

# Guidelines for the submission of manuscripts for the Journal “Teacher Education under Review”

These guidelines are divided into two sections. The first section explains in which form manuscripts should be submitted for review, the second section provides a detailed explanation of how to format contributions accepted for publication. This makes sense because it can be economical if it is known before submission for review how accepted contributions are to be formatted finally.

Please submit the manuscript to the editorial staff as a word document or PDF file to [lbp@vep-landau.de](mailto:lbp@vep-landau.de). The following types of manuscripts are available:

*Overview Articles and Meta-Analyses:* These articles provide an overview of the current state of research in the field of teacher education research.

Requirements:

- ▶ focus on key aspects of the main topic
- ▶ create new scientific knowledge
- ▶ present and summarize the current state of research in a specific field or issue in a structured way
- ▶ inform the reader about new developments in the research area of teacher education
- ▶ maximum of 50 000 characters (including spaces)

*Empirical Studies:* This type of manuscript contains empirical contributions by the authors that have not been published elsewhere. Requirements:

- ▶ focus on key aspects of the main topic
- ▶ create new scientific knowledge
- ▶ clarify the questions or hypotheses of the study considering the current state of research
- ▶ present the research design, methods and results in a coherent and transparent manner
- ▶ answer the research questions based on the findings and discuss the outcomes with regard to former and future research
- ▶ maximum of 45 000 characters (including spaces)

*Discussion and Position Papers:* These document types refer to the presentation of theses, innovative perspectives and statements on current problems of teacher

education. Contributions to historical discourses or to perspectives of teacher education can also be submitted.

*Requirements:*

- ▶ elaboration of essential aspects of the main topic
- ▶ originality and an elaborated argumentation
- ▶ topicality of the problem
- ▶ potential for further discourse and exchange
- ▶ maximum of 15 000 characters (including spaces)

*Book or Test Reviews:* Within this type of manuscripts, current monographs, edited books or measuring instruments for teacher education are discussed; maximum length: 5 000 characters (including spaces).

Submissions of manuscripts that do not meet these criteria cannot be considered.

Please note that it is not intended that contributions have an attachment. Please design your manuscript in a way that all necessary information is included in the manuscript text or in the corresponding tables and figures and complies with the maximum number of characters (including spaces).

The authors agree not to offer the manuscript for publication elsewhere and assure not having published it elsewhere so far, not even in other languages.

The assessment is carried out as a blind peer review by two experts. After the review, you will receive the reviews and, if applicable, the manuscript (if handwritten comments were entered by the reviewers) or excerpts from the reviews.

The final decision on the acceptance of a manuscript lies with the editors.

The following guidelines apply to the writing of the manuscript:

## **1.1 Structure**

- ▶ German and English title, both summaries and keywords must fit on the first page. The following character limitation is intended as a guide in this context.
- ▶ Please indicate the title of the manuscript in English and German. Regardless of the language, titles should not exceed 170 characters (including spaces).
- ▶ Please provide a summary in German and English before the actual contribution. The length should not exceed 1 400 characters (including spaces).

- ▶ A maximum of five keywords, which cover central aspects of the topic, are to be listed in alphabetical order below the summary. The same applies to the keywords below the English summary.
- ▶ In the English title, all words are written in lower case except at the beginning of the sentence and for proper names.

## **1.2 General Formatting**

- ▶ Correct spelling
- ▶ Please do not use any character formatting (bold, italics) or similar, nor use any style sheets. If necessary, check whether your document is also readable in .txt format.
- ▶ Write left-justified without hyphenation and only insert a paragraph mark (return key) at the end of each paragraph.
- ▶ Paragraphs and headings are separated by a blank line (another paragraph mark).
- ▶ Use decimal notation for all headings (e.g. 1, 1.1, 1.1.1).
- ▶ Use a maximum of four outline levels.

