

## FORS WORKING PAPER SERIES – PUBLICATION GUIDELINES

### Overview

Within the FORS Working Paper series we publish papers related to survey research, focusing on methodological aspects of survey research or substantive research. This series is based on survey data collected within FORS. FORS Working Paper Series accepts manuscripts for consideration from scholars within and from outside FORS. Manuscripts submitted are papers that represent work-in-progress. This series is intended to provide an early and relatively fast means of publication prior to further development of the work.

### Pre-publication status

Scholars submitting papers must guarantee that they are the author of the work; that the work is original and that the work is expected to be for first publication. Previously published articles are not accepted in the series. Articles should not be simultaneously submitted to other Working Paper series, or similar publications. However, authors may submit their article in addition either to peer-reviewed journals or as a chapter in an edited book, provided that publication in the FORS Working Paper Series and other publications are not mutually exclusive. It is the researcher's responsibility to obtain permission for all copyrighted material. This includes photographs, figures and maps. FORS declines any responsibilities for researchers' failure to comply with this obligation.

### Language

The recommended and preferred language for manuscripts submitted to the FORS Working Paper series is English. However, FORS can accept manuscripts in French and German.

### Submission Guidelines and Typescript

Paper submissions must include an abstract of 300 words maximum and a minimum of three keywords. Manuscripts should not be longer than 10'000 words. We recommend using the Chicago-style for formatting ([www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org)). Authors can submit an electronic copy by e-mail to the responsible editor, preferably in Word (.doc) file format to [paperseries@fors.unil.ch](mailto:paperseries@fors.unil.ch).

### Procedure

All works submitted will be reviewed by 2-3 members of the editorial committee. Papers may be peer reviewed if there is no consensus on the quality of the proposed paper. The work can be accepted, rejected or returned to the author with recommendations to revise and resubmit, both in terms of content and style. The review process will not take more than 4 weeks.

### Copyright and Reserved Rights

The copyright of the papers will remain with the author(s). Formal errors and opinions expressed in the paper are the responsibility of the authors. Authors accept that FORS reserves the right to publish and distribute their article as an online publication.

### Publication

FORS will publish the papers as a part of the FORS Working Paper series under an assigned ISSN number. All papers will be published in pdf-format on the internet, and will be downloadable free of charge from the FORS website.

FORS may use the researcher's name and biographical information in connection with the advertising and promotion of the work. For any comments, suggestions or questions on these guidelines, please do not hesitate to contact us.

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