

Basic Income Studies

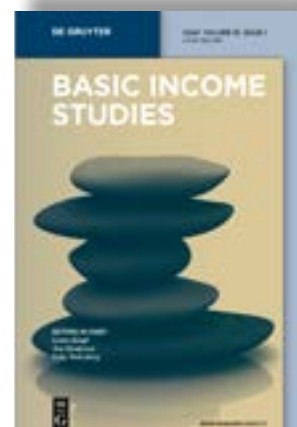


Table of Content

Scope and general policies of the journal	2
Scope	2
Article (manuscript) categories	2
Peer review, turnaround times and preprint policies	2
Peer review information	2
Turnaround time	2
Issue based publication	2
Appeals.....	2
Preprint policy.....	2
Inclusive language policy.....	3
Submission of manuscripts	3
ORCID	3
Submission declaration and verification	3
Scientific misconduct	3
Research integrity	3
Post-acceptance	4
Galley proofs	4
Offprints.....	4
Repository policy	4
Subscription-based and hybrid journals.....	4
Copyright	4
Open Access in hybrid journals.....	4
Article Processing Charges (APCs).....	5
Ethical conduct of research	5
Acknowledgments.....	5
Research funding.....	5
Data availability	5
Preparation of manuscript	6
Title page information.....	6
Language	6
General format and manuscript elements.....	6
Book Reviews	7
Fonts	7
Colored Text	7
Emphasized Text, Titles, and foreign Terms	7
Abstract.....	7
Keywords.....	7
Headings	7
References.....	7
Footnotes	7
Figures and figure captions	8
Tables and table captions	8
Abbreviations.....	8
Equations and symbols.....	8
Appendices.....	9
Supplementary material	9

Scope and general policies of the journal

Scope

- Scope *Basic Income Studies (BIS)* is the first academic journal to focus specifically on basic income and cognate policies. *BIS* publishes peer-reviewed research papers, book reviews, and short accessible commentaries that discuss a central aspect of the debate on basic income and related schemes. Contributions to *BIS* will typically discuss the empirical or normative analysis of basic income but may also include articles on related policies such as citizens' pensions, stakeholder and sabbatical grants, negative income tax or earned income tax credits, and various job guarantee policies. *BIS* has an international scope, aims to publish original articles and review essays on basic income in all countries, and strongly welcomes papers from non-Western countries.
- 2 issues per year, online only, English

Article (manuscript) categories

- Research Article
- Research Note
- Review Essay
- Editorial
- Debate
- Book Review

Peer review, turnaround times and preprint policies

Peer review information

BIS is a double-blind journal. Manuscripts are reviewed anonymously by at least two independent reviewers selected by the Editors.

The editors reserve the right to reject submitted manuscripts without peer review if the studies are not novel or important enough to merit publication in the journal. Manuscripts deemed unsuitable (insufficient originality or limited interest to the target audience) will be also rejected without review.

Turnaround time

BIS aspires to inform authors of the peer review decision within 6–8 weeks from submission date. Revised manuscripts should be returned within 6–8 weeks. Accepted articles will be published online within 2–4 weeks of acceptance.

Issue based publication

Articles are first published online as DOI citable articles and are later assigned to an issue with final page numbers.

Appeals

Manuscripts that have been rejected for publication will be reconsidered only at the discretion of the Editor(s). Authors wishing to request reconsideration of a previously rejected manuscript must do so in written form and submit a rebuttal by e-mail to the journal's editorial office. Authors should provide detailed reasons why they believe the manuscript should be reconsidered. If the rebuttal is accepted, the author will be asked to re-submit the manuscript, or the decision will be reversed.

Preprint policy

De Gruyter does not consider the following purposes of a paper as pre-publication: publication in the form of a congress abstract, publication as an academic thesis, publication as an electronic preprint on recognized servers such as arXiv, RePEc, bioRxiv, ResearchSquare, etc.

Inclusive language policy

Inclusive language recognizes diversity, conveys respect for all people, is sensitive to differences and promotes equal opportunities. Content should not make assumptions about readers' beliefs or commitments; should not contain anything that might suggest that one person is superior to another because of age, gender, race, ethnicity, culture, sexual orientation, disability or health condition; and should use inclusive language throughout. Authors should ensure that their writing is free from prejudice, stereotypes, slang, references to the dominant culture and/or cultural assumptions.

We advise the following approach: Aim for gender neutrality by using plural nouns (clinicians, clients, participants) as standard and avoiding "he" or "she", wherever possible. Instead, please use "they". We recommend avoiding the use of descriptors that refer to personal characteristics such as age, gender, race, ethnicity, culture, sexual orientation, disability or health status unless they are relevant and valid.

