

Journal for Research on Adult Education (ZfW)

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Please submit the full manuscript in a Word file. A consistent spelling of names, terms and abbreviations in text, tables and illustration legends is required. The manuscript includes both text and front page with German and English title, all authors as well as complete contact information (academic title, first name, second name, institution and department, postal address, telephone and fax number, as well as email address).

Please summarise your article as an English and German abstract of max 800 characters at the beginning of the text. Do not use abbreviations and literature references for the abstract. The abstract is mandatory for the admission and evaluation in the literature databases. Our editorial team will be happy to support you with a translation of your abstract.

Key words: Please provide four to six key words in German and English.

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Volume: The article should be 10 to 15 printed pages including the list of references, which equals a maximum of 50.000 characters in word (including spaces).

2. Structure

Introduction and presentation of research issue: The problem should be presented explicitly at the beginning of the manuscript and be understandable to non-experts of the field. The research issue must be relevant, sound and based on a theoretical background.

Theoretical background, state of research and development of problem or hypothesis: The research issue should be connected to previous research by a literature overview. This literature overview is not a complete list but merely relevant and informative. Please refer to review papers on the subject if possible. A critical but fair view on previous research is encouraged. Both research issue and hypothesis or leading assumptions should be explicitly and understandable.

Approach: The study approach should be transparent. Please provide a brief overview of all essential study details (e.g. number of participants, questionnaire, interview, process).

Results: Please draw conclusions from the findings.

Discussion: The discussion should stress the study's contribution to answering the problem understandably. It is aimed at answering the hypotheses or problem, classifying its position in the current findings and debating in front of this background.

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Please type the manuscript in Word. Save the article in a *.docx (Word 2007 or higher) or in a *.doc format (older Word version).

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Headlines: Please do not use more than three digits. Please use concise headings:

Example: 1. Professions
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Abbreviations: Please explain abbreviations when first mentioned, e.g.: "The German Institute for Adult Education (DIE) has..." - "... the DIE has ..." for further references.

Please mark **percent values** with the percentage sign %.

Please use **double quotation marks**. "...". Single quotation marks are only used in quotes.

The following abbreviations are used for cross-references: s. (see), p. (page), Ill. (illustration), Eq. (equation), Tab (table).

Remarks/footnotes may contain additional information, which might otherwise interrupt the regular text flow. However, they should generally be avoided and only be used for content additions and not for literature references. Bibliographic references are to be included in the reference list. Footnotes may not contain illustrations or tables. Footnotes must be numbered consecutively in the text. Footnotes for tables are marked with superscripted lowercase letter (or asterisks for significance values). Footnotes on headlines or authors do not contain reference symbols. Please always use footnotes – not endnotes. Always add footnotes automatically with the text program.

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Quotes in the text: Indicate literal and indirect quotes in text passages using the author's name, year of publication and page number as such:

- If the author was already mentioned in the text: ... according to Bourdieu (1990)...
- Otherwise: ... (Bourdieu, 1990, p.12) ... (Weber 1956; Durkheim 1988a)
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ATTENTION: All names are listed in the literature reference.

- Paraphrases are introduced by "see" (see Weber 1956, p. 11).
- Two publications by the same author in one year (see Giddens 1984a, 1984b).
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- Titles of independent sources (monograph, journals, etc.) are italicised.
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- **Monographs:**
Giddens, A. (1984b). *Interpretative Soziologie. Eine kritische Einführung*. Frankfurt a.M.: Campus.

Keane, J. (Ed.) (1988). *Civil society and the state*. London: Verso.

Watzlawik, P., Beavin, J. H., & Jackson, D. D. (1985). *Menschliche Kommunikation* (7. ed.). Bern: Huber.
- **Contribution to collected volumes:**
O’Neil, J. M., & Egan, J. (1992). Men’s and women’s gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (p. 107–123). New York: Springer.
- **Article in collected volume with edition annotation:**
Winkler, M. (2006). Erziehung. In H.-H. Krüger & W. Helsper (Eds.), *Einführung in Grundbegriffe und Grundfragen der Erziehungswissenschaft* (7. ed., p. 53–69. Opladen: Barbara Budrich.
- **Article in journal with serial pages:**
Müller, K. (1996). Kontingenz der Transformation. *Berliner Journal für Soziologie*, 6, 449–466.
- **Article in journal with serial pages per volume:**
Tremel, A. K. (2006). Kann durch Erziehung die Gesellschaft verändert werden? *Zeitschrift für internationale Bildungsforschung und Entwicklungspädagogik ZEP*, 29(1/2), 2–10.
- **Contribution from newspaper articles:**
Hengst, H. (1984). Kindheit als Fiktion oder das Verschwinden der Flügelkleider. *Die Zeit*, no. 41 on 1984, October 5, p. 38.
- **Abbreviated institution in the text:**
KMK – Konferenz der Kultusminister der Länder in der Bundesrepublik Deutschland. (2010). *Konzeption der Kultusministerkonferenz zur Nutzung der Bildungsstandards für die Unterrichtsentwicklung*. Köln: Carl Link.

- **Online first article:**
Lamott, F., Mörtl, K., & Buchholz, M. B. (2009). Biografiekonstruktionen im Dienst der Abwehr. Selbstdeutungen von Straftätern. *Forum der Psychoanalyse*. doi:10.1007/s00451-009-0003-2
- **Online document:**
Statistisches Bundesamt Deutschland (2000). *Bevölkerungsentwicklung Deutschlands bis zum Jahr 2050. Ergebnisse der 9. koordinierten Bevölkerungsvorausberechnung, Wiesbaden*. <http://www.destatis.de/download/veroe/bevoe.pdf> Access on: 2005, June 20.
- **Discussion/interview:**
Adorno, T. W. (in discussion with) Becker, H. (1990). Erziehung zur Entbarbarisierung. In T. W. Adorno, *Erziehung zur Mündigkeit* (12. ed., p. 120-131. Frankfurt a.M.: Suhrkamp.
- **Review without title:**
Bude, H. (1993). (Review on:) R. Bohnsack: Rekonstruktive Sozialforschung. *Soziologische Revue*, 16, 166 f.
- **Article in special issue of journal:**
Diefenbach, H., & Nauck, B. (1997). Bildungsverhalten als „strategische Praxis“: Ein Modell zur Erklärung der Reproduktion von Humankapital in Migrantenfamilien. In L. Priesl (Ed.), *Transnationale Migration* (Soziale Welt: Special edition 12, p. 277-291). Baden Baden: Nomos.
- **Publication with subordinate editorial note:**
Schleiermacher, F. (1983). *Pädagogische Schriften. Vol. 1: Die Vorlesungen aus dem Jahr 1826*. Unt. Asstd. by T. Schulze, edited by E. Weniger. Frankfurt a.M.: Ullstein.
- **Article in grey literature:**
Thränhardt, D. (1999): Einwandererkulturen und soziales Kapital. Eine komparative Analyse der Zuwanderungsnationalitäten und Bundesländer. In M. Krüger-Potratz (Ed.), *iks – interkulturelle Studien*, no. 30 (p. 6–44). Münster: Arbeitsstelle Interkulturelle Pädagogik der Universität Münster.

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Manuscripts including major deviations will be returned to the authors.

7. Contact the editorial team

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