

Notes on the formal requirements for manuscripts submitted to the Journal of Higher Education Research

1. Typeset

- Typeface: Arial 11
- Line spacing: 1.5
- Text alignment: full justification with hyphenation
- Paragraphs must always be separated by a blank line. Indentations are not permissible.

2. Headings

- Headings must be in bold lettering.
- Decimal numbering with up to three hierarchical levels must be used (1.1.1, 1.1.2 and so on). No full stop after the last digit.
- Additional subheadings must be in bold lettering without numbering and without a blank line between them and the text.

3. Formatting the text

- *Highlighted* words in the text must be *italicised*.
- Long verbatim quotes (e.g. from interviews) must be italicised as well.
- Bold print must only be used in headings (see above). Underlining and spacing out are not permissible.
- In general, authors are asked to format MS Word documents as little as possible, not to combine them with special document templates and not to use any markups (or deactivate the markups before submission and not merely hide them).

4. Figures and tables

- Figures and tables must be numbered with serial numbers. Please ensure that figures and tables do not exceed the length of one page.
- The headings belong to the continuous text and do not belong in the figures, however keys and axis inscriptions do.
- For technical reasons, we must ask you to provide the original files (MS PowerPoint, MS Excel or other software) of embedded figures and tables. The articles, incl. figures and tables, will only be printed in black and white.

5. Footnotes

- Footnotes must be placed at the end of every page without any special formatting.
- They should be used sparingly and, if possible, should not contain any long explanations or comments.
- Footnote numbers that refer to a particular word have to be placed directly after that word in the text. Those that refer to long passages must be inserted after the last punctuation mark.

6. Abbreviations

- Whenever possible, abbreviations should be avoided in the text. Excepted from this are common abbreviations such as i.e., Ph.D. etc.
- Terms that are repeated in abbreviated form in the course of the text must be written out in full, followed by the abbreviation in brackets, e.g. Education Ministers' Conference (EMC), when they are used for the first time.
- Numbers up to and including twelve must be written out in full in the text, from 13 onwards as digits. Spaces must be used to structure longer series of digits in blocks of three.
- Quantifying designations such as percent, one-third, millions, euros, etc. must be written out in full in the text but must be shown as symbols in figures and tables, or abbreviated.

7. Orthography

The current version of "Duden" is the standard for German orthography. English orthography must be British.

8. Designation of persons

Designations of persons should be gender-neutral or should encompass the male and female form.

9. Citations

In the text, the short way of writing citations should be used if possible as shown in the APA Manual. The authors' name, the publication year, and the page numbers should be listed in parentheses.

- Citing a work written by two authors: Name both authors in the signal phrase or in the parentheses each time you cite the work.
- Citing a work written by three to five authors: List all the authors in the signal phrase or in parentheses the first time you cite the source. In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.
- Citing a work written by six or more authors: Use the first author's name followed by et al. in the signal phrase or in parentheses.
- If the reference list includes publications by two or more primary authors with the same surname, include the authors' initial in all text-citations.

Examples:

(Maier, 2007, p. 24)

(Notz, 2004; Vinken, 2001)

(Kolb, Kraus, Pixner & Schüpbach, 2006, p. 200) [...] (Kolb et al., 2006)

(Müller & Reimer, 2015, pp. 91–95)

(M. Müller, 2002; O. Müller, 2005)

In the reference list at the end of the manuscript, the references must be listed alphabetically in order of author's names (last name, initials of the author's given names, year of publication in brackets). In the case of books, the place of publication and the name of the publisher must be indicated (not, however, the ISBN number). If a reference list includes publications by two or more primary authors with the same surname and initials, first names must be also spelled out after the initials, put in a square bracket. In the case of extracts from compilations as well as magazine/journal articles, the first and last page must be indicated. In the case of essays, the magazine/journal with title, year's issues, year of publication, number of issue and number of pages must be shown. Sources from the Internet must be shown as links with the date of access.

Examples:

Monographs:

Schreiterer, U. (2008). *Traumfabrik Harvard*. New York, NY: Campus.

Edited volumes:

Autorengruppe Bildungsberichterstattung (Eds.). (2016). *Bildung in Deutschland 2016*. Bielefeld, Germany: wbv.

Chapter in a reference book:

Schneider, J. (2005). Hochschule und Arbeitsmarkt. In F. Bretschneider & J. Wildt (Eds.), *Handbuch Akkreditierung von Studiengängen* (pp. 48-61). Bielefeld, Germany: wbv.

Articles in magazines/journals:

Zimmer, A., Krimmer, H. & Stallmann, F. (2006). Winners among losers: Zur Feminisierung der deutschen Universitäten. *Beiträge zur Hochschulforschung* 28(4), 30-56.

Texts from the Internet:

Wissenschaftsrat. (2017). *Begutachtungen im Wissenschaftssystem*. Retrieved 29.1.2018 from <https://www.wissenschaftsrat.de/home.html>

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