International Yearbook of Adult Education

Manuscript Guidelines for authors

Status: January 2018

➢ General guidelines

Please submit your **article** as a **microsoft-word-document** (.doc or .docx).

The papers are planned to comprise a **length of 10-12 pages**. This correlates to **25.000 to 40.000 characters** (including blanks).

Images and charts should have a headline and should be numbered consecutively. Please send images and charts as seperate documents (.jpg) to ensure a good printing quality while further editing the papers. Please consider that the layout of the Yearbook is **not coloured**, images are only visible in gray shades.

All articles will be **double-blind reviewed**.

The papers in the International Yearbook of Adult Education contain **information about the authors**. Referring to this we need your name, title, function and institution, in which you are employed and contact details (postal and email-adress) in a **separate document**. To keep anonymity the manuscript itself should **not contain information about or references to the authors**.

In addition to the paper please send an **abstract** (1.000 to 1.500 characters (including space character)) as a **separate document** (.doc or .docx). This abstract will be used for the purpose of advertising (e.g. publishing on the website of the International Yearbook of Adult Education).

In summary, **following documents should be submitted** to the editorial department of the International Yearbook of Adult Education:

- Paper (.doc or .docx)
- Information about the authors, contact details (.doc or .docx)
- Abstract (.doc or .docx)
- When indicated, images and charts (.jpg)

➢ Formatting guidelines

The paper should be formatted in **font Garamond, size 10,5**. **Headlines** should be counted numerically.

Additions are specified in footnotes.

The citation system concerning **references** in the text is as follows (harvard citation system).

Examples:
Hof 2009, p. 25.
Kade, Seitter & Dinkelaker 2011, pp. 197.

The bibliography is arranged at the end of the article (alphabetic ordner; names of the authors (year): Title. Place of publication, optionally numbers of pages)

Examples:
Monographs:
HOF, C. (2009): Lebenslanges Lernen. Eine Einführung. Stuttgart

Chapters in Books:
KADE, J.; SEITTER, W. & DINKELAKER, J. (2011): Wissen(stheorie) und Erwachsenenbildung/Weiterbildung. In: Tippelt, R. & von Hippel, A. (Eds.): Handbuch Erwachsenenbildung/Weiterbildung. Wiesbaden, pp. 197-212.

Articles in a journal:
EGETENMEYER, REGINA (2014): Im Fokus: International-vergleichende Forschung in der Erwachsenenbildung/Weiterbildung. In: Report. Zeitschrift für Weiterbildungsforschung 37 (2), pp. 15-28.

➢ Editorial department

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➢ Homepage

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