competing interests" in this section.

Funding

All sources of funding for the research reported should be declared. The role of the funding body in the design of the study and collection, analysis, and interpretation of data and in writing the manuscript should be declared.

Authors' contributions

The individual contributions of authors to the manuscript should be specified in this section. Please use initials to refer to each author's contribution in this section, for example: "FC analyzed and interpreted the patient data regarding the hematological disease and the transplant. RH performed the histological examination of the kidney, and was a major contributor in writing the manuscript. All authors read and approved the final manuscript."

Acknowledgements

Please acknowledge anyone who contributed towards the article who does not meet the criteria for authorship including anyone who provided professional writing services or materials.

Authors should obtain permission to acknowledge from all those mentioned in the Acknowledgements section.

If you do not have anyone to acknowledge, please write "Not applicable" in this section.

Endnotes

Endnotes should be designated within the text using a superscript lowercase letter and all notes (along with their corresponding letter) should be included in the Endnotes section. Please format this section in a paragraph rather than a list.

References

Citations of journal articles, working papers, books, book chapters, and other literature are expected to follow the standards listed below:

Journal article:

Last Name, First Name [; First Name Last Name; …] (Year): Title. Journal, Volume(Issue), XX-YY.

Example, Fred; Martin Ahead; David Principle (2019): Behavioral Economics. Journal of XXX 14(4), 456-487.

Journal article with DOI:

Last Name, First Name [; First Name Last Name; …] (Year): Title. Journal, Volume(Issue), XX-YY. DOI.

Example, Fred; Martin Ahead; David Principle (2019): Behavioral Economics. Journal of XXX 14(4), 456-487. doi:14.1005/s004091000053

Working paper:

Last Name, First Name [; First Name Last Name; …] (Year): Title. Journal, Volume(Issue), XX-YY.

Example, Fred; Martin Ahead; David Principle (2019): Behavioral Economics. IZA Discussion Paper No. XXXX.

Research Report:

Last Name, first Name [; First Name Last Name; …] (Year): Title. Study on behalf of XXX, Place of publication.

Example, Fred; Martin Ahead; David Principle (2019): Behavioral Economics. Study on behalf of IZA-Institute of Labor Economics, Bonn.

Book:

Last Name, first Name [; First Name Last Name; …] (Year): Title. Place of publication [(in press)].

Example, Fred; Martin Ahead; David Principle (2019): Behavioral Economics. New York (in press).

Book chapter:

Last Name, first Name [; First Name Last Name; …] (Year): Title, in: Last Name, First Name [; First Name Last Name; …] (eds.), Title. Place of publication, XX-XXX.

Example, Fred (2019): Behavioral Economics, in: Principle, David; Martin Ahead (eds.), Studies in Personnel Economics. New York, 78-124.

Book chapter in a series with/without volume title:

Last Name, First Name [; First Name Last Name; …] (Year): Title, in: Last Name, First Name [; First Name Last Name; …] (eds.), [Title.] Handbook of Personnel Economics, Vol. X. Place of publication, XX-XXX.

Example, Fred (2019): Behavioral Economics, in: Principle, David (ed.), Studies in Personnel Economics. Handbook of Contemporary Labor Economics, Vol. 3. New York, 78-124.

Example, Fred (2019): Behavioral Economics, in: Principle, David (ed.), Handbook of Contemporary Labor Economics, Vol. 3. New York, 78-124.

Edited volume:

Last Name, First Name [; First Name Last Name; …] (eds.) (Year): Title. Place of publication.

Principle, David; Martin Ahead (eds.) (2019), Studies in Personnel Economics. New York.

Dissertation

Last Name, First Name (Year): Title. Dissertation, University of X.

Example, Fred (2019): Behavioral Economics. Dissertation, University of Bonn.

Paper presented at a conference/workshop

Last Name, First Name [; First Name Last Name; …] (Year): Title. Paper presented at XXX, Institution, Location, Date.

Principle, David; Martin Ahead (2019): Behavioral Economics. Paper presented at the X. Annual Conference of the Academic Society, Edinburgh, 22 March 2019.

Online document:

Last Name, First Name [; First Name Last Name; …] (Year): Title, in: Online Source. Link. Accessed Date.

