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## Author guidelines BPS Working Papers [November 2022]

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Editors of the BPS Working Papers are Gert Bruche, Christoph Dörrenbächer, Marianne Egger de Campo und Claudia Lemke.

2.

The BPS Working Papers series publishes original and innovative scientific contributions in the fields of business, management, economics, sociology, law and political science.

Authors may be professors, lecturers and (in special cases) students at the Berlin Professional School (BPS)/Berlin School of Economics and Law (BSEL), as well as external authors that have a special relationship with the BPS/BSEL.

3.

Publications must comply with all formal academic standards. Each paper needs to be classified as either Research paper, Viewpoint, Technical paper, Conceptual paper, Case study, Literature review, or Teaching material. If needed, further classifications may be introduced.

Submissions should consist of a minimum of 5,000 and a maximum of 10,000 words. They must contain a German and an English abstract of 150 to 250 words as well as a biographic note on the Author/s of the same length both in German and English, too.

4.

Manuscripts should be sent to one or all editors (cf. below) in electronic form.

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5.

The editors also offer a pre-review of manuscripts, i.e. screening manuscripts not yet handed in for publication. Editors will decide on whether to encourage authors to develop a manuscript for the

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For every manuscript officially handed in, the group of editors collectively decides on a reviewer; this could be one of the editors or an external expert on the field.

The reviewer will provide a statement (300-500 words) on the manuscript and will make a suggestion about the further treatment of the manuscript (whether to publish it as it has been turned in, to publish it with minor changes lying within the responsibility of the author, to publish it on the condition that changes indicated in the review are dealt with, or to refuse publication).

Decisions of how to proceed will be made by the group of editors. These usually will be unanimous and will be fed back to authors within four weeks – including the reviewer's statement. Upon the refusal of two editors, publication of a manuscript will be denied. In order to increase the visibility of the school's research, editors may also suggest other outlets for publication.