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Guidance for authors

1. Introduction

We are delighted that you would like to publish an article in *Pflege & Gesellschaft*. The following guidelines for submitting manuscripts are based on the requirements of the Committee on Publication Ethics (COPE).

The editorial team of *Pflege & Gesellschaft* understands the review process as a collegial consultation in which suggestions and justifications should always be formulated in such a way that you as authors can continue to work with them, should a negative judgement be reached. In this context, we also ask you to inform us if you consider a review to be inappropriate.

The following guideline contains general information on manuscript design and publication and research ethics. There is also a template for confirming the information given in the guideline, which must be signed and returned to the editorial office. This declaration is not forwarded to the reviewers. The entire review process is double-blinded.

Should the reviewers come to different appraisals, the decision on publication will be made by the managing editor.

Thank you for your support!
The editors

April 2025

2. Objectives and scope of *Pflege & Gesellschaft*

Pflege & Gesellschaft is dedicated to the further development of nursing science and its research. This includes dealing with methodological and epistemological topics. A [policy paper](#) is available online.

The guiding principle is that nursing, nursing science and nursing research are primarily social and cultural phenomena. *Pflege & Gesellschaft* is committed to the following principles:

1. Scientificity
2. Variety of methods
3. Independence
4. Interdisciplinarity

Pflege & Gesellschaft deals with topics primarily from a nursing science perspective. It is open to discourse with other scientific disciplines.

If you have any questions or are unsure whether your contribution is suitable, please feel free to contact the editorial office and/or the editorial board.

3. Notes on manuscript design and the review process

In order to minimise the work involved in editing and for you as authors, we ask you to observe the following guidelines. We reserve the right to return to the authors for formal revision any manuscripts that do not comply with these guidelines.

3.1. Type of contributions

In principle, only original manuscripts that are not intended for publication elsewhere will be accepted for publication. Authors must confirm this in writing when submitting a manuscript. Manuscripts must be written in German.

Pflege & Gesellschaft publishes scientific articles with different approaches. These include empirical, qualitative and quantitative or mixed-methods studies as well as theoretical analyses, literature analyses/literature reviews and essays.

To ensure high reporting quality, please use appropriate reporting guidelines ([Reporting guidelines | EQUATOR Network \(equator-network.org\)](#)). The reviewers will observe these, if applicable.

There is no differentiation in the maximum length of the contributions. The notes on manuscript design (3.2.) apply to all manuscripts. The respective editors decide whether the submitted original work will be published.

Authors who wish to publish a contribution in the "For Discussion" section must clearly state which issue is to be discussed and with what objective. The maximum number of characters is 20,000.

Pflege & Gesellschaft contains a section for the promotion of young scientists. For this section, work by young scientists can be submitted. There are 10,500 characters available per article.

3.2. Manuscript design

The total length of the manuscript for a main topic or a free contribution must not exceed 40,000 characters (with spaces), including references, footnotes and summary. Tables and figures are also taken into account when calculating the length of the manuscript. The manuscript must be submitted unformatted, i.e. as continuous text with single line spacing, left-aligned and without style templates or the like. Write all headings with decimal numbering (e.g. 1.; 1.1.; 1.1.1.). Use *Times New Roman* font in font size 12pt.

Please use footnotes very sparingly and insert them using the automatic footnote function at the end of the relevant page.

The manuscript begins with the title, possibly subtitles in German and English, an English abstract and a German summary. Abstract/summary should not exceed 15 lines each. Please also include 3 to 8 keywords in German and English. The structure of your manuscript should follow the structure of the corresponding guidelines, and end with a bibliography containing all references mentioned in the text.

To ensure an anonymous review process, all information about the authors should be listed on a separate cover sheet. This includes academic degrees, first and last name, address and e-mail address. If there is more than one author, please indicate the corresponding author.

To standardise gender-equitable spelling, we ask authors to use the colon. We also ask authors to refrain from using attributive and derogative expressions that reduce people to certain characteristics (affected, demented, etc.).

3.2.1. Figures and tables

Images should not be included in the text, but sent separately. Indicate in the text where these should be placed.

Diagrams must be submitted in Excel format including Excel spreadsheet. Figures should be hatched in black and white and not rasterised, i.e. *not* in different shades of colour or grey. The font in the figures and tables is *A Garamond* in 9pt. Figures can be submitted in tiff/jpeg format according to the type area size (maximum 130 mm by 202 mm).

If a graphic is created in Word format or PowerPoint, please send the original file. Tables should also be formatted according to the type area size.

If illustrations or tables from other publications are used, the copyright must be clarified and a corresponding authorisation must be provided.

3.2.2. References and bibliography

References in the text are labelled with the following information in brackets without highlighting in italics, bold, etc. (surname of the first author and year of the cited publication: page reference) (Schrems 2024). If there is more than one author, cite only the first one and add "et al." Seeling et al. 2020).

It is the authors' responsibility to ensure correct citation when preparing their manuscript.

