heiEDUCATION JOURNAL

Dear author,

we are delighted that you are interested in writing a contribution for the heiEDUCATION Journal.

In this document you will find important information and guidelines for the preparation of your manuscript. We kindly ask you to follow this manual throughout your writing process so that it may blend well with the concept of the journal.

Naturally, we are at your disposal during the entire process, from start to publication. Please do not hesitate to contact us.

Thank you very much in advance. We look forward to receiving your manuscript and to working with you.

The heiEDUCATION Journal Team

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1 Creating the Manuscript in Word

Please create your manuscript in a docx-file.

2 Length of the Contribution

An article for the *heiEDUCATION Journal* should have a length of 30 000 to 50 000 characters, including spaces and bibliographical references. A contribution in the column *experiment* is designed for a length of 10 000 to 25 000 characters.

3 Structure of the Manuscript

– The title should be in the language of the contribution (no more than 150 characters including spaces)
– Please also include a translation of the title, i.e. in either German or English
– Name (all) author(s) (with brief introduction: academic title, institutional affiliation and up to 3 thematic focuses; please do not abbreviate first names)
– Also add a corresponding address incl. an email address
– Then: Abstracts and key words (see §6 below)
– And finally, the main text

4 Headlines

Please use decimal structure with Arabic digits:

1.
1.1
1.1.1

5 Gender-neutral Spelling (in German)

In order to fulfill contemporary requirements to gender-neutral spelling and a fluid style, we kindly ask you to switch between different gender-neutral wordings (e.g., "Studierende", "Forscher/innen", "Autorinnen und Autoren").

6 Abstract and Key Words

All submitted articles must include a German and an English abstract. It should be no longer than 1500 characters each, including spaces. For electronic cataloguing, we also need 3 to 5 key words (in both German and English) pertaining to the content of the article. We can, of course, assist you with the translations if need be.

7 Images, Videos and other Media

Please insert graphs and other images (incl. captions) directly in the text. Additionally, send them to us as highly resolving TIFF or PNG files (no less than 300 dpi). Please be aware that in all cases, images and other media files must be free of third-party rights in order to be published. Authors are also held responsible for all content they did not produce themselves. All content that was not exclusively created by the author can only be used with an appropriate license or permission. In such cases, we kindly ask you to obtain the rights of use.

8 Quotations, Omissions, Transpositions

In-text citations are labelled by double inverted commas and must also include a clear reference to the exact page number(s) and source. Consecutive pages are indicated by a hyphen, e.g. p. 12-13 (and not by abbreviations f. or ff.). A citation within a citation is indicated by single inverted commas. Longer citations (*en bloque*) should be adjusted to the template "Citation"; the inverted commas are omitted in this case. If the citation ends as a complete sentence, the closing punctuation mark is put before the closing quotation mark; if not, it is positioned after it. Omissions and additions are put into squared brackets: "[…] or [is]"; transpositions are indicated with round brackets: "(…) xxx (transposed text)".

9 Foot Notes

Please insert automatic footnotes (no endnotes) with the WORD function "references → insert footnote". Use them sparingly and not for bibliographic references.

10 Spaces and Hyphenation

– A protected space is required between numbers and units, between abbreviations and between title and name [WORD shortcut: CTRL + SHIFT + SPACE]: e._g.; i._e.; Mr._Mayer; p._18; 29_%; 10_€; Do not use spaces when using slashes (as in city/country).
– Please do not hyphenate syllables manually.

11 References

In your continuous text, mark references to the source in round brackets containing the author's last name, the year of publication, and (if necessary) the page range. The format is based on APA guidelines (see below). When referencing classical authors and works, the year of publication of the first edition is mentioned (e.g., Goethe 1806/1987, p. 48). If several sources by different authors are referred to at the same location, they are separated by a semicolon (e.g. Schmidt 1993a, p. 12-13, 1993b; Schmidt, König, Peters 2000).

If you refer to works that were produced by two or more authors, the formatting depends on the number of authors: both names are mentioned if there are two authors, with three authors, all three names are only included at first mention, henceforth the first author's name is followed by "et al." If there are more than three authors, the first author's name and "et al." is required. In the bibliography, up to three names can be listed, each separated by a comma, if there are more authors, the first one is followed by "et al." Please do not use programs such as EndNote to create the bibliography. For further editing, the references cannot include any active fields.

12 Bibliography

The bibliography lists all works that have been referenced. The authors' names are arranged in alphabetical order. Please connect the last two names of authors with "and". According to the APA guidelines, the list of references is formatted as follows:
– Monographs:
Author's last name, first name(s) (year of publication). Complete title. Subtitle (if existing). Place of publication: publisher, edition details (if existing) [e.g., 3rd revised edition]

- Articles in collected editions:

Author's last name, first name(s) (year of publication). Title of contribution. Subtitle (if existing). In: Initial(s) first name(s). Last name(s) (ed(s).): title of main work. Subtitle (if existing). Place of publication: publisher, edition (if relevant), p. x-y

- Journal articles

Author's last name, fist name(s) (year of publication). Title of contribution. Subtitle (if existing). In: Title of journal, volume (issue number), p. x-y

- Internet sources

Author's last name, first name(s) (year of publication). Complete title. URL [date of access]

13 Anonymisation

In order to facilitate the anonymisation of your contribution for the peer review process, we kindly ask you not to name authors and their affiliation in the main text, but on a separate cover sheet, and to leave out any details that may allow reviewers to recognise you as the author (team). If necessary, they can be included after the final acceptance of the submission.

14 Submission of your Manuscript

Please send your manuscript as well as all corresponding graphs and images to heiedjournal@heiedu.uni-heidelberg.de.

15 From Submission to Publication

After submitting your contribution, you will receive a confirmation of receipt. The manuscript then undergoes our review procedure, which may require some time. We kindly ask you for your patience during this period. The publishers have final say on whether your manuscript is accepted. After the final approval, the manuscript will be typeset and you will receive the proofs, which allow for final small corrections and must then be approved. Subsequent content changes, additions or transpositions can only be realised at the expense of the author(s).