## **1.3 Details**

- ▶ Tables and figures are to be added in a separate file, references must be added in corresponding places,. Please keep in mind the information on formatting the final version while creating your tables and figures (see 2.2).
- ▶ When reporting inferential statistical tests, the exact test statistics as well as the exact p-value (e. g.  $p = .023$ ) and, in case of large samples, a measure of the effect strength (e. g.  $\omega^2$ ) should be reported.

# **2 Revised Final Version**

After the review, the recommendations of the reviewers must be adequately considered and the revision must be explained.

To prepare the final manuscript version, you will receive a document template (containing a sample text) and instructions for use.

## **2.1 Structure**

Please put the different elements of your contribution in the following order:

- ▶ Authors (first name last name - without title & institution; insert "&" before the last author)
- ▶ English title (max. 170 characters incl. spaces), the headline and subtitle are separated by a colon. After that, capital letters are used.
- ▶ English summary (max. 1 400 characters including spaces)

- ▶ Keywords
- ▶ German title (max. 170 characters including spaces), the headline and subtitle are separated by a colon. After that, capital letters are used.
- ▶ German summary (max. 1 400 characters including spaces)
- ▶ Keywords
- ▶ Short title (max. 60 characters including spaces)
- ▶ Manuscript text with numbered headings
- ▶ Bibliography (see section 2.6)
- ▶ Authors (including academic titles and institutional affiliation; no address); use a separate line for each author.
- ▶ E-mail address for correspondence (usually the first author)

## 2.2 Figures and Tables

The following regulations apply to figures and tables:

- ▶ Please insert a figure/table directly between two paragraphs in the text.
- ▶ Format tables and figures in portrait format only.
- ▶ Figures and tables have a maximum width of 11.6 cm.
- ▶ Refer to figures/tables in the text either in the long version "(see figure/table X)" or briefly with "(see fig./tab. X)".
- ▶ Place a protected space between the figure/table and the numbering.
- ▶ Tables and figures must be self-explanatory using the notes and legends. Explain all abbreviations in the notes, even common ones such as mean and standard deviation.
- ▶ If notes are necessary for the understanding of tables or figures, they are placed below the table or figure. The plural "Notes" is always used, followed by a colon and a tab stop (not in italics; see Table 1).
- ▶ Write a brief table heading with a table number over the table in the manuscript text (see Table 1).
- ▶ Tables do not contain vertical lines and grey shades and as few horizontal lines as possible (see Table 1).
- ▶ Column and line headings of the tables are not written in bold.

Table 1: Descriptive sampling information

Pupils	With tutoring	Without tutoring	
		Class group	Parallel group
Sample size	19	201	66
Percentage of boys*	31.6 %	54.2 %	57.6 %
Class repeater percentage	15.8 %	10.6 %	9.1 %
Year of birth: median	1989	1989	1989

Notes:           \* significant differences between tutoring and control groups

- ▶ The document template contains defined formats for illustration labels and table headings as well as notes. Only use those.
- ▶ There is also a format template for table contents, which you should use first. You can adapt the formatting to meet the requirements of readability.

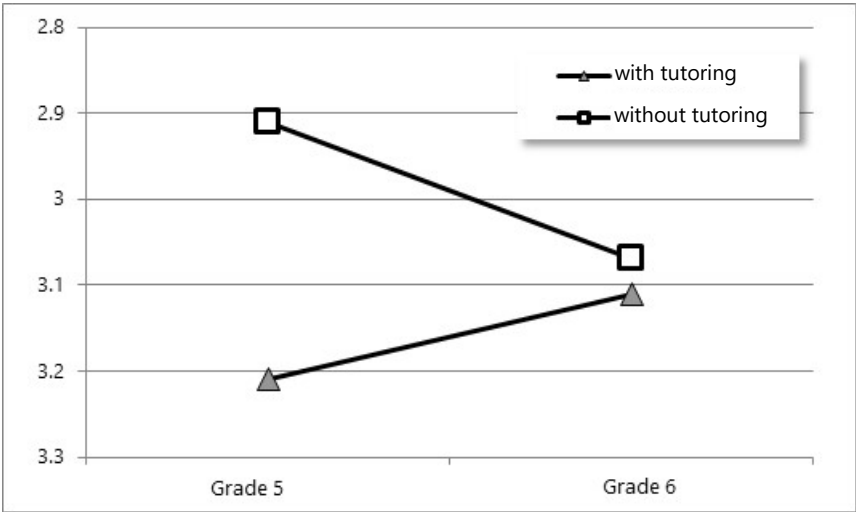


Figure 1: Mean of the mathematics grades in the tutoring group and the comparison group at two measuring times