The following citation rules are binding for the bibliography: Surname, abbreviated first name(s) of the author(s) (please list all authors), year of publication in brackets. Title/subtitle.

For books and book contributions, please include the publisher.

Single work:	Ertl-Schmuck, R./ Hänel, J. / Fichtmüller, F. (2023). Nursing didactics as a discipline. A systematic introduction. Weinheim: Beltz Juventa
Contributions to collected editions:	Schaeffer, D./Moers, M. (2014): Coping with chronic diseases - challenges for nursing care. In: Schaeffer, D./ Wingenfeld, K. (eds.): Handbuch Pflegewissenschaft. Weinheim: Beltz Juventa, 329-364
Articles in journals:	Petersen, J./ Melzer, M. (2023): Violence in outpatient care: Prevalence, antecedents and health effects. Results of an online survey In: Pflege & Gesellschaft, 28(2), 121 - 136
Internet sources:	with access date [status: year-month-day], e.g. [status 2024-03-11]

If there are several works by the same author with the same year of publication, lower case letters are introduced to distinguish between them (2023a, 2023b etc.).

3.3. Conflict(s) of interest and publication/research ethics

A declaration of conflict of interest should be submitted with the manuscript. The declaration of possible conflicts of interest serves to improve transparency for the editors and readers. A possible conflict of interest exists if authors have financial or personal relationships with persons or organisations whose interests could be positively or negatively affected by the manuscript. There is

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also a conflict of interest if there are close personal relationships with someone whose economic or moral interests are affected by the article. In detail:

- Study support, third-party funding or other financial links to companies whose products are named in the article
- Connections to health insurance companies, politics or other interested groups
- Employment or consultancy relationships
- Shareholdings, fees for contracts, reimbursement of travelling expenses.

The ethical assessment of the research project by an appropriate ethics committee must be verified if the manuscript involves research or investigation with human subjects. The application number must be stated. If there is no assessment, the reasons must be explained. We reserve the right to reject manuscripts that do not provide sufficient justification.

Please indicate which authors made which contribution to the manuscript.

Authors

- make significant contributions to the conception or design of the work; or collect, analyse or interpret data for the work; AND
- compose the work or review it critically for important intellectual content; AND
- give their final approval of the version to be published; AND
- agree to be responsible for all aspects of the work to ensure that issues relating to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Persons who participated in the preparation of the manuscript but who are not authors can be included in the acknowledgements.

3.4. Submission and review process

Send manuscripts by e-mail to the editorial address (Pflege-und-Gesellschaft@t-online.de). Manuscripts that are not oriented towards a topic-specific call will be checked by the editorial office and then passed on for reviewing.

All manuscripts are subject to a thematic review to determine whether they fit in with the aims of *Pflege & Gesellschaft*.

The review process is as a rule anonymous. All personal details of the authors and any identifiable information must be removed from the document. Citation from the reviewers' reviews is also prohibited.

During the review process, please send revised manuscripts to the editorial office in revision mode and attach a revision protocol detailing the changes made point-by-point.

The overall assessment on the submitted manuscript can be as follows: Acceptance without changes, acceptance with minor changes indicated, acceptance with major changes indicated, rejection with the possibility of resubmission, rejection.

The editors make the final decision on publication. This decision is final. You will not receive a galley proof after the manuscript has been accepted for publication.

3.5. Data provision

In principle, *Pflege & Gesellschaft* is in favour of making research data available. This encourages targeted archiving and increased subsequent utilisation. In the long term, this should lead to a cultural change towards more transparency and co-operative discourse in scientific work. Nevertheless, it is not possible to make the data available in every research project or this might only be possible at a later date. Therefore, the provision of data is not a criterion for the acceptance of a manuscript and no explanation is required if the data is not made available for subsequent use.

Infrastructures such as the GESIS data archive in Cologne already exist for the provision of quantitative data sets. This option does not yet exist for qualitative data sets, although there is also likely to be a need for subsequent utilisation.

If you provide the data, please indicate this in the manuscript, stating the source/location.

4. Publication and research ethics issues

Criterion	Yes	No	N.A.	Comment
Is there an ethical vote? <i>If yes: Is the application number named?</i> <i>If not, why not?</i>				
Have all authors and their contribution to the study and the writing of the manuscript been named?				
Has this manuscript or its contents already been published elsewhere?				
Is there a conflict of interest? Please also make a note of this at the end of the manuscript.				
Did you receive any financial support and is this described? Please also make note of this at the end of the manuscript.				
Have you taken note of and implemented the ethical guidelines of <i>Pflege & Gesellschaft</i> ?				
Will the data be made available to the public?				
If the data is made available to the public, where can it be found?				

Supplementary notes and comments for the editors:

5. Declaration

Please sign the paragraphs below. These and your signature are not part of the documents that will be sent to the reviewers.

*As corresponding author of this manuscript, I hereby confirm that I and all participating and named authors have read and understood the author's notes.
All authors agree to the publication of the manuscript.*

Place, date

Signature