

BILDUNG UND ERZIEHUNG

Obligatory Stylesheet for Article Submission

Please submit your article as a Word file!

Length	15 pages acc. to Word stylesheet, max. 45,000 characters (incl. spaces) , <i>incl.</i> title, summaries, figures/tables/diagrams, footnotes, references, author(s)
Standard article structure	<ul style="list-style-type: none"> ▪ Title of contribution ▪ Author(s) ▪ Summary (first in German, then in English), max. 900 characters (incl. spaces), each with 4 keywords in next line. The keywords need not be taken from the title. ▪ Text (ordered using decimal notation, e.g., 1, 2, 3/1.1, 1.2, 1.3, etc., for headings). ▪ Reference list (see below) ▪ Author(s), max. 7 lines, incl. academic title, first and last name, present professional status, key interests (scientific and/or practice). New line: email address. <i>Example:</i> Prof. Dr. Harm Paschen, Professor of General Educational Science at the University of Bielefeld. <i>Key interests:</i> systematics of educational approaches (e.g., Waldorf pedagogy), analysis of educational approaches, development of human knowledge and educational dogmas. <i>Email:</i>
General instructions	<ul style="list-style-type: none"> ▪ Please adhere to accepted language norms (Webster's Dictionary, Oxford Dictionary ...). ▪ Do not use text and paragraph formatting: do not hyphenate, indent, use extra leading, headings in headers/footers, special stylesheets, etc.). ▪ Avoid using the following characters in the text, which are employed for coding purposes: \ , # , < , > , _ . If this cannot be avoided, please draw special attention to their necessary use. ▪ Please add any characters with diacritical signs using the character table function in Word (Insert > Symbol). <p>ⓧ Do not add a space before % and f./ff.</p>

Font	Times New Roman
Font sizes	<ul style="list-style-type: none"> ▪ Title of article: bold, 14 pt ▪ Main headings: bold, 12 pt, blank line to following text ▪ Standard text: 12 pt ▪ Table and figure legends: 11 pt ▪ Summaries, footnotes, references, author(s): 10 pt
Line spacing	Single-spaced, justified
Highlighting/ emphasis	<ul style="list-style-type: none"> ▪ Please use only <i>italics</i>, also for foreign terms. ▪ Please use double quotation marks (single quotation marks only within quotes). ▪ Please put titles of books and articles in double quotation marks.
Numbers and page references	Please use the long dash (strg + - on number pad) to express range (“from-to”) (e.g, 30–35 or 1999–2011), not short dash!
Gender neutrality	Always use gender-neutral and bias-free language (not he/she or his/her but they/their/them).
Quotes and literature references	<p>Put quotes in running text in double quotation marks and quotes longer than six lines in a separate indented paragraph, font size 10 pt.</p> <p>Note omissions within quotes as ellipsis in square brackets: [...].</p> <p>References in text</p> <ul style="list-style-type: none"> ▪ Put references in the text in parentheses, e.g., (Heinemann 2001) or (Heinemann 2001, 35). When quoting or paraphrasing another author, add the page number without “page” or “p.” Use the long dash (“en dash,” strg + - on the number pad) and not the normal dash for denoting page range. ▪ If there are two or more authors, place / between them, e.g., Matthes / Hopf 2003. ▪ If there are four or more authors, list only the first author’s name and then add “et al.” (Anweiler et al. 1993, 4). ▪ If the author or editor is not a person, list the responsible institution, e.g., (OECD 1999) or (Bundesministerium für Bildung und Forschung 2004). ▪ If several publications have the same author(s), use the year of publication and add a, b, c, etc., as appropriate (Georg 1997a; Georg 1997b). This should also be reflected in the list of references. ▪ Do not use “ibid.” but repeat the reference each time.