- ▶ Insert a brief label with an illustration number below the illustration (see Figure 1).
- ▶ When creating figures and tables, never use spaces or multiple tabs to align the elements!

- ▶ The text in an image should have a font size of at least 8 pt and be set in a sans serif font (optimal: Segoe UI).

## 2.3 Enumerations and Formulas

- ▶ Use the appropriate format templates for enumerations.
- ▶ Order elements are completely bracketed in the continuous text, for example (1) or (a).
- ▶ Include formulas (e. g.  $V = \sqrt{a^2 + b^2}$ ) and individual special characters (e. g.  $\alpha$ ) directly in the text.

## 2.4 Notes on Text Layout

- ▶ Large numbers are grouped by a protected space (for example, in Word, the Ctrl + Shift + Space keys), such as 1 000, rather than a period.
- ▶ Decimal numbers are given a decimal point, e. g. 5.65; 23.3 %; .65.
- ▶ The leading zero is omitted for decimal numbers < 1 (e. g. for correlation coefficients, for p values).
- ▶ Use typographical quotation marks at the bottom front and top back, e. g. "Work".
- ▶ Insert protected spaces at: e.g.; i.e.; J.R.Ewing, p.18; \_=:\_ \_<:\_ \_>:\_ \_≤:\_ \_≥:\_ 29.%; \_\$; \_km; \_kg; fig.\_1; tab.\_2; figure\_1; table\_2.
- ▶ Do not put a space before comma, dot, semicolon, colon, question line, exclamation mark etc.
- ▶ Also do not insert spaces when using slashes as in TIMSS/III and place/country.
- ▶ Symbols with statistical or mathematical meaning are not cursive, e. g. M, SD, F(1;150),  $\omega^2$ ,  $\chi^2$ .
- ▶ Perform the spell check in the word processor.
- ▶ Do not hyphenate (and check that automatic hyphenation is disabled).
- ▶ Formulate your article in a way that makes it clear that all genders are meant, if this is the case. For German abstract: Where possible, please choose neutral wording. Where this is not possible, please use the formulation with the gender star. Keywords are not gendered. Headings and manuscript titles can, but do not have to be gendered.

## 2.5 Citation

- ▶ Page references are only inserted for direct citation and after the citation.
- ▶ Use the introductory notes (s., cf., e.g.) carefully and consistently when citing sources.

- ▶ There must be a comma between author name, year and page number, and a "p." before the page number, after "p." a protected space character (Müller, 2000, p. 15).
- ▶ In the text, the last two author names are connected with an "and", e. g. Müller and Schmidt (2000); or Fischer, Müller and Schmidt (2000, p. 215).
- ▶ If author names are listed in brackets, the "and" is replaced by the "&", e. g. (Fischer, Müller & Schmidt, 2000, p. 215).
- ▶ Several works of an author are arranged chronologically and the years separated by commas, e. g. (Müller, 1980, 1985, 2000).
- ▶ Works by different authors are listed in alphabetical order and separated by a semicolon (e. g. Arbinger, 1995; Behrens, 1987; Frey & Wosnitza, 1994; Wolf, Becker & Conrad, 1996).
- ▶ One or two authors are listed in full in the text. In case of three, four or five authors, all of them are listed at the first mention, after that only the first author and "et al.". If in this way the same sources are cited, the second author is included, etc. If there are six or more authors, "et al." is always written in the text, but all authors are listed in the bibliography.
- ▶ Subsequent pages of the cited pages are marked f. or ff. and appended to the page reference without spaces, e. g. (Meier, 2000, p. 212ff).

