

Internationalisation of Higher Education Policy and Practice

Guidelines and Checklist for Authors

Aims & Scope

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.

Authors may use a variety of approaches in their articles such as case studies, surveys, analysis of trends, reports on the impact of practices and policies, etc. Whatever the approach used, the article must have a clearly defined methodology, analyse data properly according to common scientific standards, and draw justified conclusions. Articles should not be merely descriptive or anecdotal, and authors should generally avoid the use of the first person.

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.

Internationalisation of Higher Education – Policy and Practice is published four times a year, includes 5–7 articles per edition and is available both in print and online.

Formal Requirements

- Article length: **3,000 to 5,000 words**; abstract: **100 words**.
- Use only one level of headings.
- Add **margin notes** and **line numbers** to your manuscript: The main points of your article should also appear as notes in the margins of the publication (see sample articles). 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].
- Submit your documents as **.doc** or **.docx** files.
- Submit your article in two separate documents: **manuscript document** and **cover page**.
- Manuscript document with title, the abstract, and the article.
- Cover page with title, abstract, five keywords, authors' names and addresses, email addresses, and short biography.
- Send portrait pictures of all authors and figures you want to include in your article **separately as JPG files** with a resolution of at least **300 dpi**.
- Include tables in the same text document as your manuscript.

Language

- Please submit your article in English.
- Avoid contractions.
- Use inclusive and gender-neutral language.
- A formal proofreading will be provided by the Product Manager.

Possible Tools

- You may use text boxes, figures and/or illustrations, tables, and/or summary of main points to underline the practical, hands-on approach of your manuscript.

Citations & References

- Please provide a coherent and functional reference system.
- Please format your citations and references according to APA Style 7th edition (<https://apastyle.apa.org/>).
- Insert the date you last accessed the online references: "All electronic sources were correct on 14 October 2020."

Submission

- Please submit your manuscript and any other relevant document/file via Manuscript Manager (www.manuscriptmanager.net/inthe).
- Make sure that the article document is properly anonymised and that any personal information is invisible to reviewers.
- Information about the peer review and production process as well as the deadlines for the upcoming issues can be found on the Journal's website (<https://www.handbook-internationalisation.com/en/handbuch/>).
- Please note that when you submit a manuscript to *Internationalisation of Higher Education – Policy and Practice*, along with the requested author information, DUZ Academic Publishers will save the information to be able to contact you during the review and production processes and in the future. By submitting a manuscript, you thus consent that the submitted information will be stored by DUZ Academic Publishers. It will never be sold or shared with third parties.

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

Alicia Heim
 DUZ Verlags- und Medienhaus GmbH
 Kaiser-Friedrich-Straße 90
 10585 Berlin
 Germany

Phone: +49 30 212987–14

Fax: +49 30 212987–20

Email: a.heim@duz-medienhaus.de

Checklist

Two documents: manuscript and cover page	<input type="checkbox"/>
Article fits the scope of the Journal	<input type="checkbox"/>
Article not longer than 3,000 to 5,000 words	<input type="checkbox"/>
Article properly anonymised	<input type="checkbox"/>
Abstract included (100 words)	<input type="checkbox"/>
Five keywords added	<input type="checkbox"/>
Margin notes added (in square brackets)	<input type="checkbox"/>
Author photos (and figures) as separate JPG files (resolution: 300 dpi)	<input type="checkbox"/>