Internationalisation of Higher Education Developments in the European Higher Education Area and Worldwide

Guidelines and Checklist for Authors

Dear author,

These guidelines and checklist are designed to assist you in preparing your article for publication in *Internationalisation of Higher Education – Developments in the European Higher Education Area and Worldwide*. Please read them carefully.

These guidelines present the overall purpose and philosophy of the journal, along with a variety of different tools we would encourage you to use. They also indicate the expected editorial style and format in order to make the journal as beneficial as possible for our readers.

The checklist will help you ensure that nothing has been forgotten when you submit your article. This will help with a speedy peer-reviewing, editing and publication process.

Thank you for your cooperation.

DUZ Academic Publishers

1. Philosophy

Practical guidance

DUZ considers that there is a widespread need for a practically-oriented and flexible tool to support practitioners and policymakers of higher education institutions in their day-to-day decision-making and activities, as well as long-term strategic planning. *Internationalisation of Higher Education – Developments in the European Higher Education Area and Worldwide* is designed to help meet this need by supporting professionals in these tasks. The journal is also intended to provide a valuable reference work for policymakers and researchers interested in various issues related to internationalisation in a European and worldwide context.

Your proposals are welcome

The journal welcomes proposals for contributions on issues relevant to governance, leadership and management, funding at national and supranational levels and the multiplicity of other issue integral to the internationalisation of the higher education area. Similarly, we welcome feedback from authors on content and issues of potential interest to them.

2. Explanation of Possible Tools

Illustrations and graphics	Your article will become more attractive by using illustrations and graphics. Please feel free to propose possible illustrations to the publication's manager. These should be ready to use.
Text boxes	Framed text boxes guide your reader through the text. Extract important sentences or paragraphs and mark them for highlighting in a box.
Tables	Complex data are best visualised in a table. We encourage you to insert tables into your article wherever necessary. Please prepare your tables in Word format, not Excel.
Margin notes	Margin notes help the reader navigate through the text. In general, they are most useful in the margins of long paragraphs. Try to use one word or a short phrase, which will capture the essential message of the paragraph.
Abstract	Please describe the central point of interest. Your abstract should be about eight lines in length, and should answer the main questions: What is this article about? What are the main points of the article? Why should the reader read this article?
Summary of main points	At the end of your article, bring together the most important points and advice, so that the reader has a summary for practical follow-up. This could take the form, for example, of "10 golden rules" in a box.

3. Editorial Issues

Please make every effort to respect your agreed deadline. This is very important for the editing process. In the unfortunate event of a delay might, it is important to inform the publication's manager Alicia Heim (a.heim@duz-medienhaus.de) as soon as you know about it.

Respect your deadline

3.1 Page Setting and Formatting

Since all page setting will be done by DUZ Academic Publishers according to a standard layout, please do not format your text. If you wish to insert text boxes, checklists, etc., please write these in your regular font and indicate what should be done with like, e. g. "The following paragraph should be formatted as a text box, checklist, etc.".

Do not format your text

The main points of your article should also appear as notes in the margins of the publication. Please include them as followed: **[margin note: top-down processes at work]**. Please try to find a short phrase which gives the essential message of the paragraph in question and which can be included in the margin.

Margin notes

Please make sure that you deliver your article for editing in a clean form. Please set the spell check for your article to 'English (UK)' and turn off any extra features such as track changes. However, this applies only to your first draft. If a second draft is requested, it is of utmost importance for the editing process that you work on the file with consolidated comments to your first draft sent to you by the associate editor of your article and keep the 'track changes' function on, so that the editor can see the changes that you have accepted or made in response to linguistic and other comments and suggestions.

Deliver your first draft in a clean form, but submit your second draft with visible changes

Please save your illustrations and other graphics in .jpg format and submit them separately and in black and white. Please do not use Word graphics!

Graphics in black and white

Please prepare your tables in Word format and not in Excel.

Tables

Please use only one level in the structure of your article. Subheadings are possible.

Only one level in the structure of your article

Please add line numbers to your manuscript. They facilitate the editing process.

Line numbers

3.2 Citations

The APA style of referencing is used in the publication. According to this system, partial references, or in-text citations—for example (Smith & Gold, 2010, p. 25) or "…as Smith and Gold (2010, pp. 25–

APA style citations

30) point out…"—are enclosed within parentheses and embedded in the text, either within or after a sentence.

More specifically:[1]

- When citing a direct quotation: surname of the author (if there is one co-author: & surname of co-author), publication year, p./pp. (page number/range of page numbers).

- For in-text citation but not a direct quotation: surname of the author (& surname of co-author—if applicable), publication year, chapter/page number/range of page numbers when applicable).

- For three to five authors: The first time the text is cited, the surnames of all authors, divided by commas, and an ampersand (&) before the last surname. For all subsequent text citations: author et al., publication year, etc.

- For six or more authors: author et al., etc.

- For several publications by the same author(s) in the same year: author(s) publication year a, author(s) publication year b, etc.

For multiple in-text citations: Within parentheses, alphabetise the studies as they would appear in the reference list and separate them by semicolons. In running text, you can address studies in whatever order you wish.

Example

"forcing workers to forgo higher than alternative salaries when they lose their jobs provides an incentive against shirking and malfeasance" (Lazear, 1995, p. 41).

When using the APA citation method, the references included in the text are in this concise format. Full references should be given in the reference list at the end of the article, entitled 'References'.

3.3 References

All cited works should be included in a reference list entitled 'References' at the end of the article, following the APA style of referencing.

