

Journal for Research on Adult Education (ZfW)

Guidelines for authors

Dear authors,

Below, you will find information on the submission of your manuscript. We kindly ask you to follow this information.

Right of first publication: The Journal accepts manuscripts only for original and exclusive publication and expects that with the submission of the manuscript all co-authors and institutions implicitly or explicitly consent to the publication.

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Citation rules: The journal uses the citation style developed by the *American Psychological Association (APA)*. Please follow the relevant academic publishing regulations for citation counts and the list of references (see # 4 for more information).

Translation: If you are interested in having your article translated, please contact the editorial office.

1. Manuscript

Please submit the full manuscript in a Word file. A consistent spelling of names, terms and abbreviations in text, tables and illustration legends is required. The manuscript includes both text and front page with German and English title, all authors as well as complete contact information (academic title, first name, second name, institution and department, postal address, telephone and fax number, as well as email address).

Please summarise your article as an English and German abstract of max 800 characters at the beginning of the text. Do not use abbreviations and literature references for the abstract. The abstract is mandatory for the admission and evaluation in the literature databases. Our editorial team will be happy to support you with a translation of your abstract.

Key words: Please provide four to six key words in German and English.

Tables and illustrations (in the highest resolution available) should be saved in one or several separate documents. Please mark all position of tables and illustrations in the text.

Volume: The article should be 10 to 15 printed pages including the list of references, which equals a maximum of 50.000 characters in word (including spaces).

2. Structure

Introduction and presentation of research issue: The problem should be presented explicitly at the beginning of the manuscript and be understandable to non-experts of the field. The research issue must be relevant, sound and based on a theoretical background.

Theoretical background, state of research and development of problem or hypothesis: The research issue should be connected to previous research by a literature overview. This literature overview is not a complete list but merely relevant and informative. Please refer to review papers on the subject if possible. A critical but fair view on previous research is encouraged. Both research issue and hypothesis or leading assumptions should be explicitly and understandable.

Approach: The study approach should be transparent. Please provide a brief overview of all essential study details (e.g. number of participants, questionnaire, interview, process).

Results: Please draw conclusions from the findings.

Discussion: The discussion should stress the study's contribution to answering the problem understandably. It is aimed at answering the hypotheses or problem, classifying its position in the current findings and debating in front of this background.

3. Text format

Please type the manuscript in Word. Save the article in a *.docx (Word 2007 or higher) or in a *.doc format (older Word version).

Font: Please use the same basic font for the entire text: Arial, font size 12 (font size 10 for footnotes), line spacing: 1.15 (1.0 for abstract).

Pagination: Please number the pages consecutively on the bottom right using the function "insert page numbers".

Headlines: Please do not use more than three digits. Please use concise headings:

Example: 1. Professions
 1.1. Relevance for Adult Education

Highlighting: Please write highlighted words and clauses in italic print. Personal names are not italicised.

Please include blank lines before and after quotes of more than three lines.

Field function: Please do not use any field functions.

Tables: Please create tables with the Word table tool and do not use an Excel function. Do not use the space key to tabulate texts. Number all tables consecutively. Please note all tables consecutively in the text and provide each table with a sub-headline. Table footnotes are marked with superscripted lowercase letters and added directly below the table. Significances may be marked by superscripted asterisks.

Illustration must be enclosed in separate files (possible formats: jpg, eps, tif). Please mark designated position in the text.

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- Please use Arial for all inscriptions.

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- If illustrations are (partly) copied from other authors, the source must be noted. The source note must be stated, in form of a literature reference, in brackets at the end of the legend.

4. General information

Abbreviations: Please explain abbreviations when first mentioned, e.g.: "The German Institute for Adult Education (DIE) has..." - "... the DIE has ..." for further references.

Please mark **percent values** with the percentage sign %.

Please use **double quotation marks**. "...". Single quotation marks are only used in quotes.

The following abbreviations are used for cross-references: s. (see), p. (page), Ill. (illustration), Eq. (equation), Tab (table).

Remarks/footnotes may contain additional information, which might otherwise interrupt the regular text flow. However, they should generally be avoided and only be used for content additions and not for literature references. Bibliographic references are to be included in the reference list. Footnotes may not contain illustrations or tables. Footnotes must be numbered consecutively in the text. Footnotes for tables are marked with superscripted lowercase letter (or asterisks for significance values). Footnotes on headlines or authors do not contain reference symbols. Please always use footnotes – not endnotes. Always add footnotes automatically with the text program.

5. Literature references

Quotes in the text: Indicate literal and indirect quotes in text passages using the author's name, year of publication and page number as such:

- If the author was already mentioned in the text: ... according to Bourdieu (1990)...
- Otherwise: ... (Bourdieu, 1990, p.12) ... (Weber 1956; Durkheim 1988a)
- For two authors: ... (Münch and Smelser 1992)
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ATTENTION: All names are listed in the literature reference.

