

Delphi

DELPHI
INTERDISCIPLINARY REVIEW
OF EMERGING TECHNOLOGIES

AUTHOR GUIDELINES

I. Submission

Please have a look at our *Call for Papers* for further information on submission deadlines. Spontaneous contributions are welcome and should be sent to Executive Editors Clara Hausin (hausin@lexxion.eu) and Jakob McKernan (mckernan@lexxion.eu).

II. Quality statement, editorial review and general terms of publication

Only submissions of excellent quality will be accepted in *Delphi*. Responsibility of the factual accuracy of a paper rests entirely with the author. All publications must clearly distinguish themselves from the status quo of discussions and provide an added value to them. Generally, contributions should not have been published before, nor be pending elsewhere, however, with respect to academic articles, we accept already published papers in case the content has been adapted to the requirements of *Delphi* in both format and style.

Submission of a manuscript does not imply claim for publication. Optionally, before submitting a manuscript, the editors may be contacted regarding the suitability of a given topic for *Delphi*.

The manuscript must also be complete and final in terms of formulation and factual information so that no major corrections – only of type-setting errors or the like – will be necessary after type-setting, when an edited version will be returned to the author. Subsequent requests for corrections cannot be processed.

The submission of all materials to *Delphi* implies acceptance by the authors of Lexxion's general Terms and Conditions, Publication Ethics and Malpractice Statement and these Author Guidelines, in their integrity.

III. Peer Review

To ensure the high quality of the journal, all contributions to the *Articles* section will be subject to double blind peer review. Reviewers are chosen based on their topical specialities, work and publication history, and shall be objective, independent and free of conflicts of interest. The choice and assignment of reviewers is at the sole discretion of the Editorial Team; details thereof shall not be discussed or made public, and authors may not make any requests in this regard. The identities of both authors and reviewers shall be protected as much as possible from each other and from

any other parties, with the exception of the Editorial Team.

Authors are obliged to take part in the review process by remaining available for any changes, modifications, improvements etc as may be required by reviewers or the Editorial Team. These shall be considered as mandatory conditions for publication; authors shall strive to adopt them to the widest possible extent. Clear and objective justification shall be given by authors if any request has not been met. The Editorial Team reserves the right to return any insufficiently modified contribution to authors for further work, or to reject its publication.

Submissions to the sections *Reports*, *Opinions* and *Reviews* will be subject to a simplified review process. An external reviewer, chosen based on his/her topical specialities, work and publication history or a member of the Delphi Editorial Team checks the quality of the submission and provides feedback to the authors. This is not a blind process. As a final step, after the content is approved, every contribution to Delphi undergoes language and formatting editing.

IV. Style and format:

All contributions must comply with the minimum formatting requirements laid out hereunder. Contributions not respecting these formatting requirements will be returned to the author.

1. Style

Delphi is an interdisciplinary review read by professionals from different fields and sectors, therefore contributions must be written in an accessible and inclusive language. References and technical terms only understood by and known to professionals from particular areas of expertise need to be clarified either in the contribution itself or in the footnotes.

2. Format and length

Delphi features variable sections that aim to provide both in-depth information on current developments in emerging technologies and hands-on knowledge for the reader's daily tech practice.

Sections:

In the *Articles* section, professionals with a background in one of our key disciplines science & tech, ethics, economics, business and law share their view and analysis of important developments in emerging technologies. Contributions to this section must rely on pre-existing literature and facts. We encourage the submission of relevant contributions from authors with professional backgrounds in other disciplines as well.

The *Opinion* section encourages unsettling, provocative reflections on a focused subject of discussion. Contributions need to express the author's personal view. We accept contributions from professionals as well as curious individuals if they meet the requirements stated in the author guidelines.

The *Report* section sheds light on trends and developments in emerging technologies in various countries worldwide. Contributions can focus on particular countries or regions or use a comparative approach. We welcome submissions

from professionals with a background in one Delphi's focus disciplines.

Contributions to the *Review* section introduce the reader to new publications, films or video games and give a critical appraisal of the strengths and weaknesses of their treatment of emerging technologies. We highly encourage the authors to embed the object of the review into its larger context by referring to related key issues and debates.

Also, we appreciate reviews of important tech events worldwide. The authors are welcome to critically discuss the entire event, however, reviews of particular speeches and presentations can also be submitted.

The *Startups Digest* section aims to demystify what is happening on the ground by establishing a discourse via case studies and interviews with startups and grassroots initiatives. Each edition will take a critical look on how these movements apply emerging technologies to achieve a specific purpose – creating a discourse that makes the new approaches and their potential impact become more tangible. If you are interested in collaborating, please contact Associate Editor Anna Laesser (anna.laesser@impacthub.berlin).

	Articles	Opinions	Reports	Startups Digest	Reviews
Contribution Formats	Articles	Essays/ think pieces	Reports	Interviews, presentations, reports	Critical reviews
Words (incl. footnotes)	2500-4000	1000-2500	1500-2500	1000-2500	1000-2000
Critical Thinking	✓ analytical	✓	✓ descriptive	✓	✓
Footnotes	✓	optional	optional	optional	optional
Personal Comments	✓	✓	optional	✓	✓

3. Presentation

Title:

Every word in the title should be capitalised except for conjunctions (Headline Capitalisation). The title's length should not exceed three lines after typeset (max. 150 characters including spaces).

Subtitles are allowed and should also not exceed the three lines rule (max. 200 characters including spaces).

Authors' details:

Author(s) details should be included in a first asterisk footnote (*) inserted after the author's/authors name(s).

Example:

Article Title

Christopher Bovis*

.....

* Prof. Christopher Bovis, H.K. Bevan Chair in Law, Law School, University of Hull; Managing Editor of the European Procurement and Public Private Partnership Law Review (EPPPL). For correspondence: <bovis@xyz.com>.

To do so: In the References ribbon tab, click the Footnotes launcher (lower right corner in the Footnotes section). There, place an asterisk into the custom mark: box, then click insert, and type your footnote text. All further footnotes should be numbered sequentially in superscript in the text outside punctuation marks.

Tables and figures:

Tables and figures should be submitted on extra pages. Every table should have a title. The relevant sources of the data presented or of the tables or figures themselves should be indicated. Within the text, the position at which a table is to be included should be marked by '[TABLE ...]', the tables and figures being clearly numbered. Every table should be referred to. To ease the typesetting process, please keep formatting within tables to a minimum (e.g. avoid merged cells or the use of vertical text for headings).

Abstract:

Each article is preceded by a short abstract (without heading) in italics of five to six sentences, without footnotes (approx. 200 words)

Headings:

Every word in a heading should be capitalised except for conjunctions (Headline Capitalisation). The headings should be structured as follows:

H1: I. (starting with the introduction)

H2: 1.

H3: a.

H4: i.

IV. Quotation and referencing

All references should be included in the footnotes. **No final bibliographies are allowed.** The reference style is **OSCOLA**. All contributions should be submitted in **British English**. Full guide:

http://www.law.ox.ac.uk/published/OSCOLA_4th_edn.pdf

Quick guide:

https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012quickreferenceguide.pdf