

GUIDELINE FOR AUTHORs

I. Length

Each article should be 4,000 to max. 8,000 words long (or 25,000 to 50,000 characters, incl. blanks).

II. Abstract and Keywords

In addition to the article itself, the submission of an abstract (max. 200 words) is obligatory. The abstract must be submitted in German and English. Furthermore, please include three to five keywords in German and English (the latter in small letters).

III. Formatting

Please submit the manuscript as a MS Word document (.docx; as of version 2010). Type: Times New Roman, with 12 pt. and 1.5 line spacing. Please format as little as possible: Use italics for highlighting and blank lines to indicate a new paragraph. Sub-headings should not be numbered. The usage of uppercase and lowercase letters and titles in English articles should be in accordance with the Chicago Manual of Style (CMOS), 17th edition (<https://www.chicagomanualofstyle.org/book/ed17/part2/ch08/psec159.html>).

IV. Structure

The structure of the main text – besides title and abstract – should be guided by the principles of the Scholarship of Teaching and Learning (SoTL). SoTL can be understood as a systematic and academic reflection of one’s own teaching which includes examples of good practice, innovative projects and strategies for challenging situations. The authors should apply the principles of good scientific practice in the sense of an analytical enquiry of one’s own teaching – and from the perspective of the respective discipline. Therefore, the text should be structured according to academic and disciplinary aspects (e.g. Introduction, Observations, Hypothesis, Theory and Methods, Planning, Implementation, Results, Analysis, Discussion, Bibliography).

V. Language

The articles can be written in German or English. Authors must use gender-appropriate language.

VI. Typography¹

Use a non-breaking space (ctrl+shift+spacebar) between abbreviated words, unless an abbreviated word is used in combination with a single-letter abbreviation. Frankfurt a. M.; e.g.

No space is left between the letters of initialisms and acronyms, whether lowercase or in capitals, which have become common names (e.g. DDR, F.A.Z.).

Writing in English, use “double” english quotation marks for quotes and ‘single’ quotation marks for quotes within quotes.

When using hyphens, please adhere to the following. Use en dashes with a non-breaking space before and a normal space after parentheses (e.g. it is good – especially for parentheses – to use the en dash). If the en dash is used to represent a span or range of numbers, dates, or time, there should be no space between the en dash and the adjacent material.

Use a dot as a thousands separator and a comma as the decimal separator (e.g. 4,598,000, 1.5 space lining). Non-breaking spaces should be used between numerals and units of measure (e.g. 10 V; 13th c.; p. 10). The spelling out of numbers is oriented on the guidelines of the CMOS, 17th edition. (<https://www.chicagomanualofstyle.org/book/ed17/part2/ch09/toc.html>). In nontechnical contexts, Chicago advises spelling out whole numbers *from zero through one hundred* and certain round multiples of those numbers.

¹ The general guidelines for typography of English texts is oriented on the CMOS, 17th edition: <https://www.chicagomanualofstyle.org/book/ed17/frontmatter/toc.html>

VII. Citation and Bibliography

The citation style used is based on author-date system of the CMOS, 17th edition (https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html).

Direct citations are marked by quotation marks and are followed by in-text bibliographical references (incl. page numbers) in brackets (**AUHTOR Year: page number**). The same applies for indirect citation and other forms of textual references.

e.g. (HUBER 2014: 89-92) or (c. HUBER 2014).

In case of several authors, the names of max. three authors are specified, e.g. (ROXÅ, OLSSON & MÅRTENSSON 2008: 279) or (c. BASS & LINKON 2008), in case of more than three authors: "FIRST AUTHOR et al."

Omissions and insertions from and into quotations are marked "[by] square [...] brackets".

Footnotes should not be used for bibliographical information and should be limited to the absolute minimum.

The bibliography follows the main text and should be titled "Bibliography". Entries are listed alphabetically by author last name. Between entries a blank is inserted. Each entry ends with a full stop.

Examples

Monographs

HATTIE, John. 2015. *Lernen sichtbar machen*. 3rd, extended edition, Baltmannsweiher: Schneider Verlag Hohengehren.

KAUFMANN, Dorothea, EGGENSBERGER, Petra. 2017. *Gute Lehre in den Naturwissenschaften. Der Werkzeugkaste: Gut. Schnell. Erfolgreich*. Berlin, Heidelberg: Springer Spektrum.

Edited Volume

HUBER, Ludwig, PILNIOK, Arne, SETHE, Rolf, SZCZYRBA, Birgit, VOGEL, Michael (Ed.). 2004. *Forschendes Lehren im eigenen Fach. Scholarship of Teaching and Learning in Beispielen*. Bielefeld: Bertelsmann.

Article in Edited Volumes

PRENZEL, Manfred. 1996. „Bedingungen für selbstbestimmtes motiviertes und interessiertes Lernen im Studium“, in: LOMPSCHER, Joachim, MANDL, Heinz (Ed.) *Lehr- und Lernprobleme im Studium. Bedingungen und Veränderungsmöglichkeiten*. Bern, Göttingen et al. Huber, pp. 11-22.

Journal Article

BIGGS, John. 1999. „What the Student Does: Teaching for Enhanced Learning”, in: *Higher Education Research & Development*, 18:1, pp. 57-75.

Electronic Sources²

CENTER FOR ENGAGED LEARNING, Elon University. 2014. „What is SoTL?” (<https://www.centerforengagedlearning.org/studying-engaged-learning/what-is-sotl/>; Accessed: 01.10.2019).

VIII. Images, Videos and other Media

Resolution: 300 dpi.

Images should be included in the word-manuscript and provided as separate files. The author's name and figure numbers have to be used to name the files.

Recommended file formats: We prefer TIFF or SVG. If these formats cannot be provided, JPG or PNG will also be accepted.

The authors are responsible for clarifying the copyrights. Images can only be used, if the author has obtained the usage approval from the holder of rights.

IX. Short Vita

It is obligatory to submit a short vita (max. 100 words). Please provide the disciplinary background and institutional affiliation of the author(s).

e.g.: “Marta Musterfrau is a historian of religion at the Institute for Religious Studies at Heidelberg University. Her main focus in research and teaching is the history of modern Hinduism of South Asia, post-colonial theory and global history of religion. At present, she researches the fates of Indian students in Heidelberg during World War I. For her, good teaching means to co-create with her students constructive spaces to enable disciplinary and societal learning.”

Please provide an address for correspondence (incl. an email address).

² Electronic version of articles attributed to an author have to be cited – like articles in journals – using the name of the author, the title etc. In addition, the URL and the date of access have to be included.

X. Submission and Publication

Please send your manuscript and the appendant images to

hint@uni-heidelberg.de

You will receive a confirmation (of reception). Your manuscript will then go through a peer review process, during which we ask for your patience. The final decision regarding acceptance rests with the editors. After the final acceptance, you will receive a page proof for final minor corrections and approval. Subsequent content-related changes, amendments or rearrangements can only be executed at the expense of the author(s).