Submission of manuscripts

- Submit manuscripts exclusively online at: <https://mc.manuscriptcentral.com/dgbis>

We strongly recommend the authors register with institutional e-mail addresses, and refrain from using private e-mail addresses. A cover letter must be submitted for each manuscript upon first submission. It should contain a brief statement by the authors as to the element of novelty upon which they base their request for publication in *BIS*. Please address the cover letter to the Editor-in-Chief. Revised manuscripts must be accompanied by a point-by-point reply to the reviewers' criticisms. Major changes in the revised manuscript must be highlighted, preferably in tracked changes mode. A second, clean version should always be submitted for major changes.

ORCID

The ORCID (Open Researcher and Contributor ID) is a non-profit, publisher-independent system that is used to uniquely identify academics and their publications. Click [here](#) for detailed information about ORCID. Submitting authors can login with username and password. If the journal uses ScholarOne as submission tool, authors can also login with their ORCID number. Providing an ORCID number for each author is strongly recommended. ORCID numbers should be listed on the title page.

Submission declaration and verification

For information on plagiarism, please refer to [COPE – Committee of Publication Ethics](#). Submission of a manuscript to a journal implies that the work described has not been published previously, except in the form of an abstract, academic thesis, lecture, or preprint; that it is not under consideration for publication elsewhere (multiple, redundant, concurrent publication); that publication of the work is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out; and that, if accepted for publication, it will not be published elsewhere, no matter in which language, without the written consent of the Publisher. Exceptions are listed under Preprint policy.

To exclude potential overlap with prior publication(s), your manuscript may be checked by the plagiarism checker Crossref Similarity Check ([iThenticate](#)). Previously published material must be referenced appropriately in the manuscript, regardless of whether the material was previously published in a subscription based, hybrid or open access journal, or in another language.

Scientific misconduct

Only articles that have not been or will not be published elsewhere will be published in the journal, excluding articles that fall under De Gruyter's [Repository Policy](#). Multiple submissions/publications or redundant publications (i.e., republication of data already published by the same authors) will be rejected. If identified after publication, the journal reserves the right to publish a retraction note. In any case, editors will follow COPE's Code of Conduct and implement its advice.

Research integrity

The authors are responsible for all aspects of the study and will ensure that any questions regarding the accuracy and integrity of any part of the work are adequately investigated and resolved.

With submitting your manuscript to *BIS* the authors declare that they are the sole and intellectual authors of the manuscript. We do not accept papers that are generated by Artificial Intelligence (AI) or Machine Learning Tools primarily because such tools cannot take responsibility for the submitted work and therefore cannot be considered as authors. Where such tools or technologies are used as part of the design or methodology of a research study, their use should be clearly described in the Acknowledgments section. In case of doubt, the Editorial Board reserves the right to ask the authors to submit the raw experimental data.

Post-acceptance

Galley proofs

Online proofreading: The corresponding author of an article receives the galley proofs in electronic form to check them for editing and typesetting accuracy. Corresponding authors receive an e-mail notification (“Check your proof”) with a link to the online proofreading system (Proof Central) through which they can access their galley proofs. The interface is similar to MS Word: authors can edit the text by entering their corrections directly, adding comments, and answering questions from the copy editor. If preferred, authors can also annotate and upload edits to the PDF version.

Substantial changes to an article accepted for publication will only be considered with the permission of the Editor or after additional peer review. The responsibility for proofreading lies solely with the authors. **According to De Gruyter policy, once an article has been accepted, no changes to the author list and article title are allowed (except typos). The De Gruyter production team is instructed to enforce this policy during the production/proof correction process.**

Offprints

Electronic files of typeset articles in Adobe Acrobat PDF format are provided free of charge. The corresponding author will receive an e-mail notification when the article has been published online along with instructions on how to access the article.

Repository policy

Policies for sharing published journal articles differ for subscription-based and open access articles.

Subscription-based and hybrid journals

Authors may publish their articles in a public repository after an embargo period of 12 months (see De Gruyter’s [Sharing Policy](#)). Only the accepted author version of the manuscript, not the PDF version of the published article, can be published:

Immediately

- via their non-commercial personal website, blog or social media channels
- by updating a preprint in arXiv, RePEc, bioRxiv, ResearchSquare, etc. with the version of the accepted manuscript
- as a closed deposit via their research institute or institutional repository for internal institutional purposes or as part of an invitation-only research collaboration workgroup
- directly by providing copies to their students or to research collaborators for their personal use
- for private scholarly sharing as part of an invitation-only work group

After an embargo period

- as open deposits to institutional or subject repositories
- to scholarly collaboration networks (SCNs)

Copyright

Manuscripts submitted to subscription and hybrid journals are accepted on condition of transfer of copyright ([License to Publish](#)) (for U.S. government employees: to the extent transferable) to the publisher. Once the manuscript has been accepted, it may not be published elsewhere without the consent of the copyright holders.

