

## 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). Articles with more than three authors need an explanatory statement and the approval of the editors (see PDF file "Autorenteams" on our website). 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 written in Microsoft Word. You can send the files via E-Mail at [info@universitaetsverlagwebler.de](mailto:info@universitaetsverlagwebler.de)

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

### 1. Abstract

All articles are in need of an **english abstract** (including ca. 500-800 characters), which describes in short terms the content of the article.

### 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. 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.

### 4. 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.

### 5. Structure

A reader-friendly structure should be in your interest. The introduction (compare paragraph 3) 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 overloaded with running text, which makes it difficult to read due to low line spacing and a lack of paragraphs. Headings and sub-headings should not be written in block letters. If possible we ask you to illustrate your article by using graphics.

### 6. 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 MS Word format. Mark the passage where your illustration should be placed (e.g. "Please insert graphic 3 here").

### 7. 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.

### 8. Citation

References should be given in brackets as follows: (Müller 1998, S. 10; Meier 1997, S. 10) respectively (Müller 1998a, 1998b).

The entire title will be attached to the bibliography which should look as follows:

- Monographs: Benner, D. (2003): Wilhelm von Humboldts Bildungstheorie. 3. erw. Auflage. Weinheim/München.
- Articles taken from anthologies: Hofer, M. (2016): Wirkungen der Evaluation zentraler Serviceeinrichtungen an der Universität Wien. In: Mitterauer, L./Harris-Huermert, S./Pohlenz, P. (Hg.): Wie wirken Evaluationen in Hochschulen? – erwünschte und unerwünschte Effekte. Bielefeld, S. 75-88.
- Magazines: Müller, I. (1992): Der Lebensweltbezug der Weiterbildung. In: Zeitschrift für Weiterbildung, 5 (2), S. 99.
- English publications: Kälveborn, T./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, 5 (1), pp. 5-23.
- Online Resources: [www.universitaetsverlagwebler.de](http://www.universitaetsverlagwebler.de) (01.01.2017)

### 9. Standardised notation

- no space character before and after "/",
- no space character between abbreviations ("z.B.", "u.a.", etc.),
- enumerations are followed by a blank line,
- for numbers etc. use a hyphen ("1-3") instead of a dash ("1–3"), and note multi-digit numbers as follows: "1.000",
- to indicate quantities use the corresponding symbols and abbreviations (€, %, m, kg),
- german publishers have not to be indicated in the bibliography.

### 9. 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. Please consider the file and format instruction given in paragraph 6.

In case you have any questions feel free to contact us: [info@universitaetsverlagwebler.de](mailto:info@universitaetsverlagwebler.de)