## 2.6 Bibliography

You can automatically create the bibliography with the help of Citavi and the citation style "Lehrerbildung auf dem Prüfstand\_2020-04". The directory has the following features:

- ▶ In the bibliography all author references from the manuscript text are listed in alphabetical order. When listing several authors of a work, the last two names should be connected by "&". Multiple authors are separated by commas, not by semicolons or slashes. Several works of an author are arranged in chronological ascending order.
- ▶ The bibliography does not contain italics.
- ▶ In the case of books, the publisher and the first place of publication are named.
- ▶ For all texts that have a doi (digital object identifier), please cite this in the bibliography at the end of the respective entry; no full stop is placed after the number (format: doi.org/xx.xxxx/xxxxxx). The doi can be obtained free of charge from CrossRef – the company that assigns the doi. URL: <https://appas.crossref.org/simpleTextQuery>

The following examples show further details.

### **2.6.1 Monography**

Lave, J. & Wenger, E. (1991). *Das Vorschulkind* (1<sup>st</sup> ed.). Cambridge: Cambridge University Press.

[A point is added after the year. After the title the quoted edition is given in brackets.]

### **2.6.2 Anthology**

Hobbs, L. & Porsch, R. (Ed.). (2022). *Out-of-Field Teaching Across Teaching Disciplines and Contexts*. Singapore: Springer.

[A dot is placed between the edition and the year. A dot is set after the year.]

### **2.6.3 Anthology Articles**

Rochette, E. (2022). Understanding the Complexity of Science Teachers' Lived Experience as They Navigate Two Out-of-Field Areas: Implications and Possibilities. In L. Hobbs & R. (Eds.), *Out-of-Field Teaching Across Teaching Disciplines and Contexts* (pp. 99-116). Singapore: Springer. [After "In" there is no colon. The editors are listed first with the initial of the first name, then with the surname. A comma is placed after "(Ed/s)". Directly after the book title, the complete contents of the article are listed in brackets with a hyphen.]

### **2.6.4 Journal Articles and Theme or Special Issues**

Yee, B. & Yee, D, (2023). Imagine a school: Strengthening the skills and competencies of teachers and school leaders. Viewpoints from Canada and the United States. *Empirische Pädagogik*, 37 (1), 67-86.

[In general, both volume and issue numbers are given. A protected space is placed in between. The page number is given without a "p.".]

Hjörne, E. & Roger, S. (Ed.). (2014). Special Issue: Representing Diversity in Education: Student identities in contexts of learning and instruction [Special Issue]. *International Journal of Educational Research*, 63.

[If the complete issue of a journal is cited, the additional note "Special Issue", for example, should be placed in square brackets. Immediately after the volume, the issue is given after a protected space. No page numbers are listed at the end.]

Hoy, W. K. & Woolfolk, A. E. (1990). Socialization of student teachers. *American Educational Research Journal*, 27 (2), 279-300. doi.org/10.3102/00028312027002279

[If available, a doi (digital object identifier) is given at the end of the respective entry; no dot is placed after the number (format: doi.org/xx.xxxx/xxxxxx).]

### **2.6.5 Unpublished Literature**

Doe, J. (2000). Title. Unpublished doctoral dissertation. Location: institution.

[The type of document is listed directly after the title. Then the location of the institution and the institution itself are indicated.]

### **2.6.6 Internet Literature**

Lickman, B. & Wagner, R. (2003). Teachers in Europe: Careers, Development and Well-being. Eurydice report. Luxembourg: Publications Office of the European Union. Available at: <https://op.europa.eu/o/opportal-service/download-handler?identifier=78fbf243-974f-11eb-b85c-01aa75ed71a1&format=pdf&language=en&productionSystem=cellar&part=> [21.08.2023].

[Enter path and date of access in square brackets.]