

Author advices for our magazines

Dear authors,

we are pleased that you consider a publication in our magazine. As a precondition, we assume that your article has not been in print or published before. Preprints of planned publications or collaborations with other magazines, which have a different readership, are occasionally allowed. Please contact the managing editor for further details. All offered articles have to pass an expert opinion. If a script will be accepted is decided by the editors.

For the future it would be desirable if the author could point out the difference/ the new between their work and the previous researches/ exchange of views more clearly as well as the stage of development, which should be vanquished by this article.

Scripts should be transferred into the text layout of our magazine. You can download a template on our homepage; they are also available on request at our editorial office.

Please send two printed copies of your script, which should be written in Microsoft Word, to the managing editor. If your script is accepted for publication we ask you to send us a printout and a data file. You can send the files on a CD, which can be attached to the print, or via E-Mail. The address is published on our website: www.universitaetsverlagwebler.de

Layout

To provide the best presentation of your article we ask you to take the following standpoints into consideration when writing your script:

1. Comprehensibility

The script should be written in a short, distinct and concise style. Please avoid multi-clause sentences. Please take into consideration that even third parties can follow your train of thought; write for the reader not against him. It is common to write an Introduction, which should be at least 10 to 15 lines. It should sum up your article; therefore it is not necessary to find heading for the introduction. Arouse interest in the reader. Avoid abbreviations unless they are generally understandable. If mentioned for the first time names and institutions must be written out. Afterwards you can use abbreviations, but remember to mention them once.

2. Volume

Including abstract, illustrations, tabulations and bibliography main articles should comprise 5-8 pages (Orientation: 7 pages about 25.000-35.000 characters), short articles 1 to 3 pages (3 pages about 11.000-20.000 characters). The volume might be exceeded in special cases (country reports, articles about the state of art etc.) this has to be arranged with the leading editor. As a rare exception an article can be divided and published in two magazines.

3. Accentuation

Passages might be distinguished by using *italic* or **bold** font style. Please use the accentuation sparingly otherwise the type face might look distorted. Therefore accentuations should be narrowed down to the essential statements and features of the text. To avert processing problems please do not use a grid for the text, the graphics or the tabulations.

4. Structure

A reader-friendly structure should be in your interest. The introduction (compare paragraph 1) does not have a caption. Important: To provide better reading comprehensions please number the sections of your text and find adequate sub-headings. Potential readers might be deterred by a document which is overladen with running text, which makes it difficult to read due to low line spacing and a lack of paragraphs. Headings and sub-headings should be written in block letters. If possible we ask you to illustrate your article by using graphics.

5. Illustration

We can only work with printable templates (if they are copyrighted please name the source and make sure that you obtain the copyright permission). Tabulation, graphics, pictures etc. have to be in black/white with a minimum resolution of 300 dpi. Please do not embed them into the text. Save them separate as EPS- or JPEG files. For the text file please use WordPerfect or MS Word format. Mark the passage where your illustration should be placed (e.g.: „Please insert graphic 3 here“).

5. Footnotes

Creating footnotes with a desktop publishing program is very complex (compared to a word processor). Therefore we ask you to use them with caution and only if they contain explanatory notes, which distinguish oneself from the main text. For example: notes on the state of research, controversies etc. They have to be consecutively numbered and placed at the end actual site of the script.

6. Citation

References should be given in brackets as follows: (Müller 1998, S.10); if the quoted author published several works in one year please use the following listing: 1998a, 1998b etc.

Don't write the Author's names in block letters. The entire title will be attached to the bibliography (which is located at the end of the article). Abbreviate the author's forename when you quote him/her.

Your bibliography should look as follows: Porzig, W. (1950): Das Wunder der Sprache. München und Bern. Articles taken from anthologies: Berger, P. (1950): Sprachliche Entwicklung. In: Porzig, W. (Hrsg.): Das Wunder der Sprache. München und Bern.

Magazines: Müller, I. (1992): Der Lebensweltbezug der Weiterbildung. In: Zeitschrift für Weiterbildung, 5. Jg. 1992, H. 2, S. 99.

If English literature is used, all parts have to be written down in English: Kälveborn, T. and van der Wende, M. (eds) (1998): National Policies for the Internationalisation of Higher Education in Europe. Stockholm: National Agency for Higher Education. Quotes from English magazines: Teichler, U. (1998): „Internationalisation as a Challenge for Higher Education in Europe“. In: Tertiary Education and Management, Vol. 5, No. 1, pp. 5-23.

7. Information about the Author

Required information:

Name, title, degree, occupational activity, in case of professorship name the orientation (Prof. of...), institute as well as a reference to capacity (e.g.: Chairman of ...). Furthermore we need the full address, an E-Mail address (if existent) as well as an actual portrait photograph (passport size). Please consider the file and format instruction given in paragraph 4

In case you have any questions feel free to contact us: info@universitaetsverlagwebler.de