Footnotes	Comments in addition to references should be placed in automatically generated and continually numbered footnotes. The format is the same as with the running text (cf. section on quotes and references).
Figure, tables, and diagrams	<p>Please submit all figures, tables, and diagrams in separate files.</p> <p>The submission of figures should be arranged in advance with the editor(s) of the issue. <i>Note:</i> The size of the figure file should not be smaller than the foreseen print size. Line drawings should have a resolution of at least 1200 dpi, pictures (“halftones”) at least 300 dpi. <i>File formats:</i> preferably TIFF (.tif) or EPS (.eps). When submitting JPEGs (.jpg), the resolution should be no less than mid-level quality. When in doubt, please consult the publisher beforehand at friederike.lonz@v-r.de</p> <p>Tables and diagrams may be included in the text, too. Do not use shadows, hues, or other means of formatting in the tables. Note that tables are generally reduced in size during typesetting, so that the font size should be no less than 10 pt. File type: TIFF (.tif), EPS (.eps) or JPEGs (.jpg).</p> <p>All figures, tables, and diagrams should be numbered continuously as they occur in the text (using Arabic numbers, e.g., Tab. 1, Tab. 2, Fig. 1, Fig. 2, etc.).</p> <p>All figures, tables, and diagrams should have separate legends, e.g., Fig. 1/Tab. 1: Dimensions of basic models of learning (do not add period at the end of legends).</p> <p>The placement of the figures, tables, and diagrams should be clearly noted within the text (Fig. 1, Tab. 1, etc.).</p>
References	List all references alphabetically, each beginning on a new line. Use the following abbreviations: Editor(s) = Ed./Eds., Table = Tab., Figure = Fig. compare = cf., Footnote = Fn. Monographs Name, First name (complete name!) (Year): Title. Edition (if not the first edition). Place of publication. Examples: Anweiler, Oskar (1992): Schulpolitik und Schulsystem in der DDR. Opladen. Kade, Jochen/Nittel, Dieter/Seitter, Wolfgang (1999): Einführung in die Erwachsenenbildung. Stuttgart. Provide all first and last names for up to four authors, separated by a slash (/). When listing more than four authors, put “et al.” after the name of the first author.

Anthologies/edited volumes

Last name, first name of Editor (Ed.) (Year): Title. Edition (if not the first edition). Place of publication. If there is more than one editor, put / between names.

Examples:

Miller-Kipp, Gisela (Ed.) (2001): "Auch Du gehörst dem Führer." Die Geschichte des Bundes Deutscher Mädel (BDM) in Quellen und Dokumenten. 2., durchges. Aufl. Weinheim, München.

Böhm, Winfried / Schriewer, Jochen (Eds.) (1975): Geschichte der Pädagogik und systematische Erziehungswissenschaft. Stuttgart.

Contributions to anthologies/edited volumes

Last name, first name (Year): Title. In: Name, First name of Editor(s) (Eds.), Title of volumes. Edition (if not the first edition). Place of publication, page numbers of contribution (without p./pp.).

Example:

Knoll, Joachim H. (2001): Auf der Suche nach der Welt von morgen – Der Beitrag der internationalen Erwachsenenbildung im Spannungsfeld von Qualifikation und Lebensqualität. In: Künzel, Klaus (Ed.): Welches Lernen braucht das Leben? – Visionen für das 21. Jahrhundert. Köln, 23–48.

Journal articles

Last name, first name (Year): Title. In: Journal name, volume (issue), page numbers (without p./pp.).

Example:

Anweiler, Oskar / Mitter, Wolfgang (2002): Schulleistungen im internationalen Vergleich. Einleitung. In: Bildung und Erziehung, 55 (1), 1–4.

Webpages

Last name, first name or Institution (Year): Title (if available). Internet address (incl. <http://...>) (date of retrieval).

Example:

Cressia, L. L. (1997): Copyright and fair use: Future of fair use. <http://www.cas.usf.edu/english/walker/courses/fall97/concl.html> (27 March 2006).

Note: If the author's first name(s) are not available (as in the example above), use the abbreviations of their first name(s).

Book reviews

Max. 5400 characters (incl. spaces)

Any exceptions to this rule must first be cleared with the editor(s) of the issue, particularly with reviews of more than one volume.

Please use the following structure:

- Title of book
- Text of review
- Affiliation and name of author(s)

Title of book

Provide the first and last name(s) of the book's author(s) (year): Complete title and subtitle. If applicable the series title and volume number. Place of publication, publisher, total number of pages.

Example:

Martha Friedenthal-Haase (2002): Ideen, Personen, Institutionen. Kleine Schriften zur Erwachsenenbildung als Integrationswissenschaft. Schriftenreihe: Managementkonzepte, Vol. 25. München, Mering: Hampp. 529 pp.

Put the translation of any foreign titles in square brackets [], except for English-language titles. For books written in a foreign language (other than English), provide the place of publication as noted in the imprint in the respective language of publication (e.g., Bruxelles, Moskwa). Use diacritical characters where applicable.

Text of review

Generally use the guidelines spelled out above for the text of articles. There should be no footnotes in reviews. Any references should include the complete bibliographical information in the text (s. References above).

Name and affiliation of the author(s)

Put the first and last name of the author(s) as well as their affiliation(s) in two separate lines. **Example:**

Beate Michel
Essen

Effective: May 2024

The Editors and the Publisher thank you for your cooperation!