**GUIDE ISSUE #17 - Kult*ur*sprung**

**Dear author,**

We are delighted that you are interested in writing an article for **philou.** To give your article the best chance of being published in our magazine, we would like to explain the *writing process*, *the selection procedure*, and *the initial review of articles*. Please read the *Notes for Authors* carefully.

1. **Writing process**

The Philou team wants to support you actively in your writing process. The *digital info meeting* is an opportunity to get to know each other and narrow down the subject areas.

During *the preparation phase*, which will take the first few weeks, you can find ideas and approaches for your article, which you can then coordinate with us and, if necessary, the other authors. To avoid content overlap, please let us know your topic **by 15 May 2025**.

During the subsequent writing phase, we will actively begin the writing process. **On 21 May 2025**, we will be offering a digital *writing workshop* to help you with your writing and provide advice and support.

The **deadline** for all submissions is **15 June 2025**.

You can, of course, contact our editorial team at any time if you have any questions or encounter any problems while writing your article.

1. **Selection procedure/first review of the article**

Once we have received your finished article (*lektorat@philou.rwth-aachen.de*), it will be reviewed and discussed by three members of our editorial team.

We will then contact you to provide detailed feedback on your article. In order to prepare your text for publication, you will then need to revise it, after which it will be reviewed again by our editorial team. This process may need to be repeated a few times, but we look forward to a good working relationship and will endeavour to summarise all comments in a brief feedback report.

1. **Notes for authors**

**Submission**

Your manuscript should be sent as an attachment in .docx format to *lektorat@philou.rwth-aachen.de* by the closing date (**15 July 2025**). We only accept previously unpublished texts.

**Formatting**

Before submitting your article, please ensure that it is formatted in **Times New Roman,** **font size 12, justified, with 1.5 line spacing and no hyphenation**. Please use italics to highlight important information in the text. Please mark paragraphs as such.

***Scientific articles and non-scientific contributions***

On the philou. programme, students have the opportunity to write interdisciplinary academic articles on a central topic. There are specific requirements regarding the content, accuracy and style of these articles (see 'Academic articles').

However, philou. also publishes other, non-scientific articles. Many different formats are possible, for which there are also content and formal requirements (see 'Non-scientific articles').

The type of text should be specified when the topic is registered.

**Academic articles**

***Content***

We look forward to receiving thought-provoking articles that engage with current scientific discourse. In terms of content, the article should address a specific scientific problem relating to the advertised topic (see *Call for Papers*). While your text should be based on scientific literature, it should also include your own ideas and suggestions. Please do not submit term papers or seminar papers, as these usually deal with a very limited body of literature. By contrast, a scientific article directly or indirectly connects to scientific debates and endeavours to produce new knowledge. You are welcome to familiarise yourself with articles already published in the philou.

***Structure***

Ideally, you should structure your article as follows:

In the *introduction*, state the current problem or situation and link it to your research question or thesis. Then, give an overview of your idea and approach.

In the *main section*, explain the current state of research, principles and theories to the reader, and methodically answer your research question or thesis with your own arguments.

Finally, in the *conclusion* or concluding remarks, you should summarise your results and place them in a wider context.

***Extent***

Your article should be **at least 700, maximum 1200 words** in the given formatting (see below), this corresponds to about 2-3 pages. Please do not use footnotes, but the Harvard style of citation (see citation below).

**Non-academic contributions**

***Format***

Various other formats that we accept in addition to scientific articles are, for example

* short stories
* poems
* reports
* commentaries

However, many other formats are also possible, if you are unsure, just ask us.

***Content***

We also have some requirements regarding the content of non-scientific articles. In particular, they must be connected to the main topic of the issue. If the article expresses a particular opinion, it should not do so in an uncritical and one-sided manner.

