

Author Guidelines for the

Journal *Unterrichtswissenschaft*

1 Aims & Scope

The journal *Unterrichtswissenschaft* publishes empirically-oriented research on learning and instruction in the contexts of school, higher education, occupational and various informal learning environments. Its primary concern is presenting broad-based and interdisciplinary empirical research findings to facilitate the advancement of further research and evidence-based practice in education.

Unterrichtswissenschaft publishes original empirical studies, short articles, and reviews in German and English. Reports and announcements as well as book reviews may also be submitted. All articles are subject to double-blind peer review in order to meet highest quality standards. The articles must be originals and not have already been submitted, in press or published elsewhere.

Unterrichtswissenschaft has an international audience whose special focus is on the German-speaking countries as one of the most important regions of scientific research. The journal is one of the three most-cited journals in German educational science as identified by a Cited Reference Search in *Web of Science*, *PsychInfo*, and *Harzing's Publish or Perish* (1999-2010). About 50 % of the references in *Web of Science* can be found in English-language publications.

2 Submission of Manuscripts

Manuscripts should be submitted electronically as a Word-compatible file and as a pdf file; figures and tables submitted as separate files. Please state the title of the manuscript, the names and institutional addresses of all authors, as well as the length of the manuscript (number of characters, including spaces) in the cover letter. The corresponding author must provide written confirmation (a) that the submission has been approved by all the authors, (b) that the work described has not been published previously and is not under consideration for publication elsewhere, and (c) that the authors own the copyrights on all elements of the paper including all figures, charts, and tables, and that the paper does not infringe upon the intellectual property rights of others. If excerpts from other copyrighted works are included the authors must obtain written permission from the copyright holders and credit the sources in the article.

Manuscripts for the special topic section of an issue should be submitted to the respective (guest-) editor. Fabian Schmidt is in charge of editing (uw@ipn.uni-kiel.de). Manuscripts for the general section should be submitted to:

Dr. Nele Kampa

E-Mail: uw@ipn.uni-kiel.de

(postal address: Leibniz-Institut für die Pädagogik der Naturwissenschaften und der Mathematik (IPN)

Olshausenstrasse 62, D-24118 Kiel, Germany)

3 Review Procedure

Submitted papers will be judged in a double-blind peer review. Upon submission, the editorial team will make an initial evaluation of the suitability of the submitted paper for the journal in terms of scope, content, and style. Manuscripts that meet these requirements will be forwarded to one of the journal's *Action Editors* who has expertise in the relevant field. The responsible *Action Editor* will send the paper to appointed referees for review. One of the following decisions will be made based on the reviews:

- Accepted (if necessary with minor revisions)
- Accepted with major revisions (including another round of reviews)
- Rejected with the possibility to resubmit
- Rejected

The authors will receive the reviews in anonymous form. In the case of an acceptance with major revisions, the final decision of acceptance can only be made if the revisions indicated in the reviews were taken into consideration.

The identities of the authors and reviewers will be kept anonymous throughout the review process. Authors are required to take all necessary steps to ensure that their identity in the peer review process cannot be inferred from the manuscript. . This also applies to the reference to own previous work and publications as well as institutional affiliations. Acknowledgements regarding institutions or funding may be included after the review. Please note the responsibility for the anonymity of the manuscript lies with the authors.

The references in the text and the bibliography of every author as well as all co-authors of the article need to be replaced with "Author" und (Year).

4 Editorial Procedures after Acceptance of a Manuscript

The editorial team reserves the right to request authors make changes to the manuscript that they believe necessary either for editorial reasons (e.g., abbreviation of a text) or to enhance the quality of the contribution at short notice.

The corresponding author will receive one set of proofs for the purpose of checking the typesetting, editing, completeness and correctness of the text, tables, and figures. Please note that no substantive revisions or extensive changes to the text are possible at this stage. The corrected proofs should be returned to the editors by the publisher's set deadline.

The authors of published articles will receive three copies of the respective issue at no cost. Further copies of the issue can be obtained from the publisher at a 50 % discount.

5 Manuscript Preparation

Manuscripts should conform to the guidelines presented below. Manuscripts that do not conform to the guidelines will be passed back and not go into the review process. These guidelines are consistent with the *Publication Manual of the American Psychological Association* (APA, 6th ed., 2009). If in doubt, please use the APA style.

5.1 Length

Original empirical articles should not exceed 52,000 characters, *reviews* 65,000, and *short articles or recensions* 13,000, including the abstracts and all figures, tables, and references (including spaces). The total number of characters (including spaces) should be communicated to the editorial team. Please note that revisions made based on the review process must also conform to these guidelines.

5.2 Structure

Whenever appropriate, the text should be structured according to the following major divisions: Introduction / Theoretical Background / Methods / Results / Discussion / References.

5.3 Parts of Manuscript

Please arrange the parts of the manuscript according to the following structure with each section beginning on a separate page.