Open Access in hybrid journals

The author declares consent to place the article under the Creative Commons license CC-BY 4.0. In this case, the exclusive rights previously granted to the publisher will be converted into non-exclusive rights. The author con-

firms that they have already acquired all necessary rights for all components of the work in the event of an open access publication. For more information, refer to paragraph 5 in the [License to Publish](#).

Article Processing Charges (APCs)

Authors publishing in **hybrid journals** do not have to pay APCs if they do not wish to publish their article open access. After acceptance and before production of an article, authors can decide whether to publish their article open access. Only if they decide to publish open access, APCs will be charged. All articles are peer-reviewed and accepted for publication based on the quality of their scientific contribution. The decision to publish open access does not affect the peer review process or the acceptance of the article. De Gruyter has [institutional agreements](#) in place that allow authors to publish open access articles at no cost at all – or with a significant discount. For more information on De Gruyter's open access policy, please read our [Open Access Policies](#).

Ethical conduct of research

Manuscripts must follow certain ethical guidelines to be considered for publication. These can generally be found in the [Publication Ethics and Malpractice Statement](#). Accordingly, **before submitting your manuscript, please make sure that you and your co-authors agree to the applicable requirements**. For example, this may involve declaring and ruling out conflicts of interest or proving compliance with legal requirements related to human and animal testing.

Furthermore, our [Code of Conduct for Publication Procedures and Ethics](#) defines the responsibility of De Gruyter as a publisher and the Editors we work with, to ensure the legitimacy and quality of our published research. Our principles are based on the guidelines of the [Committee on Publication Ethics \(COPE\)](#).

Acknowledgments

Authors may wish to acknowledge individuals, working groups, institutions, etc. who provided help and support (other than financial) during research and the preparation of the manuscript (e.g., language checking, writing assistance or proof reading of the article, etc.). Individuals acknowledged are not included on the title page, as a footnote to the title or otherwise.

We do not accept papers that are generated by Artificial Intelligence (AI) or Machine Learning Tools primarily because such tools cannot take responsibility for the submitted work and therefore cannot be considered as authors. Where such tools or technologies are used as part of the design or methodology of a research study, their use should be clearly described in the Acknowledgments section.

Research funding

Funding sources should be listed at the end of the manuscript, before the References. When the study benefitted from funding through an unrestricted grant or other resources provided to a university, college, other research institution, or an individual author, state the name of the institute or organization that provided the funding along with the grant number, if applicable.

Data availability

JBVELA requires authors to follow our [Data Sharing Policy](#), which must comply with the European GDPR (*General Data Protection Regulation*) rules. Research data should be made widely available to the research community to demonstrate the robustness and validity of the research presented in the journal, to enable and encourage replication of the results, and to allow the community with opportunities to learn.

Preparation of manuscript

Title page information

Please provide a title page as a separate file during the submission process including the following information:

- Authors names

Write at least one given and family name in full. For all other names, initial is sufficient. List authors in the order you want them to appear in the final version. Indicate the corresponding author by using an asterisk “*” after the family name. Please note that as per De Gruyter policy, no author list changes are permitted after acceptance of a manuscript.

Author footnotes (superscript letters or numbers) to explain authorship details are not all allowed in the author line and will be converted to an author note on the first page. Kindly stick to the wording as in the examples below:

- [Full name author A] and [full name author B] contributed equally to this work.
- [Full name author A] and [full name author B] contributed equally to this work and share first authorship.
- [Full name author A] and [full name author B] share senior authorship.
- [Full name author A] and [full name author B] share first authorship.

De Gruyter does not allow the use of the Author Randomization Tool of the American Economic Association.

- Title and short title

Provide a descriptive, concise and comprehensible main title as well as an abbreviated form of the main title (running head) with no more than 40 (small format) characters (including blanks). The short title will be displayed on the top of each page of the final version.

The article title and subtitle should be in title case. Use uppercase letters after colon.

- Affiliations

For the corresponding author supply the following details: e-mail address, department, institution, street, city, postal code and country; for all other authors department, institution, city, postal code and country are mandatory. Please also provide all details concerning the current institutional affiliation in case you changed affiliation during the manuscript preparation and publication process.