- Paraphrases are introduced by "see" (see Weber 1956, p. 11).
- Two publications by the same author in one year (see Giddens 1984a, 1984b).
- Subject chronology (see Scheuerl 1959; Filtner 1997; de Haan 1991).

Literature reference: Please only include sources in the literature reference, which are quoted in the text and previously published or accepted for publication. Sources that are unavailable to the public as well as personal messages should merely be mentioned in the text.

- Last names are written out in full, first names initialised.
- Please sort the literature reference according to last names in alphabetical order.
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- Please name all authors of a publication. Add "&" for two authors. Separate more than two authors by ", " and add "&" before the last author.
- Titles of independent sources (monograph, journals, etc.) are italicised.
- The publisher is added for all books.
- **Monographs:**
Giddens, A. (1984b). *Interpretative Soziologie. Eine kritische Einführung*. Frankfurt a.M.: Campus.

Keane, J. (Ed.) (1988). *Civil society and the state*. London: Verso.

Watzlawik, P., Beavin, J. H., & Jackson, D. D. (1985). *Menschliche Kommunikation* (7. ed.). Bern: Huber.
- **Contribution to collected volumes:**
O’Neil, J. M., & Egan, J. (1992). Men’s and women’s gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (p. 107–123). New York: Springer.
- **Article in collected volume with edition annotation:**
Winkler, M. (2006). Erziehung. In H.-H. Krüger & W. Helsper (Eds.), *Einführung in Grundbegriffe und Grundfragen der Erziehungswissenschaft* (7. ed., p. 53–69. Opladen: Barbara Budrich.
- **Article in journal with serial pages:**
Müller, K. (1996). Kontingenz der Transformation. *Berliner Journal für Soziologie*, 6, 449–466.
- **Article in journal with serial pages per volume:**
Tremel, A. K. (2006). Kann durch Erziehung die Gesellschaft verändert werden? *Zeitschrift für internationale Bildungsforschung und Entwicklungspädagogik ZEP*, 29(1/2), 2–10.
- **Contribution from newspaper articles:**
Hengst, H. (1984). Kindheit als Fiktion oder das Verschwinden der Flügelkleider. *Die Zeit*, no. 41 on 1984, October 5, p. 38.
- **Abbreviated institution in the text:**
KMK – Konferenz der Kultusminister der Länder in der Bundesrepublik Deutschland. (2010). *Konzeption der Kultusministerkonferenz zur Nutzung der Bildungsstandards für die Unterrichtsentwicklung*. Köln: Carl Link.

- **Online first article:**
Lamott, F., Mörtl, K., & Buchholz, M. B. (2009). Biografiekonstruktionen im Dienst der Abwehr. Selbstdeutungen von Straftätern. *Forum der Psychoanalyse*. doi:10.1007/s00451-009-0003-2
- **Online document:**
Statistisches Bundesamt Deutschland (2000). *Bevölkerungsentwicklung Deutschlands bis zum Jahr 2050. Ergebnisse der 9. koordinierten Bevölkerungsvorausberechnung, Wiesbaden*. <http://www.destatis.de/download/veroe/bevoe.pdf> Access on: 2005, June 20.
- **Discussion/interview:**
Adorno, T. W. (in discussion with) Becker, H. (1990). Erziehung zur Entbarbarisierung. In T. W. Adorno, *Erziehung zur Mündigkeit* (12. ed., p. 120-131. Frankfurt a.M.: Suhrkamp.
- **Review without title:**
Bude, H. (1993). (Review on:) R. Bohnsack: Rekonstruktive Sozialforschung. *Soziologische Revue*, 16, 166 f.
- **Article in special issue of journal:**
Diefenbach, H., & Nauck, B. (1997). Bildungsverhalten als „strategische Praxis“: Ein Modell zur Erklärung der Reproduktion von Humankapital in Migrantenfamilien. In L. Priesl (Ed.), *Transnationale Migration* (Soziale Welt: Special edition 12, p. 277-291). Baden Baden: Nomos.
- **Publication with subordinate editorial note:**
Schleiermacher, F. (1983). *Pädagogische Schriften. Vol. 1: Die Vorlesungen aus dem Jahr 1826*. Unt. Asstd. by T. Schulze, edited by E. Weniger. Frankfurt a.M.: Ullstein.
- **Article in grey literature:**
Thränhardt, D. (1999): Einwandererkulturen und soziales Kapital. Eine komparative Analyse der Zuwanderungsnationalitäten und Bundesländer. In M. Krüger-Potratz (Ed.), *iks – interkulturelle Studien*, no. 30 (p. 6–44). Münster: Arbeitsstelle Interkulturelle Pädagogik der Universität Münster.

6. Manuscript submission

Submitted manuscripts undergo a peer review process. Information on the process under [Submission guidelines \(springer.com\)](#) (only available in German).

Manuscripts including major deviations will be returned to the authors.

7. Contact the editorial team

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