

F&E Edition

Instructions for Authors

Last Update: 13 Jan. 2021



F&E Edition is the research journal of the University of Teacher Education Vorarlberg. We are grateful that you will enrich our journal with your contribution. We kindly ask you to follow these instructions.

Manuscript Length	Max. 40,000 characters (spaces included); 10 printed pages in F&E
Title / Author / E-mail	Concise and informative title and subtitle, first and last name(s) of the author(s); active e-mail address of the corresponding author
Abstract / Keywords	Please provide an abstract of 100 to 150 words (in <i>italics</i> , in English and German). The abstract should not contain any undefined abbreviations or unspecified references. Please provide 6 keywords which can be used for indexing purposes (in English and German).
Headings	No numbering of the headings, no more than three levels, no different fonts - 1st level: bold, 14 - 2nd level: bold, 12 - 3rd level: bold, 10
Formatting	<p><i>Text</i> English (US) or German Unformatted body text (no justification), no automatic paragraphs, no templates</p> <p><i>Quotation marks</i> Use typographic/ curved quotation marks („“) bottom – top (if your manuscript is in German), (“”) top – top (if your manuscript is in English), no straight quotation marks.</p> <p><i>Hyphenation</i> No manual or automatic hyphenation.</p> <p><i>Formatting of lines</i> No line break at the end of a line, only at paragraphs. Word automatically switches to the next line when the end of a line is reached, so do not hit the "Enter" key at the end of every line, but only at the end of a paragraph.</p> <p><i>Copy-paste method</i> Text that is copied into the document ("copy-paste") must be adapted to the current document in terms of formatting, spelling etc.</p> <p><i>Numbers (if your manuscript is in English – see German below)</i> Separation by thousands: 2,370, 4,590, 2,533 Point for decimal numbers: 2.3%. Percentages: with 1 decimal digit 3.4% No space between number and % sign Date: September 4, 2013. write out year: 2013 (not 13).</p> <p><i>Numbers (if your manuscript is in German)</i> Separation by thousands: 2.370, 4.590, 2.533 Comma for decimal numbers: 2,3%. Percentages: with 1 decimal digit 3,4% No space between number and % sign Date: 4. September 2013. write out year: 2013 (not 13).</p> <p><i>Footnoes/Endnotes</i> Endnotes can be used to give additional information. Always use endnotes instead of footnotes.</p>

In-Text-Citations / Reference List	APA 7 (October 2019) English: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html German: https://www.psychologie.uni-frankfurt.de/90080017/DGPS_Richtlinien_zur_Manuskriptgestaltung_2019.pdf
Illustrations, Tables, Figures, Artwork	Insert tables, graphics, figures, and photos into the Word document at the desired position. Always save tables as a separate file in their original format (e.g., Excel) and as a pdf. Save illustrations and photos in high quality (300 dpi) as .jpg or .tiff and number them consecutively. Submission of manuscript: Word document plus original files of tables, photos, graphics, figures (Excel, jpg) and as pdf (high quality print, black/white). Each figure, graphic, etc. must have a caption.
Copy Editing	Please submit the manuscript to the editor already proofread several times . Use automatic spelling and grammar check. The authors will receive the texts again after typesetting for correcting typos.
Short Biography	At the end of the text, include some brief information about yourself (education, current position, professional career) and important points related to your contribution (max. 4 lines). Provide this information in English, if your manuscript is in English, or in German, if your manuscript is in German. Example: Ingrid Gessner, Dr., University Professor of English and American Studies at the University College of Teacher Education Vorarlberg, research interests in Visual Culture Studies and the Digital Humanities, projects on questions of identity, memory and history.