Guidelines for Authors - Politics and Governance

1 Welcome Note

Thank you for considering Librello as a venue to publish your work. Librello has been founded as a not-for-profit society in Switzerland. Our objective is to enhance the access to scientific knowledge through the publication of scholarly articles on our web-based platform. The entire content published in Librello's journals is freely accessible online immediately upon publication. Every submitted article goes through a fast yet rigorous single-blind peer review by experts. We are committed to our readers and authors to ensure high quality standards in publications for our journals. Please note that Librello is an association, and we only accept submissions from our members. You can find all important information regarding manuscript preparation and submission in the following document.

2 Language

Librello currently publishes articles in English only. Authors whose first language is not English are strongly advised to have their manuscript checked by an English native speaker prior to submission. Manuscripts with serious deficiencies in English may be returned without review.

3 Preparing the Manuscript

Librello welcomes the following types of manuscripts: Research Papers, Reviews, Communications and Short Notes. Original manuscripts must be submitted in the format .odt or .doc., 12 pt times new roman, left aligned and with double-line spacing. Articles submitted to Politics and Governance must have 8,000-12,000 words. The first page must contain the tentative title, the list of authors (corresponding author must be identified) with their full affiliation (institution and postal address). Telephone and Fax numbers and e-mail address for the corresponding author should be given.
The **Title** should describe precisely and concisely the manuscript. It should be written in title case, i.e., all words should be capitalized, with the exception of prepositions, conjunctions and articles. The **Abstract** should not exceed 300 words. It should introduce the study, explain briefly the techniques and summarize the most important findings and conclusions. Below the Abstract, the author should list 4–10 **Keywords** alphabetically ordered.

**Figures** and **Tables** must be inserted in the manuscript after their first mention in the text. The header of the Tables and the captions of the Figures should be concise, while providing enough information for the reader. Please provide us with Figures in high resolution, suitable to be printed in the current size. If a figure has been published previously, the author must hold permission from the copyright holder to reproduce the figure before submitting the manuscript for publication.

### 4 Citations and References

**Citations** in the text should be done as numbers in square brackets, and the numbers must be ordered by the appearance in the text. The list of **References** must appear at the end of the manuscript, and the references must be formatted according to our style. For your convenience, you can download our style using the following hyperlinks for **End Note** or **Zotero and Mendeley**. Footnotes are not allowed, notes must be cited in the text following the same rule as for references, and the notes must appear among the list of references.

#### 4.1 Examples of Bibliography

**Article**

**Book**

**Book Section/Chapter**

**Proceedings of Conference**

**Website**

### 5 Supplementary Files

Supplementary Files can be uploaded in any file format during the submission process and will be made available to readers in their original format alongside the manuscript.

### 6 Publication Fees

Authors do not pay article processing charges, but need to be members of Librello or be affiliated to an institutional member in order to submit their manuscripts. The annual individual membership fee is set to CHF 156 (about 160 US Dollars) and allows the author to submit an unlimited number of manuscripts within a year to any of Librello's journals.

If an article has up to 5 authors, all authors should be members of Librello and should be up to
date with their membership fees, or should be affiliated to institutions that pursue an institutional membership. In the case of more authors, at least 5 authors should be members.

7 Membership Information

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7.2 Librello Institutional Membership

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