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 *Internationalisation of Higher Education*. Please look at them carefully.

These guidelines will give you an idea of the overall purpose and philosophy of the journal, along with a variety of different tools we would encourage you to use, in order to make the journal as beneficial as possible for our readers.

Guidelines are also included regarding the editorial style and format which all articles should follow.

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

Thank you for your cooperation.

DUZ Academic Publishers

1. Guidelines for Authors

1.1 Background 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* 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 the variety of issues of internationalisation in a European and world-wide 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 higher education area. Similarly, we welcome feedback from authors on content and issues of potential interest to them.

1.2 Planning Your Article

Concentrate on the main topic

Given the overall structure of the journal, it is important that each article concentrates on one particular theme or topic that fits into the overall scope. While there are often overlapping areas between different topics, each author is requested to remain within the theme agreed with DUZ Academic Publishers. Still, we welcome cross referencing between relevant articles of the journal!

Enrich your article with practical elements

These could include: checklists, graphics, tables, charts, or any other kind of relevant illustrations. Please see Section 2.1 below for more information regarding such tools.

Illustrate your article with case studies

Use case studies and comparative studies to illustrate the topic you are developing, in order to assist readers with applying the lessons learned in their own institutions. Do not be afraid to include some elements of practical advice which you consider readers might find useful.

Keep it short

Short, clear sentences are easier to read and digest than long, complicated phrases.

Provide support

Remind your readers that other people are facing the same challenges in a variety of higher education institutions and national contexts – and that we can share experiences.

Highlight the challenges

Discuss the challenges related to your topic in an open way and from a variety of perspectives. Discuss likewise the various approaches used to meet these challenges and the ones that seem to work best.

We encourage you to consider incorporating a variety of practically-oriented tools, such as tables, case studies, etc. in your article. These tools obviously need to be used carefully in the specific context of your article, since not all tools will suit each article. Please do not feel obliged to use them if you feel they might not bring added value to your contribution.

Mix and match

Remember: Writing in a practically oriented way can be a challenge, especially when dealing with new concepts and processes. Therefore, please identify your main target audience and construct your article around the needs of this audience concerning the precise topic you have been asked to cover. This will help ensure that the publication is of maximum use to its readers.

Practically oriented writing is a challenge

2. Editorial Issues

Please make every effort to respect your agreed deadline. This is very important for the editing process. In the unfortunate event, however, that a delay might occur, it is important to inform the publication's coordinator as soon as you know about it.

Respect your deadline

2.1 Page Setting and Formatting

Since all page setting will be done by DUZ Academic Publishers according to a standard layout, please do not spend time formatting your text. Just type it normally in a Word document. If you wish to insert text boxes, checklists, etc. in your text, please write these in a normal font and precede them with a phrase such as "The following paragraph should be formatted as a text box, checklist, etc.". This will help us later when it is time for the layout.

Do not format your text

The main points of your article should also appear as notes in the margins of the publication (see the examples used in these guidelines for authors). Please choose these notes and include them as normal text just above the relevant part of the text, in bold type and within brackets, and with a note stating that they are margin notes, in order to assist with the later formatting, e.g. [margin note: top-down processes at work].

Margin notes

The provision of margin notes helps the reader rapidly understand the text. They are especially useful where paragraphs are long. Margin notes also help the author keep focused and check for redundancy and repetition. 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.

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

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 after the editing of your article has taken place – which is usually the case – 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 coordinator and keep the 'track changes' function on, so that the editors can see the changes that you have accepted or made in response to their linguistic and other comments and suggestions. In other words, please do not send a 'clean' second draft.

Graphics in black and white

Please save your illustrations and other graphics in .jpg format. Please do not use Word graphics! Please submit your graphics in black and white since we do not print in colour.

Tables

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

Only one level in the structure of your article

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

The numbering and formatting will be done automatically later during the page setting – please simply use standard Word formats when you are writing your article.

2.2   Citations

APA style citations

The APA style of referencing is used in the publication as it is considered the most effective from the reader's perspective. According to this system, partial references, or in-text citations – for example (Smith & Gold, 2010, p. 25) or "…as Smith and Gold (2010, pp. 25–30) point out…"– are enclosed within parentheses and embedded in the text, either within or after a sentence, as opposed to the 'footnote' style.

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)

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

· For three to five authors: The first time the text is cited, the sur-names 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, alphabetize 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.

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

Example

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'.

2.3   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.

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-employmen*t 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 print-ed 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".

You can find more detailed information at the APA's web site: www.apastyle.org

2.4 Language and Spelling, Gender, Length

Please use UK spelling, as English UK is the variety used in the jour-nal. Please set your spell check to 'English (UK)'. Please avoid con-tractions, 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-neutral language can be used in all cases in which the gender of a person is unknown or unimportant.

Gender

In general, your article, including graphics and possible appendices

ca. 3,000 to 5,000 words

should not exceed 3,000 to 5,000 words. Articles exceeding this length should be discussed with the publication's coordinator.

2.5   Cover Page and Abstract

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

· Title

· Subtitle (if used)

· Author. In the case of several authors, please separate the names by using "/"

· 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.

· Abstract (about 8 lines). Please describe here the central point of interest, as well as possible secondary points of interest, of your article for the reader. The abstract serves as a short information for readers in a hurry.

· Your photo. Please send a passport-style photograph of yourself, preferably 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.

3.   Submitting Your Article: Contact Addresses

Please submit your article and any other relevant information to the publication's manager by e-mail at the address listed below.

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4. 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 coordinator. 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. This will help those readers who are in a hurry!
Abstract	Please describe here the central point of interest (and possible secondary points of interest also) of your article for the reader. This serves as an "appetizer" for readers, or alternatively as brief information for those in a hurry. 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 action points	What will the reader take away after reading the article? At the end of your article, bring together the most important action 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.

5. Checklist

Please ensure that your article matches the following points:

Includes margin notes ..

Does not exceed more than 3,000–5,000 words ..

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 characters ..