Principle, David; Martin Ahead (2019): Behavioral Economics, in: The Online Dictionary of Economics. http://www.onlineat.com. Accessed 15 January 2019.

General formatting information

Manuscripts must be written in concise English. Quick points:

- Use double line spacing
- Include line and page numbering
- Use SI units: Please ensure that all special characters used are embedded in the text, otherwise they will be lost during conversion to PDF
- Do not use page breaks in your manuscript

File formats

The following word processor file formats are acceptable for the main manuscript document:

- Microsoft word (DOC, DOCX)
- Rich text format (RTF)
- TeX/LaTeX

Please note: editable files are required for processing in production. If your manuscript contains any non-editable files (such as PDFs) you will be required to re-submit an editable file if your manuscript is accepted.

Additional information for TeX/LaTeX users

Please use TeX template and BibTeX stylefile if you use TeX format. Submit your references using either a bib or bbl file. When submitting TeX submissions, please submit both your TeX file

and your bib/bbl file as manuscript files. Please also convert your TeX file into a PDF (please do not use a DIV file) and submit this PDF as a supplementary file with the name 'Reference PDF'. This PDF will be used by our production team as a reference point to check the layout of the article as the author intended.

The Editorial Manager system checks for any errors in the Tex files. If an error is present then the system PDF will display LaTex code and highlight and explain the error in a section beginning with an exclamation mark (!).

All relevant editable source files must be uploaded during the submission process. Failing to submit these source files will cause unnecessary delays in the production process.

TeX templates:

- article (part of the standard TeX distribution)

Style and language

For editors and reviewers to accurately assess the work presented in your manuscript you need to ensure the English language is of sufficient quality to be understood.

Using a professional language editing service where editors will improve the English to ensure that your meaning is clear and identify problems that require your review. Please note that the use of a language editing service is not a requirement for publication in *IZA Open Access Journal Series* and does not imply or guarantee that the article will be selected for peer review or accepted.

Data and materials

We strongly encourage all datasets on which the conclusions of the manuscript rely to be either deposited in publicly available repositories (where available and appropriate) or presented in the main paper or additional supporting files, in machine-readable format (such as spread sheets rather than PDFs) whenever possible.

For all manuscripts, information about data availability should be detailed in an 'Availability of data and materials' section. For more information on the content of this section, please see the Declarations section of the relevant journal's Instruction for Authors.

Formatting the 'Availability of data and materials' section of your manuscript

The following format for the 'Availability of data and materials section of your manuscript should be used:

"The dataset(s) supporting the conclusions of this article is(are) available in the [repository name] repository, [unique persistent identifier and hyperlink to dataset(s) in http:// format]."

The following format is required when data are included as additional files:

"The dataset(s) supporting the conclusions of this article is(are) included within the article (and its additional file(s))."

For databases, this section should state the web/ftp address at which the database is available and any restrictions to its use by non-academics.

For software, this section should include:

- Project name
- Project home page
- Archived version: DOI or unique identifier of archived software or code in repository
- Operating system(s)
- Programming language
- Other requirements
- License
- Any restrictions to use by non-academics: e.g. license needed

What should be cited?

Only articles, clinical trial registration records and abstracts that have been published or are in press, or are available through public e-print/preprint servers, may be cited.

Unpublished abstracts, unpublished data and personal communications should not be included in the reference list, but may be included in the text and referred to as "unpublished observations" or "personal communications" giving the names of the involved researchers. Obtaining permission to quote personal communications and unpublished data from the cited colleagues is the responsibility of the author. Footnotes are not allowed, but endnotes are permitted.

Any in press articles cited within the references and necessary for the reviewers' assessment of the manuscript should be made available if requested by the editorial office.

Preparing figures

When preparing figures, please follow the formatting instructions below.

