

## Author Guidelines JERO Journal for Educational Research Online

### Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines. Please send your article to the following e-mail: [editorialoffice@j-e-r-o.com](mailto:editorialoffice@j-e-r-o.com).

#### 1. Length of submissions

As a rule, the length of the submissions should not exceed 50,000 characters (including footnotes, reference list, etc.). Exceptions from this rule are possible if well justified.

#### 2. Formatting and style guide

For formatting and style of the submission, including abstract, footnotes, reference list, tables, and figures, the following guidelines apply:

- For submissions in English: American Psychological Association (2009). [Publication manual of the American Psychological Association](#) (6th ed.). Washington, DC: American Psychological Association. *Note:* Next to editorial and stylistic information, the APA reference book also contains numerous suggestions for authors on how to write well-rounded papers.
- For submissions in German: Deutsche Gesellschaft für Psychologie. (Hrsg.) (2007). [Richtlinien zur Manuskriptgestaltung](#) (3., überarbeitete und erweiterte Aufl.). Göttingen: Hogrefe.

#### 3. Title, abstract and keywords

Please provide the title of your paper both in English and German. You can choose the additional language in the drop-down list under "form language" at the beginning of the site. Please also preface your paper with an abstract in English and German of 1,500 characters max. (incl. spaces). In addition to your abstract, please provide three to four keywords that will be used for indexing your paper in bibliographical catalogues and search engines. For papers in the English language written by non-native speakers of German, the editorial staff of the journal offers to translate title, abstract and keywords into German. In this case, please fill in the English abstract in the box for the German abstract again.

#### 4. Book reviews

Unrequested submissions of book reviews will not be published. The length of the reviews should not exceed 10,000 characters (incl. spaces). Authors of reviews can apply, for example, the following criteria when writing their reviews: Does the book address a current research topic? Does the book take the current international state of research into account? Does the book provide high-quality research, both in terms of research methodology and in terms of theoretical foundation? Are the empirical, theoretical, and/or historical propositions made by the author valid? Is the research method stated clearly and comprehensively? Is the book well-structured? Is the language clear and concise? Does the book present an original, new approach? Is the text reader-oriented and comprehensible? Does the author name his/her target audience(s)?

5. Tables and figures

Tables and figures need to be formatted according to the guidelines cited above. In addition, please send them in as separate image files next to your manuscript to support the layout process of your paper. Please submit your tables in Word format. The figures should be submitted in the original format (e.g., if a figure is created in Powerpoint, please submit the original Powerpoint file). Alternatively, figures can be submitted as high resolution TIFF files.

6. On language

For submissions in English, please use standard American English. For submissions in German, please adhere to the current rules of reformed German spelling (*amtliche Regelung der neuen deutschen Rechtschreibung*).

7. Blind review

All papers submitted to the journal will be subject to a double-blind peer review, where the reviewers are not told the names of the authors of the submitted text, and the authors do not learn the names of their reviewers. Each paper is read by at least two reviewers. The final decision regarding acceptance of the paper remains with the editorial board of the journal.

8. Cover letter

To prepare your paper for the anonymous peer review, please provide a separate cover letter setting out the personal information on the author(s) (i.e., name(s), academic title(s), address(es), telephone and fax number(s), and email address(es)). If the paper is written by more than one author, please also indicate the corresponding author.