Internationalisation of Higher Education – Policy and Practice

Guidelines and Checklist for Authors

Contents

1.   Philosophy

Designed for internationalisation professionals, policy makers and higher education leaders, Internationalisation of Higher Education – Policy and Practice examines internationalisation policies, processes and activities, addressing key issues in the internationalisation of higher education, and placing them in the context of global developments.

The journal focuses on how international, regional, national and institutional policy changes, trends and initiatives impact practice. It provides broad coverage of issues, such as:

- governance, leadership and management of internationalisation;

- funding for internationalisation;

- internationalisation strategies and activities;

- equity in and access to internationalisation;

- student and staff mobility;

- international cooperation;

- capacity building through internationalisation;

- innovation in internationalisation;

- teaching and learning with an international/intercultural dimension;

- international research cooperation;

- internationalisation and societal engagement;

- quality assurance of internationalisation.

Please note that we are currently transitioning to a peer-reviewed journal. This means that some of the articles are peer-reviewed, while others are reviewed by our editorial board. The transition to full peer review will be completed by the end of 2020.

2. Editorial Issues

2.1 Deadline

Please respect your agreed deadline. In the unfortunate event of a delay, it is important to contact the publication's manager Alicia Heim as soon as you know about it.

2.2 Page Setting and Formatting

- Do not format your text; DUZ Academic Publishers does the page setting according to the journal's standard layout.

- Insert margin notes in square brackets and do not capitalise them except for the first word.

- Deliver your first draft in a clean form but submit your second draft with track changes.

- Save your illustrations and graphics in .jpg format and in black and white.

- Prepare your tables in Word not in Excel.

- Use only one level in the structure of your articles.

- Add line numbers to your manuscript to facilitate the review process.

2.3 Citations

- We use APA Style for citations and references.

- Short Versus Block Quotations:

  - Short Quotations: "Smith and Goldberg argue that 'internationalisation at home has many advantages' (2019, pp. 25–28)."

  - Block Quotations: Format quotations of 40 words or more as block quotations without quotation marks.

- Parenthetical Versus Narrative Citations:

  - Parenthetical Citations: "Internationalisation at home has many advantages (Smith, & Goldberg, 2019, p. 25–28)."

  - Narrative Citations: "As Smith and Goldberg (2019, pp. 25–28) point out internationalisation at home has may advantages."

- For more info see: https://apastyle.apa.org/style-grammar-guidelines/citations.

2.4 References

- **Books:** Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000168-000

- **Journal articles:** Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. https://doi.org/10.1037/ppm0000185

- **Internet documents:** Lorber, B., & Prem, S. (2020, May 19). Post-Covid, internationalisation must be more flexible: Balancing the potential of remote learning with the benefits of student mobility for skills will be curial, says Barbara Lorber and Sabine Prem. *Times Higher*

Education. www.timeshighereducation.com/opinion/post-covid-internationalisation-must-be-more-flexible

- Insert date: "All electronic sources were correct on 26 May 2020."

- For more info see: https://apastyle.apa.org/style-grammar-guidelines/references.

2.5   Language and Spelling, Gender, Length

- Use English UK spelling

- Avoid contractions

- Use inclusive and gender-neutral language ("they" instead of "he or she")

- Required article length: 3,000 to 5,000 words (including graphics and possible appendices)

2.6   Cover Page and Photo

- Include a cover page with title (and subtitle), name of the author(s), and a short biography (max. 4–5 lines).

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

- Make sure that this cover page is invisible to the reviewers when you upload it on Manuscript Manager.

- Send a passport-style photograph in .jpg format (min. 500 kB) via email

2.7   Possible Tools

In order to facilitate an easily readable text, the articles should make use of a set of textual and visual tools:

- abstract (max. 7–8 lines);

- illustration and graphics (sent separately as .jpg files with high resolution);

- text boxes;

- tables;

- margin notes;

- summary of main points (i.e. as a summary for practical follow-up).

3.   Checklist

Cover page with table of contents, author's name, & short biography	❑
Abstract (only 7–8 lines)	❑
Margin notes (in square brackets)	❑
Not more than 3,000 to 5,000 words	❑
Photo (min. 500 kB)	❑

4.   Submitting Your Article

Please submit your manuscript and any other relevant information via Manuscript Manager.

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

Alicia Heim
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Kaiser-Friedrich-Straße 90
10585 Berlin
Germany

Phone: +49 30 212987–14
Fax: +49 30 212987–20
Email: a.heim@duz-medienhaus.de

5.   Peer Review Process

- Your manuscript will pass a double-blind peer review process.

- Make sure the peer reviewer cannot see any personal information.

- Positive response from the peer reviewer: You will get your manuscript back for revision and have to resubmit it to Manuscript Manager four to six weeks later (the above rule applies).

- When you resubmit your manuscript, please include a reply to the reviewers; this can be an informal document simply containing your answers.

- Communication will take place through Manuscript Manager; you will be contacted by a member of the editorial board, also be responsible for the final approval.