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[1] Please note: in the instructions that follow, the term *surname* signifies family name and *first name* signifies given name.

a) Books

Single author

Surname, First name initial. middle name initial. (year): *Title: Subtitle* (Edition). Place: Publisher.

Example: Sting, L. (2008): *War at home: Parents and teenagers* (8th ed.). Palm Springs, CA: Hover Press.

Multiple authors

Separate each author's name with a comma. Use an ampersand before the last author's name. When there are more than seven authors, list the first six, followed by an ellipsis (...), and then the last author. Otherwise, list every author by name.

Examples:

Ehrenberg, R. G. & Smith, R. S. (2011): *Modern labor economics: Theory and public policy* (11th ed.). New York: Pearson.

Fernstein, D., Homer, L., Clarke-Stevens, A., & Right, E. (2008): *Sociology* (7th ed.). Boston, MA: Bridge.

Compilations

– If reference is made to the whole of an edited book, then the editor(s) name(s) appear in the place of the author, in the style described above.

– Book chapter or work in a compilation (not previously published elsewhere).

Author(s) (year): Title. In (First name initial. Surname of first editor & same—if there is a co-editor) (Ed(s).), *Title: Subtitle* (edition) (pp. xx–yy). Place: Publisher.

Example: Loutfi, M. F. (1992): An overview of self-employment in Europe; nature, trends and policy issues. In P. Leighton & A. Felstead (Eds.), *The new entrepreneurs*; *Self-employment and small business in Europe* (pp. 41–68). London: Kogan.

b) Journal articles

Author(s) (publication year): Title of article. *Name of journal*, issue (and volume, if applicable) numbers (year), page number(s).

Example: Smith, L. S. (2011): The role of the boards in Higher Education Institutions. *Higher Education Policy,* 10 (3), 15–28.

c) Articles from daily, weekly, etc. newspapers

Please include the page number range for continuous pages (e.g., B12–B13); for articles appearing on non-continuous pages, list all pages, separated by a comma (e.g., B12, B14).

Example: Roger, F. (1975, February 18): The new labor. *The San Diego Daily*, pp. B1, B4.

Sometimes the author of newspaper articles is not named. In such cases, please use N. N. (nomen nominandum) instead. The title of the article should appear where the author's name would appear.

d) Encyclopaedias, Journals, dictionaries, etc.

Author(s) (publication year): Name of article. In name of Editor (Ed.), *name of encyclopaedia* edition page(s). Place of publication: Publisher.

e) Unpublished manuscripts

The above rules apply.

f) Internet documents

Since internet documents are likely to change more rapidly than printed documents, at the start of the references it is recommended to give the date at which the electronic references were all valid. **Example: "All electronic sources were correct on: 20.10.2017."**

When you access an article online, include the digital object identifier (DOI) when available. If no DOI is available, include the homepage URL of the journal.

Author(s) (year of publication): *Title of document* (or failing that, name of home page). Exact URL.

Example: Wendland, B. (2003). *Dokumenten- und Publikationsserver der Humboldt-Universität zu Berlin*. edoc.hu-berlin.de – Leitlinien – http://edoc.hu-berlin.de/e_info/leitlinien.php.

For a passing reference to a website in text, the URL is sufficient; no reference list entry is needed. However, when citing a particular document or piece of information from a website, include both an in-text citation and a reference list entry. The in-text citation includes the author and date (author, date), as with all other APA Style citations. When there is no author for a web page, the title moves to the first position of the reference entry.

Please note that in case a date for the document is not available, you need to use (n.d.), "no date".

3.4   Language and Spelling, Gender, Length

Please use UK spelling, as English UK is the variety used in the journal. Please set your spell check to 'English (UK)'. Please avoid contractions, e.g. write 'do not' instead of 'don't'. Please avoid direct speech to the reader in the form of recommendations, etc.

Language and Spelling

Please make every effort possible to use gender-neutral language in your writing, including for instance pronouns that do not indicate one's gender (so "they" instead of "he" or "she", where appropriate, e.g. when general statements are made: "…students…., so they…" instead of "…a student…, so he or she…").

Gender

In general, your article, including graphics and possible appendices should not exceed 3,000 to 5,000 words. Articles exceeding this length should be discussed with the publication's manager Alicia Heim (a.heim@duz-medienhaus.de).

3,000 to 5,000 words

3.5   Cover Page and Abstract

Please include a cover page with your article. This should contain the following:

- Title and subtitle (if used);
- Table of Contents;
- Abstract (max. 8 lines).

3.6   Name, Photo and Short Bio

- Please make sure to not have your name or any information that could reveal your identity in the first version of your article. Our review process is double-blind and reviewers should not know who you are and vice versa.

- When submitting the second version, please include your name, a short bio and a photo.

- Brief information on each author for inclusion in the list of authors contributing to the article. This information should include each author's title, current position and institutional affiliation. This information should not exceed 4–5 lines.

- If you wish, please also include an email address at which you may be contacted.

- Please send a passport-style photograph of yourself in electronic .jpg format. This will be included on the cover page of your article. Please make sure that the photo has a file size of **at least 500 kB**.

4. Checklist

Please ensure that your article matches the following points:

Includes margin notes ☐

Headings: only one level (subheadings possible) ☐

Abstract ☐

Cover page with brief information about the author and a photo (min. 500 kB) ☐

Not more than 3,000–5,000 words ☐

5. Submitting Your Article

Please submit your article and any other relevant information via Manuscript Manager: www.manuscriptmanager.net/inthe.

In case of questions or queries, please contact the publication's manager by email at the address listed below.

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