

Guidelines for Manuscript Design for the Journal Empirische Pädagogik (EP)

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.

1 Submission of Manuscripts for Review

Please submit the manuscript to the editors as a Word document, preferably by e-mail. The length of the manuscript should not exceed 45 000 characters (incl. abstract, tables, figures, spaces and literature). Enter the number of characters including spaces above the title. If you exceed the maximum number of characters, your manuscript cannot be accepted for review.

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).

Manuscripts are to be submitted in two versions: In addition to a version including all author information, a completely anonymized version with the following features must be submitted:

- ▶ All author information (e. g. on the title page or at the end of the manuscript) must be removed.
- ▶ Own works that are cited appear in the text as (authors) [without year]
- ▶ The note "Own works referenced in the manuscript are removed" must be added to the bibliography.
- ▶ All metadata (file information) that allow conclusions to be drawn about the authors must be removed (also in all separate files with illustrations/tables etc.)

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

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

- ▶ 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, at the corresponding places in the manuscript is a reference. Please already keep in mind the information on formatting the final version while creating your tables and figures, especially the maximum width of 11.6 cm.
- ▶ 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. ω^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 (not in italics; see Table 1).

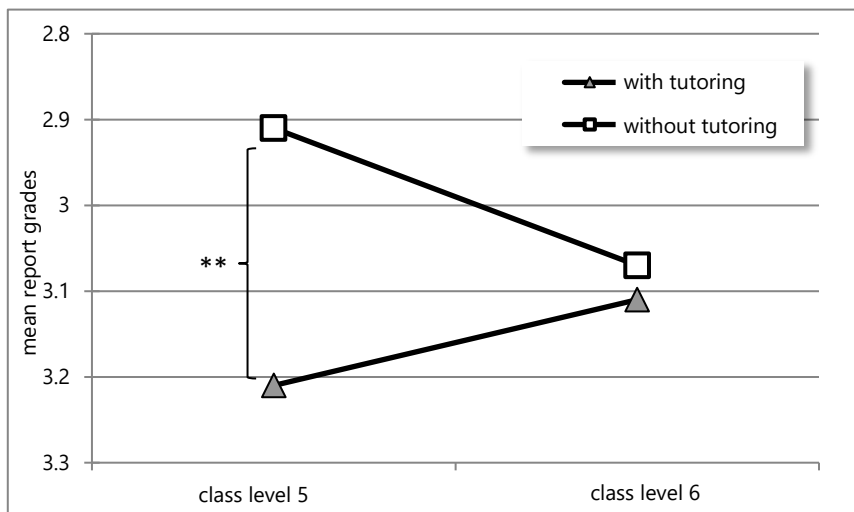
- ▶ Write a brief table heading with a table number over the table in the manuscript text (see Table 1).
- ▶ Tables do not contain vertical lines and grey shades and as few horizontal lines as possible (see Table 1).
- ▶ Column and line headings of the tables are not written in bold.

Table 1: Descriptive statistics on the use of learning strategies (N = 188)

category	M	SD	Min – Max	p
Definition	30.90	16.77	9 – 65	.007**
Example	33.10	10.87	12 – 49	.249
Application	16.40	12.43	4 – 38	.034*
Key ideas	55.00	13.48	34 – 70	.000***

Notes: N = sample size; M = mean; SD = standard deviation; Min = minimum value; Max = maximum value; p = probability; *** $p \leq .001$; ** $p \leq .01$; * $p \leq .05$

- ▶ 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.
- ▶ Insert a brief label with an illustration number below the illustration (see Figure 1). Notes are placed between illustration and label.
- ▶ 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).



Notes: ** difference significant with $p \leq .01$; p = probability

Figure 1: Mean report grades in mathematics of the intervention group and control group

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. α) 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, $F(1;150)$, ω^2 , χ^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 an "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 "Empirische Pädagogik" available there. 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: <https://doi.org/xx.xxxx/xxxxxx>). The dois can be obtained free of charge from CrossRef – the company that assigns the dois. URL: <https://appas.crossref.org/simpleTextQuery>

Further details can be found in the following examples:

2.6.1 Monography

Müller, R. S. (2000). Das Vorschulkind (3rd ed.). Landau: Verlag Empirische Pädagogik.
[A point is added after the year. After the title the quoted edition is given in brackets].

2.6.2 Anthology

Müller, A. (Ed.). (2000). Das Kind. Landau: Verlag Empirische Pädagogik.
[A dot is placed between the edition and the year. A dot is set after the year.]

2.6.3 Anthology Articals

Maier, J. (2000). Die Entwicklungsstufen des Menschen. In A. Müller & B. Schmidt (Eds.), Entwicklungsbedingungen des Kindes (pp. 24-39). Landau: Verlag empirische Pädagogik.
[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

Wolf, B., Becker, P. & Conrad, S. (1996). Kleinkinder. Zeitschrift für Entwicklung, 5 (1), 18-32.
[In general, both volume and issue numbers are given. A protected space is placed in between. The page number is given without a "p.".]

Müller, W. (Ed.). (2000). Evaluation von Ausbildung [Themenheft]. Empirische Pädagogik, 12 (1).

[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. <https://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: <https://doi.org/xx.xxxx/xxxxxx>).

2.6.5 Unpublished Literature

Müller, J. (1992). Beobachten und Erkennung von Verhaltensauffälligkeiten. Unveröffentlichte Diplomarbeit. Landau: Universität Koblenz-Landau, Campus Landau, Institut für Erziehungswissenschaft.

Müller, J. (2001). Beobachten und Erkennen von Verhaltensauffälligkeiten. Vortrag auf der 8. Fachtagung Pädagogische Psychologie vom 17.-19. September 2001 in Landau. Landau: Universität Koblenz-Landau, Campus Landau.

[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

Deutsche Forschungsgemeinschaft (2015). Leitlinien zum Umgang mit Forschungsdaten. <https://www.dfg.de/resource/blob/172112/23826608514d73da82622c0a16c842db/leitlinien-forschungsdaten-data.pdf>

[The URL is entered without a dot at the end.]