Supplying an ORCID is highly recommended (for more information and registration, please visit the ORCID webpage: <https://info.orcid.org/benefits-for-researchers/>)

- Please also indicate the word count, number of tables and figures, and whether your manuscript contains supplementary material.

Language

All manuscripts must be written in clear and concise English. Please use British or American English consistently. [De Gruyter does provide a *light* copyedit of manuscripts, but authors remain responsible for being their own copyeditors. If you have reasons to doubt your proficiency with respect to spelling, grammar, etc. (e.g., because English is not your native language), then you may wish to employ – at your expense – the services of a professional language editor.

General format and manuscript elements

- Manuscripts should be submitted as Word, docx, rtf, or LaTeX files and are normally limited to about 10.000 words.
- If your manuscript contains special characters, equations, etc. please make sure to also supply a PDF version as a reference file. This will be used to ensure any formatting issues introduced during the submission process can be corrected accurately.
- Use the following document structure:
 1. Introduction (titling this section is optional)
 2. Subsequent sections which include tables, references to figures and figure captions.

3. Appendices (if any).
4. Explanation of symbols mentioned in the text.
5. References - Include a proper bibliography following the guidelines in the References section below.
6. Please supply figures in separate files, not embedded in the text. Please see the “Tables, Figures, and Graphs” section below for more detailed instructions regarding figure submission.

Book Reviews

Book reviews must start with the citation of the book at the top of the first page, and are normally limited to about 1200 words.

Fonts

Only use Unicode fonts (e.g. Times New Roman, Arial)

Colored Text

Set the font color to black for the majority of the text. De Gruyter encourages authors to take advantage of the ability to use color in the production of figures, maps, images, and graphs. However, you need to appreciate that this will cause some of your readers problems when they print the document on a black and white printer. For this reason, you are advised to avoid the use of colors in situations where their translation to black and white would render the material illegible or incomprehensible.

Emphasized Text, Titles, and foreign Terms

To indicate text you wish to emphasize, use italics rather than underlining. The use of color to emphasize text is discouraged. • Foreign terms should be set in italics rather than underlined. • Titles of books, movies, etc., should be set in italics rather than underlined.

Abstract

Give a concise summary of your article in an abstract of approx. 150 words in a single paragraph. As abstracts are published separately by abstracting and indexing services, please spell out abbreviations at first use and do not include footnotes, tables, figures or equations. Avoid using references. If it is essential to use a reference in the abstract, please expand it as per journal reference style.

Keywords

Keywords are used by abstracting and indexing services as well as search engines to facilitate finding your paper. Together with the abstract of your paper, they are a key tool enabling readers to find your paper and for increasing citations.

Supply 3–6 specific keywords in alphabetical order and lower case, separated by comma.

These can be single words, but also short phrases representing the content. Make sure to select precise and concise keywords to your field or sub-field of research. Avoid abbreviations and the repetition of words already used in the article's title.

Headings

Your manuscript should be subdivided into sections (and, if necessary, subsections). These sections should be labeled with headings in a consistent format and with a clear hierarchy of section headings. Limit your subsections to a maximum of four levels. For subdivided sections ensure that they have at least two subheadings on one level. Headings do not have an end period.

Headings should be numbered and in title case. Use uppercase letters after colon, even for articles.

References

Please adhere to the reference style of *BIS* as outlined in the [Reference Style Sheet CMS author date](#). The style sheet provides examples for different types of citations in the text as well as for different bibliographic items in the reference list. Please note: All references mentioned in the reference list must be mentioned in the text, and vice versa.

Footnotes

Footnotes must appear at the bottom of the page on which they are referenced rather than at the end of the paper. Excessively long footnotes are better handled in an appendix.

Figures and figure captions

Graphs, line drawings, photographs, schemes, diagrams, etc. may be used to illustrate your findings. Publication of color figures is provided free of charge in both online and print editions. The publication quality always depends directly on the quality and size of the delivered data.

Please label the illustrations as “Figure”. Each figure should be uploaded separately as .jpg, .eps, .png or .tiff file. Images should have a minimum resolution of 300 dpi (color or black-white pixel graphics/half-tone images) in the intended size (600dpi combination of pixel graphic and line drawing, 1200dpi for line drawings). When drawing bar graphs, use patterning/color instead of grey scales (faint shading may be lost upon reproduction). Figures should not display any frames.

Figures should be numbered consecutively using Arabic numerals (from 1) throughout the text. If you include multi-part figures, please make sure to label all part figures by using uppercase letters in brackets. Please make sure that all figures are explicitly referred to in the text. Do not end the text immediately preceding the suggested positioning of a figure with a colon and avoid expressions such as “in Figure 1 below/above”, as the exact positioning of these elements cannot be determined until after the manuscript has been typeset. Note that figures will usually be placed on the top or the bottom of the page in the final layout.

