

# TERTIUM COMPARATIONIS

Journal für International und Interkulturell  
Vergleichende Erziehungswissenschaft



## Notes for Authors on Text Submissions

### 1 Documents for submission

The typesetter requires the following documents and materials:

- Your work as a Word and Pdf file. Here aesthetics are not so important. Print the material using word-wrap (no hyphenation or line justification) and double spaced. Final formatting will be done by the typesetter.
- Include your name and full address along with telephone (in case we need to contact you with further questions)

### 2 Structure and scope of the contribution

Your article should be structured as follows:

- Title (: possibly subtitle)
- First name Last name
- Institution, city
- Abstract (approx. 600–1200 characters)
- Keywords: 5–6
- text

Your contribution should be between 10 and 20 pages long.

Calculate approx. 2,500 characters including spaces per page.

If English is not your native language, please have the text checked by a native speaker.

#### Abstract

The text should be introduced by a short English abstract (approx. 600–1200 characters).

This should be submitted as a German and an English version.

Please also add 5–6 keywords.

#### Headings

1. main chapter
- 1.1 subchapter
- 1.2 subchapter...
5. Summary

#### References

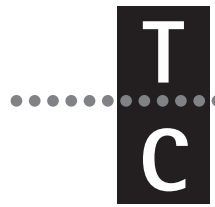
### 3 Formatting

In order to make possible a smooth conversion, it is necessary to observe a few basic rules while writing the text in the computer.

#### 3.1 Write text without stops

The line count in the printed periodical will differ from the one on your screen at home. The computer at the typesetter's will determine where words are to be hyphenated and where a new line begins. This is why you must create your text without stops. This means:

- No hyphenation
- No line justification
- No „Enter“ at the end of line except at the end of a paragraph
- No blank spaces for indentation e.g., Tables, Enumerations, Quotes; please use Tabulators instead



### 3.2 Symbols that should look different in the printed version must also be entered differently:

- Dash and hyphen must be differentiated. The longer dashes must be used between numbers (14–35 no empty spaces)
- Use the quotation marks "\_\_\_\_"; or simple: '\_\_\_'.

### 3.3 Various

- Underlining and bold type should be avoided. Use instead Cursive.
- In abbreviations (e.g.) no spaces are necessary. This also applies to two abbreviated Christian names (J.P. Müller).
- Sentences should not begin with abbreviations.

## 4 Illustrations

### Illustrations and graphics

In order to improve readability, however, you should pay special attention not to include graphics that are too small and detailed. Fine grids as a background should always be avoided.

- Copyright: Please be aware that all graphics (pictures, sketches, photos, etc.) are protected by copyright. You may use them as long as they are embedded in the text as pictorial quotations. This means that there has to be a proper purpose for using this exact graphic. It is not sufficient if they only serve to illustrate or be random/exchangeable. It is mandatory to add the source, including page reference. In case you want to use a graphic subject to approval (ornamental use only), please mind referring to the desired Creative-Commons-Licence whilst getting the approval. We will gladly provide you help in getting the approval. Don't hesitate to ask.
- Please number your graphics consecutively, save them separately as the calibre you created them in, and additional as tif-file or jpg-file. Please mark the place in your publication where the graphics belong.
- Please make sure to exclusively use reproducible templates: originals, slides, photos, sketches, drawings.
- Graphics need a resolution of 300 dpi in the size you want them to be printed in the document.
- Please design your graphics as simple as possible; in most cases: less is more. Please refrain from double frames, shadows, blurring...
- Please don't use hairlines; the line weight has to be at least 0,5 pt.

## 5 Source reference in the text

References are made directly in the text (American citation according to APA 7), not in footnotes.

The reference is in round brackets:

- for literal quotations with (surname, year, p. xx);
- for indirect quotations and references with (cf. surname, year, p. xx);
- for references to literature as a whole with (surname, year);
- or narratively e.g. with "As Foucault (1976) states, ...".
- Direct and paraphrased quotations must be referenced with page numbers. Omissions in verbatim quotations are indicated by "[...]" and additions are also placed in square brackets.
- Up to two authors' names are always written out in full; surnames are joined by an "&" (surname & surname, year). If there are three or more authors, only the first name is given and abbreviated as et al. is abbreviated (e.g., Klieme et al., 2012).

## 6 Notes

In most major word processors it is possible to choose between footnotes that appear at the bottom of each page and footnotes that are placed at the end of the document. If you should include comments (please use them economically), please place them at the end of the document if possible.

## 7 Bibliography

- As a heading you should have "References".
- Please follow the guidelines of APA 7.
- Please list only those texts in the references that you refer to in your article.