1. Title page: manuscript title, names, and institutional affiliations of all authors
2. Abstract, including 3-5 keywords (17 lines maximum); if possible, please also provide a title, an abstract, and keywords in German: the abstract needs to inform the reader about problem, methods, results, and conclusions of the manuscript
3. Text, starting with the manuscript title (but without author names at first). Structured as 5.2 (see above)
4. References

5. Tables

6. Figures

7. Addresses of all authors (business or private) to be printed at the end of the article as well as the shipping address for the proofs

5.4 Format

Typeface: Times New Roman, font size 12pt

Line spacing: Double-spaced throughout the entire manuscript (including tables, headings etc.)

Margins: 2.5 cm on each side

Italics: To emphasize text, please use italics in your word processing software. Please do not use any other formatting options to emphasize text. Statistical symbols (*N*, *p*, *M*, *SD*, *df*, *F*, *t* etc.) should appear in italics. This does not, however, apply to statistical symbols depicted by Greek letters.

5.5 Heading Levels

There are three heading levels. Only Levels 1 and 2 are numbered. Level 3 headings are italicized, end with a period, and are integrated into the respective paragraph.

5.6 Figures and Tables

Figures and Tables can have a maximum size of 11.3 cm x 19 cm. Landscape mode can be used if necessary. Tables should be attached as modifiable separate files (compatible with Microsoft Office Package). Preferably, figures and graphics should be attached as modifiable and separated files (e.g., .jpg, .tif, .ppt, .eps, .xls) as well. Note that the names of table and figure files must be clear and include the name of the author and a specific classification (e.g., kampa_table1.doc, kampa_figure2.xls). Additionally, the original figures must have a resolution of 300 dpi (half-tone images) to 600 dpi (line images). Please pay attention to the scalability of the illustration and load tables in landscape mode if necessary.

Please do not use half-toning and colored texts. Indicate where a figure or table should appear in the text. Use fonts that are large enough to ensure adequate readability. The arrangement of a table should be demonstrated by horizontal lines only.

For more guidelines on the preparation of figures and tables, please refer to:

Nicol, A. A. M. & Pexman, P. M. (1999). *Presenting your findings. A practical guide for creating tables* (6th ed.). Washington, DC: APA.

Nicol, A. A. M., Norlander, L. M., & Pexman, P. M. (2003). *Displaying your findings: A practical guide for creating figures, posters, and presentations* (6th ed.). Washington, DC: APA.

Number all figures and tables separately with Arabic numbers in the order in which they appear in the text. Table captions should be located above the table, figure captions below the figure.

5.7 Footnotes

Footnotes should be avoided or only used to provide information that does not belong in the text (e.g., regarding funding). Please use the footnote function of your word processor and number footnotes consecutively using Arabic numbers.

5.8 Citations

Citations in the text refer to the author's name (without initials) and the year of publication, e.g., (Anderson, 1983). For two or more authors - but not more than five -, all authors are to be listed in the first citation, with "&" separating the last two authors, e.g., (Mandl & Fischer, 1985; Lebart, Morineau, & Fénelon, 1984). In subsequent citations of (the same) three or more authors, use the first author and "et al.", e.g., (Lebart et al., 1984). List all authors in the reference section. If there is more than one reference from the same author in the same year it must be identified by adding letters "a", "b", "c" etc. to the year of publication, e.g., (Anderson, 1983a).

When quoting directly from a reference, page numbers should be indicated, e.g., "The human organism has many systems [...]" (Schreuder, 1987, p. 101). In quotations of classical works, the year of original publication, as well as the year of publication of the source, is to be indicated, e.g., (Kant, 1790/1983).

5.9 References

References should be formatted according to the APA style (see examples below).

References to journal articles:

McGraw, K. O. & Wong, S. P. (1996). Forming inferences about some intraclass correlation coefficients. *Psychological Methods*, *1*, 30-46.

Please note that the issue number is only included if the journal is paginated by issue.

Klimoski, R. & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal*, 42(2), 10-36.

References to books:

Anderson, J. R. (1983). *The architecture of cognition*. Cambridge, MA: Harvard University Press.

References to edited books:

Prenzel, M. (Ed.). (2007). *Studies on the educational quality of schools. The final report on the DFG Priority Programme*. Münster: Waxmann.

References to special issues of journals:

Watt, H. M. G. & Richardson, P. W. (Eds.). (2008). Motivation for teaching [Special issue]. *Learning and Instruction*, 18(5).

References to book chapters:

Rogosa, D. (1995). Myths and methods: "Myths about longitudinal research" plus supplemental questions. In J. M. Gottman (Ed.), *The analysis of change* (pp. 3-65). Mahwah, NJ.

References to research reports:

Eraut, M., Alderton, J., Cole, G., & Senker, P. (1998). *Development of knowledge and skills in employment* (Research Report Nr. 5). Sussex: University of Sussex, Institute of Education.

References to conference contributions:

Ericsson, K. A. (2006, June). *Reproducibly superior professional performance in a changing world: How it is maintained and improved by deliberate practice*. Paper presented at the EARLI SIG Professional Learning and Development Conference, Heerlen, The Netherlands.

References to online sources:

American Psychological Association (2003). *The ethical principles of psychologists and code of conduct*. Retrieved from <http://www.apa.org/ETHICS/code2002.html>

(Please remove hyperlinks included by Word and format them as text only.)