

International Yearbook of Adult Education

Guidelines for Authors

LENGTH:

- The manuscript (title, article, list of references) should have a length of max. 43.000 characters (incl. blanks) (equals approx. 15 pages).
- Images and charts count as approx. 1.300-1.400 characters on average (equals approx. 1/2 page).

GUIDELINES FOR FORMATTING:

- Standard margins
- Line spacing 1,5
- Font size 12 Pt
- Left-adjusted (no justified text)
- No hyphenation
- Times New Roman (or the like)
- Numbered headings (not formatted)

NOTES ON REFERENCES IN THE TEXT:

- Indirect quotations in German: (author year)
- Direct quotations in German: (author year, S. XX)
- Indirect quotations in English: (author year)
- Direct quotations in English: (author year, p. XX)
- Two authors: author & author
- Three or more authors: author et al.

GUIDELINES FOR THE LIST OF REFERENCES:

Please use the APA citation style (American Psychological Association) for the list of references.

- Monograph:
Author, A. & Author, B. (Year). *Title*. Publishing place(s): Publishing house. doi: (if available).
- Article in an edited volume:
Author, A., Author, B. & Author, C. (Year). Title of the article. In Author A. (Ed.), *Title of the edited volume* (pp. XX-XX). Publishing place(s): Publishing house. doi: (if available).
- Article in a journal:
Author, A. (Year). Title of the article. *Name of the journal*, volume (number of the issue), pp. XX-XX. doi: (if available).

DOCUMENTS FOR SUBMISSION – CHECKLIST

**Please send the following documents to the editorial office
(tabea.leibold@uni-koeln.de):**

- ☐ Manuscript (max. 43.000 characters, incl. blanks)
- ☐ Abstract (approx. 500-1000 characters) and 3-5 keywords
- ☐ (*if applicable*) Images and charts: Please hand in images and charts as separate files (approved formats: TIFF, Bitmap, JPG or EPS; resolution: min. 300 dpi) and insert a note in the text indicating where the image/chart should be placed.
- ☐ Short biographical note of all authors (each approx. 300 characters)
- ☐ Full address data of all authors