Provide a concise and self-explanatory caption for each figure. In case of multi-part figures, please include a main caption as well as part figure captions.

The key to the symbols depicted in the figures should be included in the figure itself, where possible. Otherwise, include it in the caption. The caption itself should not be included in the figure.

Please make sure that letters, numbers, symbols, text, etc. included in the figure are clear, easy to read (not below 6pt, preferably in Arial or Helvetica) and uniform in style.

It is the authors' responsibility to use images that do not infringe on any copyrights, performing rights, trademark rights, personal rights or any other third-party rights or are otherwise unlawful. Copyright permissions can be obtained through the Copyright Clearance Center (<https://www.copyright.com/>).

Tables and table captions

Number tables consecutively using Arabic numerals. Tables should be provided in an editable source format (Word, LaTeX). Please avoid handing in tables as image or Excel files.

Provide a short descriptive title, column heads, and (if necessary) footnotes to make each table self-explanatory. In column heads, separate units with a comma and use parentheses or square brackets for additional measures (e.g., %, range, etc.). Use footnotes in alphabetical order (a, b, c, etc.) to give emphasis or further information. Expand abbreviations used in tables in footnotes.

In case bold type or italics are used to highlight information, please explain their meaning.

Avoid color, shading, vertical lines, and other cell borders. Note that most horizontal lines within the table body will be removed during the production process.

Indicate where to place the table approximately (e.g., [Place Table 1 near here]). Do not end the text immediately preceding the suggested positioning of a table with a colon and avoid expressions such as “in Table 1 below/above”, as the exact positioning of these elements cannot be determined until after the manuscript has been typeset. Note that tables will usually be placed on the top or the bottom of the page in the final layout.

Abbreviations

The use of abbreviations and acronyms is permitted given that they are expanded in full when used the first time with the abbreviation in parentheses (applies to abstract and main text). Please use them consistently thereafter. Avoid using non-standard abbreviations unless they appear more than three times in the text. We recommend providing a list with an overview of all abbreviations.

Equations and symbols

Equations should be well-aligned and not crowded. Use only Latin and Greek alphabets. Avoid complicated superscripts and subscripts by introducing new symbols. Avoid repetition of a complicated expression by representing it with a symbol. For MS Word submissions create equations using the Microsoft equation editor or a corresponding add-on. Do not submit math equations as images, but as editable text. Number displayed equations consecutively with Arabic numerals (if referred to in the text).

- Roman letters used in mathematical expressions as variables must be italicized. Roman letters used as part of multi-letter function names should not be italicized. Subscripts and superscripts must be a smaller font size than the main text.
- Type short mathematical expressions inline.

- Longer expressions must appear as display math, as must expressions using many different levels (e.g., such as fractions).
- Ensure that Equations are typed or created with a plug-in, such as Word Formula Editor or MathType. Mathematical expressions must not be displayed as images
- Important definitions or concepts can also be set off as display math.
- Number your equations sequentially.
- Insert a blank line before and after each equation.
- Whether equation numbers are on the right or left is the choice of the author(s). However, make sure to be consistent in this.
- When proofing your document, pay particular attention to the rendering of the mathematics, especially symbols and notation drawn from other-than-standard fonts.

Appendices

Use appendices for information that supports your findings but is not essential for the understanding of your paper (e.g., lengthy mathematical proofs, tables, graphics, etc.). Cite appendices within the main text. Tables and figures in the appendix should be numbered consecutively as follows: Figure A.1, Table A.1, Figure A.2, Table A.2, etc. The appendix is placed at the end of the main text before the reference list.

Supplementary material

Supplementary material which may offer further information on your work but does not belong to the core part of the article, will not be part of the typeset article PDF. The material will be made available as a separate download in the online version of the article. Supplementary material may contain questionnaires for discussed surveys, protocols, code samples, datasets, extensive tables, additional figures, multimedia files (audio, video, animations), etc. If the manuscript is accepted, supplementary material will be referenced in the print version, but will be published online only.

Please provide supplementary material data as separate file(s) of no more than 10 MB per file during submission. Note that the material should be publication-ready (not in track-changes mode), as it will not be typeset, but published exactly as supplied. Within the text, the supplementary material must be cited consecutively and be referred to as supplementary material data (e.g., see Supplementary Material, Fig. 1, or Figure S1, Table S1, etc.).

Please contact the Journal Coordinator for any further questions:

Name: Sabine v.Wittke-Holweg

Email: sabine.von.wittke@degruyter.com