- Figures should be numbered in the order they are first mentioned in the text, and uploaded in this order. Multi-panel figures (those with parts a, b, c, d etc.) should be submitted as a single composite file that contains all parts of the figure.
- Figures should be uploaded in the correct orientation.
- Figure titles (max 15 words) and legends (max 300 words) should be provided in the main manuscript, not in the graphic file.
- Figure keys should be incorporated into the graphic, not into the legend of the figure.
- Each figure should be closely cropped to minimize the amount of white space surrounding the illustration. Cropping figures improves accuracy when placing the figure in combination with other elements when the accepted manuscript is prepared for

- publication on our site. For more information on individual figure file formats, see our detailed instructions.
- Individual figure files should not exceed 10 MB. If a suitable format is chosen, this file size is adequate for extremely high quality figures.
- **Please note that it is the responsibility of the author(s) to obtain permission from the copyright holder to reproduce figures (or tables) that have previously been published elsewhere.** In order for all figures to be open access, authors must have permission from the rights holder if they wish to include images that have been published elsewhere in non open access journals. Permission should be indicated in the figure legend, and the original source included in the reference list.

Figure file types

We accept the following file formats for figures:

- EPS (suitable for diagrams and/or images)
- PDF (suitable for diagrams and/or images)
- Microsoft Word (suitable for diagrams and/or images, figures must be a single page)
- PowerPoint (suitable for diagrams and/or images, figures must be a single page)
- TIFF (suitable for images)
- JPEG (suitable for photographic images, less suitable for graphical images)
- PNG (suitable for images)
- BMP (suitable for images)

Figure size and resolution

Figures are resized during publication of the final full text and PDF versions need to conform to the following dimensions.

Figures on the web:

- width of 600 pixels (standard), 1200 pixels (high resolution).

Figures in the final PDF version:

- width of 85 mm for half page width figure
- width of 170 mm for full page width figure
- maximum height of 225 mm for figure and legend
- image resolution of approximately 300 dpi (dots per inch) at the final size

Figures should be designed such that all information, including text, is legible at these dimensions. All lines should be wider than 0.25 pt when constrained to standard figure widths. All fonts must be embedded.

Figure file compression

Vector figures should if possible be submitted as PDF files, which are usually more compact than EPS files.

- TIFF files should be saved with LZW compression, which is lossless (decreases file size without decreasing quality) in order to minimize upload time.
- JPEG files should be saved at maximum quality.
- Conversion of images between file types (especially lossy formats such as JPEG) should be kept to a minimum to avoid degradation of quality.

Preparing tables

When preparing tables, please follow the formatting instructions below.

- Tables should be numbered and cited in the text in sequence using Arabic numerals (i.e. Table 1, Table 2 etc.).
- Tables less than one A4 or Letter page in length can be placed in the appropriate location within the manuscript.
- Tables larger than one A4 or Letter page in length can be placed at the end of the document text file. Please cite and indicate where the table should appear at the relevant location in the text file so that the table can be added in the correct place during production.
- Larger datasets, or tables too wide for A4 or Letter landscape page can be uploaded as additional files. Please see [below] for more information.
- Tabular data provided as additional files can be uploaded as an Excel spreadsheet (.xls) or comma separated values (.csv). Please use the standard file extensions.
- Table titles (max 15 words) should be included above the table, and legends (max 300 words) should be included underneath the table.
- Tables should not be embedded as figures or spreadsheet files, but should be formatted using 'Table object' function in your word processing program.
- Color and shading may not be used. Parts of the table can be highlighted using superscript, numbering, lettering, symbols or bold text, the meaning of which should be explained in a table legend.
- Commas should not be used to indicate numerical values.

Preparing additional files

As the length and quantity of data is not restricted for many article types, authors can provide datasets, tables, or other information as additional files.

All Additional files will be published along with the accepted article. Do not include files such as patient consent forms, certificates of language editing, or revised versions of the main manuscript document with tracked changes. Such files, if requested, should be sent by email to the journal's editorial email address, quoting the manuscript reference number.

Results that would otherwise be indicated as "data not shown" should be included as additional files. Since many web links and URLs rapidly become broken, we require that supporting data are

included as additional files, or deposited in a recognized repository. Please do not link to data on a personal/departmental website. Do not include any individual participant details. The maximum file size for additional files is 20 MB each, and files will be virus-scanned on submission. Each additional file should be cited in sequence within the main body of text.

Submit your manuscript in [Editorial Manager](#)