**Titel**

The title of your text should grab the reader's attention and pique their interest. Therefore, avoid going into too much detail and instead make abstract references to the content of your text. If you cannot think of a suitable title, the editorial team will be happy to help. The table of contents also includes a teaser that should address the core question of your text. You are welcome to suggest changes, but ultimately, we will ensure that all teasers fit together and are clear. We reserve the right to make changes accordingly. Below is a selection of successful title/teaser combinations:

* **Professional ethics in science**

*Could the Hippocratic Oath serve as a model for the natural and technical sciences?*

* **Trust is good, but control is better.**

*Between power, morality and ignorance: Responsibility in prenatal diagnostics*

* **True Responsibility:**

*A deserved burden? The value and utilisation of responsibility.*

* **German-German sensitivities**

*An excursion into identity, alienation, and authoritarianism in the context of German reunification.*

* **You are what you speak**

*The Key to the World: How Language Shapes Our Understanding of Ourselves and the World*

**Style, expression, spelling**

Before submitting your article, you should check that it is readable and clear.

Here are some general guidelines to follow:

* Avoid using too many subordinate clauses. These disrupt the flow of the text. Similarly, make sure that the flow is not disrupted by sentences that are too short or too long.
* Only use *foreign words* when they are truly necessary and appropriate.
* Avoid the *first person singular and plural*. Maintain objectivity in scientific articles.
* Avoid genitive chains, adjective clusters, nominal style and repetition of words, especially at the beginning of sentences.
* Follow the *new German spelling rules*, which came into effect on 1 August 2006. If there are two possible spellings, follow the recommendation in the Duden dictionary (www.duden.de). Pay attention to the logical use of tense, too.
* *Non-discriminatory language* must be used. The RWTH handout on gender-neutral language applies here (see link). Where gender-neutral formulations are not possible, the gender asterisk can be used. Other forms, such as the internal 'I' or the colon, cannot be used.

**Citation in the text**

* *Harvard style*: The author's name, the year of publication and the page number, separated by a colon, are placed in round brackets. Example: (Müller 2000: 312).
* If a source is paraphrased or reproduced analogously, the name must be preceded by 'cf.' in the bibliography. No page number is given. Example: (cf. Müller 2000).
* For direct quotations, German inverted commas („“) should be used, and the page number must be included. For example: „The philou. is an excellent magazine.“ (Müller 2000: 25).
* If an author is mentioned in the running text, they should be referenced by their full name at the beginning.
* If there are two authors, they should be separated by a slash. Example: (cf. Müller/Maier 2000).
* If there are more than two authors, the suffix 'et al.' is added after the first author. Example: (cf. Müller et al. 2000).
* Please indent direct quotations that extend over more than two lines.

**Formailities**

* Numbers should be written out in full up to the number twelve, and then written as a number.
* Please separate numbers with more than three digits with dots (e.g. 1,530,000).
* Do not use abbreviations, except for 'etc.'
* The first time an abbreviation is used, it should be written out in full, with the abbreviation written in brackets afterwards.
* Dates should be written out in full.
* Special characters should also be written out in full.

**Formatting of references**

* *Monograph:*

Author's surname, first letter of first name (original year of publication): Title. Place of publication: Publisher. Edition Year.

*(Müller, D. (2000): Zitation. Berlin: Springer. 3. Auflage 2005.)*

* *Essay from an anthology*:

Surname, first letter of first name of the author of the essay (year of publication): Title of the essay. In: Surname, first letter of first name Editor (ed.): Title of the anthology. Place of publication: Publisher. Page number.

*(Müller, D. (2000): Zitation. In: Meier, P. (Hg.): Großes Buch der Zitation. Berlin: Springer. S. 55–59.)*

* *Journal article:*

Author's surname, first letter of first name (year of publication): Title. Subtitle, if applicable. Name of the journal, volume(issue). Page number(s).

*(Müller, D. (2000): Zitation. Journal of Citation, 1(3). S. X–Y.)*

*(Müller, D.; Meier, P. (2020): Zitation. Journal of Citation, 1(3). S. X–Y.)*

* *From the Internet:*

Surname, first letter of first name (year of publication): Title. In: Title of the page, date of the article, no. of the article. Available online at:\_\_\_\_ Website [Accessed: Date the website was accessed].

*(Müller, D. (2000): Zitation. In: Scientific Integrity, 02.02.2000, 65. Online verfügbar unter: https://www.guteliteratur.de/spannender-artikel/ [Zugriff: 11.02.2000].*

* If information is unavailable, provide as much as you can.
* *In principle:* 
  + Second names are omitted (not Müller, D. A. but Müller, D.)

If you have any further questions, please send them to *lektorat@philou.rwth-aachen.de* or contact us via Instagram (@philou.magazin).

****Have fun writing,