

Formal guidelines for authors

for Contributions to Higher Education Research

Please use the **template** provided for manuscript preparation; the key formal requirements are also summarized below.

Color-coded points indicate aspects that, based on experience, are often overlooked and therefore require special attention.

Submission

- File format: **MS Word**
- File name: Contribution_Shorttitle of the manuscript.docx
- Submission by e-mail: beitraege@ihf.bayern.de
- Figures and tables: also submit separately as **editable source files (e.g., PowerPoint or Excel files)**

Text format

- Font: Arial 11
- Line spacing: 1,5
- Justified text with hyphenation
- Paragraphs separated only by a blank line, no indents
- Avoid Word templates, markup, or excessive formatting

Header

- Even page: Section name (Research Article | Research Note | Practical Insight | Viewpoint), left-aligned, Arial 10
- Odd pages: Short title, right-aligned, Arial 10
- Language corresponding to the article (German/English)

Title and Authors

- Title: Arial 16, for two-part titles separated by a colon
- Author names: Arial 14, first and last name, no academic titles, no conjunctions (“and”, “&”)
- Title Case (all words except for prepositions are capitalized; e.g, “The Future of the University: Global, Sustainable, and Inclusive”)

Abstract and Keywords

- Abstract: English-language contributions: English only
- Maximum 1000 characters
- Content: objective, method, main results, conclusions, implications
- Self-selected Keywords: 3–5
- English abstracts: lowercase after colon

Headings and Structure

- Headings bold
- Numbering starts from the introduction (max. Three levels, e.g., 1.1.1)
- No period after the last number
- Additional subheadings: bold, unnumbered, directly above text

Text styling

- Emphasis in italics, not in quotation marks
- Bold only for headings
- No underlining
- Quotes only when particularly citable, italics and double quotation marks
- Use abbreviations sparingly; first mention spelled out

Numbers and Symbols

- Numbers always as digits
- German: decimal comma | English: decimal point
- **Percent: Use the symbol (%), do not write out percent**
- En dash (–) for ranges and thought dashes

Figures and Tables

- Numbered consecutively
- Maximum width: 15cm
- Black-and-white or grayscale
- Minimum font size: 8pt
- Captions belong to the main text, not the graphic

Citation

- APA 7
- In-text citation: (Author, Year)
- Do not use „ibid.“, „ebd.“, „f.“ or „ff.“
- Reference list alphabetically
- Put quotations in italics

Language

- German: Duden
- English: British English

Information at the End of the Manuscript

- Author Note: Name with title, institution, address, and e-mail; for multiple authors from the same institution: combined presentation
- **Short information below: 2-3 sentences for each author (current position, research focus)**

Thank you for observing these guidelines; this significantly contributes to shortening processing times and reducing rounds of corrections!

Your BzH-Team

Dr. Maike Reimer & Theresa Görg

Contact for questions: beitraege@ihf.bayern.de