

HINTS FOR THE MANUSCRIPT LAYOUT

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1. Basic matter

The ZEP publishes articles of different styles (from scientific and theoretical articles to field reports) in which problems of social development are reflected pedagogically and/or philosophically. Social development comprises regional, national and international relationships in regard to the dimension of time. The pedagogical and/or philosophical reflection is in a wider sense referred to existence and knowledge, to pedagogical fields of operation and research and to ethical questions on 'good', 'proper' living in the horizon of social development and social change towards social justice.

2. Reviewing criteria

The submitted articles are reviewed according to the following criteria:

- The article should be related to the above outlined profile of the magazine.
- The focus of the article should be sufficiently current or of general interest.
- The article should also be adequately related to the interests of the readership of the ZEP (multipliers engaged in development education).
- The argumentation should be set out clearly in a manner which is accessible to the readership of the ZEP.

3. Submission of a manuscript

The article shall be directly sent to a member of the editorial staff. With the transmittal of the manuscript, the author expresses – if there is no other information given – that the article is neither published otherwise nor handed in at the same time somewhere else (primary publication!). The submitted manuscript stays in any case (also in case of rejection) in the editorial office. With the acceptance of the article the copyright passes over to the editor of the magazine. In any case the authors receive feedback. Please be patient with us. Sometimes the reviewing process takes a bit longer since all members of the editorial staff read the articles and agree on them.

4. Manuscript length and format

4.1 Construction

In general the article should not trespass **30.000 signs** (incl. blanks).

1. The **title** (English and German).
2. Explanatory notes (English) and **abstract** (German).
3. Following the abstract 2–3 **Keywords** (English and German).
4. The text.
5. References (endnotes).
6. Bibliography.
7. Information about the author.
8. Academic title first name **last name**.
9. A short **biography** – year of birth, professional career, current employment, (if necessary) social function/capacity, indication concerning publications and scientific interests/priorities
10. Complete address and e-mail address (for sending the booklet to the author).

4.2 Design

The following aspects should be considered when designing the text:

- The texts have to be compatible with **Microsoft-Word** (.doc or rtf.). Manuscripts can be sent in on data medium or as email attachment.
- **Accentuations** in the text are to be italicized.
- **Subheadings** structure a text and elevate its didactic significance. If necessary they are added subsequently by the editorial department.
- On behalf of interdisciplinary readability, **abbreviations** are to be avoided.

5. Pictures and Illustration

- Pictures, caricatures and tables for illustrating the article have to be available in good quality (rich in contrast, preferably black-white)
- Scanned or digital pictures need to have the resolution of at least 300 dpi.

- It also has to be considered that a meaningful motif and a reasonable cut-out (e.g. no cut heads) is chosen.
- Concerning the selection of others than the own pictures **the regulations of copyright-rules** have to be considered.
- In case the submitted pictures do not meet these criteria, they will not be inserted.

6. Explanatory notes and citations

Citation references are based on APA 6th edition (2010) and DGPs (2007):

- **Scientific citations** have to be marked as such. Annotations in the text should be numbers and should be outlined at the end of the document. The same is essential for footnotes. They should be formatted as endnotes.
- Bibliographic references are not accepted in footnotes respectively endnotes.
- **Bibliographic references** in the text should be noted with name, year and pages number.
 - Example: (Miller, 1982, p. 16).
- If the reference name already appears in the text, the year and pages are placed after it instead of after the citation text.
 - Example: ... Nohl (1933, p. 123) already said: "Education ...".
- An indirect quotations
 - Example: paraphrase text (Lambert & Prieur, 1994, p. 32).
- Two authors or editors are separated by an "&".
- If a work has more than two but fewer than six authors, all authors are listed, separated by commas, in the first reference. If a source is referred to more than once, the first author et al. is used instead of a list of all authors.
- For six or more authors or editors, "**et al.**" is written after the first name. All names are then listed in the bibliography.
 - Example: (Boller et al., 2010, p. 27).
- The **end of the sentence** (indicated by the punctuation mark) is always after the citation and the literature reference or source citation.
- For titles with the **same year of publication**, the suffixes a, b, c ... are placed after the year numbers. The suffix is then also given in the bibliography.
- Further references are numbered consecutively in the text [Ex.: Statement¹] and placed after the text as **endnotes**. These should be kept to a minimum. **Footnotes** are not accepted.
- If direct or indirect quotations extend over two pages, this is marked with f., over several pages with ff.

- Example: Miller, 2002, 25 f. or Miller, 2002, 25 ff.

7. Bibliography

The bibliography is based on APA 6th edition (2010) and DGPs (2007) and is arranged alphabetically based on the last name of the first author.

7.1 Overview

- Monographs:
 - An independent, self-contained individual work by an author or a team of authors jointly responsible for the text (book, also several volumes, brochure).
 - One author: Author, A. (year of publication). *title. subtitle.* place of publication: publisher.
Example: Lenzen, D. (2014). Education instead of Bologna. Berlin: Ullstein.
 - Author team: Author, A. & Author, B. (year of publication). *title. subtitle.* place of publication: publisher.
Example: Seel, N. M. & Hanke, U. (2015). Educational science. Textbook for bachelor, master and student teachers. Berlin & Heidelberg: Springer VS.
- Handbook article:
 - An independent essay (also: editorial, afterword or similar) in a collective work, conference volume, special issue or in grey literature, furthermore an encyclopedia article (if it is identified by name) as well as an independent work in a collection of the writings of an author.
 - Author, first name. (year of publication). *title. subtitle.* place of publication. In first name. editor (ed.), *title. subtitle* (edition, page number). place of publication: publisher.
Example: Miller, E. & Smith, W. (2002). The second pedagogical challenge. A short introduction. In R. Williams (ed.), *The human in society. Consequences of a paradigm* (2nd edition, p. 12–45). München: Carl Hanser.
- Magazine article:
 - An essay by an author or a team of authors in a scientific journal or a popular journal (magazine).

- Author, first name (year of publication). title. subtitle. magazine – no abbreviations!, volume (issue number), page number.
 - Example: Miller, E. (2002). The third pedagogical challenge. First results. *Magazine for extensive pedagogy*, 3 (4), 12–45.
- Citations from the Internet:
- A text or multimedia document (web page, office file, PDF document, etc.) that can be accessed via an Internet address.
 - In the text: author, year, page (just as other references)
 - In the bibliography: Author, first name (year of publication). *title of the article*; Access on date of the download: entire internet-address incl. links
 - Example: Bayerischer Rundfunk (2022). Windkraft in Bayern: Aussagen von Söder und Habeck im Check. Access on 20.01.2022 <https://www.br.de/nachrichten/bayern/windkraft-in-bayern-aussagen-von-markus-soeder-und-robert-habeck-im-check,Sv45BWo>

7.2 Final checklist for the Bibliography

- For Internet articles, the auto-formatting as hyperlink should be deleted (no underlining, keep black font color).
- Each information is closed with a dot (exception: digital sources).
- In each statement of page numbers (from–until) there is no blank:
- Page references are noted as follows: with p. and in brackets for articles in collective works: (p. 1–5). Without p. and brackets for journals: 1–5.
- The book or journal titles are italicized.

We are looking forward to receiving your articles!

The editors

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