

## **Notes on the formal requirements for manuscripts submitted to the Contributions to 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), starting right from the beginning of the text with the introduction as headline number 1. 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 from secondary literature and interviews must also be italicised as well as enclosed by quotation marks.
- 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. While designing them, please note that they must not exceed the page width (max. 15 cm). This applies especially to tables with several columns side by side.
- The headings must be placed above the table or figure. They belong to the continuous text and not in the figures, however keys and axis inscriptions do.
- For all embedded figures and tables, the original files (MS PowerPoint, MS Excel or other software) should be provided, in addition to the manuscript. Please note that all 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., e.g., 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. This only applies to common abbreviated forms, not to self-composed acronyms (e.g. of project titles).
- All numbers with comparative values should be presented as digits. Spaces must be used to structure longer series of digits.
- Currencies and quantities such as one-third, millions, euros, etc. must be written out in full in the text but must be shown as symbols (€, £, \$) in brackets, figures and tables, or abbreviated (m.).

## 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' names, the publication year, and the page numbers (where applicable) 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 or more authors: Use the first author's name followed by et al. in the signal phrase or in the parentheses, right at its first occurrence. Deviance might be necessary to avoid confusion. If the reference list includes publications by two or more primary authors with the same surname, include the authors' initials in all text-citations.

- Names should always be displayed as in the original source text (e.g. Müller instead of being altered into Mueller or Weiß instead of being altered into Weiss, especially when citing German sources).

### **Examples:**

(Bruhn, 2016, p. 24)

(Bruhn, 2016; Müller, 2019)

(Kauffeld et al., 2019, p. 49) [instead of: Kauffeld, Spurk, Barthauer, & Kaucher, 2019, p. 49]

(Jütte & Rohs, 2018, pp. 91–95)

(M. Müller, 2020; O. Müller, 2019)

*In the reference list* at the end of the manuscript, the references must be listed alphabetically in order of the authors' names (last name, initials of the author's given names, year of publication in brackets). Provided that a DOI is available, it can be indicated as well.

### **Examples:**

#### **Monographs:**

Fröhlich-Gildhoff, K., & Rönna-Böse, M. (2019). Resilienz. München: Ernst Reinhardt Verlag.

Bruhn, M. (2016). Marketing. Grundlagen für Studium und Praxis (13th ed.). Wiesbaden: Springer Gabler.

Egger, R., & Hummel, S. (2020). Stolperstein oder Kompetenzstufe? Die Studieneingangsphase und ihre Bedeutung für die Wissenschaftssozialisation von Studierenden. Lernweltforschung 16. Wiesbaden: Springer VS.

#### **Edited volumes:**

Jütte, W., & Rohs, M. (ed.). (2018). Handbuch Wissenschaftliche Weiterbildung. Wiesbaden: Springer VS.

#### **Chapter in a reference book:**

Kauffeld, S., Spurk, D., Barthauer, L., & Kaucher, P. (2019). Auf dem Weg zur Professur? Laufbahnen im wissenschaftlichen Kontext. In S. Kauffeld, & D. Spurk (ed.), Handbuch Karriere und Laufbahnmanagement (pp. 291–325). Berlin: Springer. [https://doi.org/10.1007/978-3-662-48750-1\\_10](https://doi.org/10.1007/978-3-662-48750-1_10).

**Articles in magazines/journals:**

Falk, S., & Marschall, M. (2019). Studienabbruch – Was können Hochschulen tun? Forschungsstand und Interventionsmöglichkeiten. *Qualität in der Wissenschaft*, 13(1), 23–27.

**Texts from the Internet:**

American Psychological Association (2020). Building your resilience. Retrieved 15/05/2020 from <http://www.apa.org/topics/resilience>

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