
Hints for the manuscript layout

1 Basic matters

The ZEP publishes articles of different styles (from scientific and theoretical articles to field reports) in which problems of social development are reflected pedagogically and/or philosophically. Social development comprises regional, national and international relationships in regard to the dimension of time. The pedagogical and/or philosophical reflection is in a wider sense referred to existence and knowledge, to pedagogical fields of operation and research and to ethical questions on 'good', 'proper' living in the horizon of social development and social change towards social justice.

2 Reviewing criteria

The submitted articles are reviewed according to the following criteria:

1. The article should be related to the above outlined profile of the magazine.
2. The focus of the article should be sufficiently current or of general interest.
3. The article should also be adequately related to the interests of the readership of the ZEP (multipliers engaged in development education).
4. The argumentation should be set out clearly in a manner which is accessible to the readership of the ZEP.

3 Submission of a manuscript

The article shall be directly sent to a member of the editorial staff. With the transmittal of the manuscript, the author expresses – if there is no other information given – that **the article is neither published otherwise nor handed in at the same time somewhere else (primary publication!)**. The submitted manuscript stays in any case (also in case of rejection) in the editorial office. With the acceptance of the article the copyright passes over to the editor of the magazine. In any case the authors receive feedback. Please be patient with us. Sometimes the reviewing process takes a bit longer since all members of the editorial staff read the articles and agree on them.

4 Manuscript length and format

- In general the article should not trespass *30.000 signs* incl. blanks – **including bibliography, explanatory notes and abstract.**

- The **abstract** should be both in **German and English**.
- The texts have to be **compatible with Microsoft-Word** (.doc or .rtf). Manuscripts can be sent in on data medium or as email attachment.
- Following the abstract 2-3 **Keywords** should be added in English and German.
- Please refrain from formatting.

5 Layout

- **Accentuations** in the text are to be italicised.
- **Subheadings** structure a text and elevate its didactic significance. If necessary they are added subsequently by the editorial department.
- On behalf of interdisciplinary readability, **abbreviations** are to be avoided.

6 Please also send in

- an **abstract/keywords** in German and English,
- the **author's name** and complete **academic title**,
- the complete **address**,
- a short **biography** – year of birth, professional career, current employment, (if necessary) social function/capacity, indication concerning publications and scientific interests/priorities,
- a **passport photograph** as illustration (see also 7.)

7 Pictures and Illustration

- Pictures, caricatures and tables for illustrating the article have to be available in good quality (rich in contrast, preferably black-white).
- Scanned or digital pictures need to have the resolution of at least 300 dpi.
- It also has to be considered that a meaningful motif and a reasonable cut-out (e.g. no cut heads) is chosen.
- Concerning the selection of others than the own pictures the regulations of copyright-rules have to be considered.
- In case the submitted pictures do not meet these criteria, they will not be inserted.

8 Explanatory notes and citations

- Scientific **citations** have to be marked as such. Annotations in the text should be numbered [e.g.: (1)] and should be outlined at the end of the document. The same is essential for footnotes. They also should be formatted as endnotes.
- **Bibliographic references** are not accepted in footnotes respectively endnotes.

- Bibliographic references in the text should be noted with name, year and pages number [e.g.: (Miller ,1982, p. 16)]. To same titles published in the same year the suffixes a, b, c ... have to be added to the date. The suffixes then also recur in the bibliography.
- The **bibliography** has to be arranged alphabetically and should contain the following notations:
 - **Monographs:** name, first name. (year of publication). title. subtitle. place of publication: publisher.
[e.g.: Seel, N. M. & Hanke, U. (2015). *Erziehungswissenschaft. Lehrbuch für Bachelor-, Master- und Lehramtsstudierende*. Berlin & Heidelberg: Springer VS.]
 - **Handbook article:** author, first name. (year of publication). title. subtitle. place of publication. In first name, editor (ed.), *title. Subtitle* (edition, page number). place of publication: publisher.
[e.g. Miller, E. & Smith, W. (2002). The second pedagogical challenge. A short introduction. In R. Williams (ed.), *The human in society. Consequences of a paradigm* (2nd edition, p. 12–45). München: Carl Hanser.
 - **Magazine article:** author, first name (year of publication). title. subtitle. magazine – no abbreviations!, volume (issue number), page number.[e.g.: Miller, E. (2002). The third pedagogical challenge. First results. *Magazine for extensive pedagogy*, 3 (4), 12–45.]
 - **Citations from the Internet:**
 - in the text: author, year, page (just as other references);
 - in the bibliography: author (published on). *title of the article*; Access on date of the download: entire internet-address incl. links
 - The auto-formatting as hyperlink should be deleted! (No underlining!)
[e.g. Smith, F. (2009). *Magazine on its way up high*. Access on 30.11.2010
www.zep.de/zs/kjhtö=hts54/htd.html).

9 Final checklist for the Bibliography

Before handing in the manuscript, following has to be considered:

- Names of authors: The surname is listed before the first name. If there exist more than one author, the authors are to be separated by commas.
- Each information is closed with a dot.
- In each statement of page numbers (from–until) there is no blank [e.g.: p. 2–5].

We are looking forward to receiving your articles!

The editors

Example of a Bibliography:

Literature:

Dolzer, H., Dütting, M. & Galinski, D. (1998). *Effects and side effects. An article by Misereor concerning the discussion on the acquisition of effects.* Aachen & Hannover: Misereor.

Tenorth, H. E. (2010). Arbeit an der Theorie. Kritik, Analyse, Konstruktion. In H. Boller, B. Friebertshäuser, A. Langer, A. Prengel & S. Richter (Hrsg.), *Handbuch qualitative Forschungsmethoden in der Erziehungswissenschaft (3rd edition, p. 89–100)*. Weinheim: Juventa.

Miller, E. (2002a). The pedagogical challenge. An introduction. Munich (3rd edition). *Society and pedagogy*, 2(3), 12–56 .

Miller, E. (2002b). The second pedagogical challenge. A short introduction. In R. Williams (ed.), *The human in society. Consequences of a paradigm* (2nd edition, p. 12–45). Munich: Carlsen.

Miller, E. (2002c). The third pedagogical challenge. First results. *Magazine for extensive pedagogy*, 3(4), 12–45.