

Empirical Research in Vocational Education and Training

Guidelines for preparation of accepted manuscripts

All articles accepted for publication on the Journal of Empirical Research in Vocational Education and Training must adhere to the instructions listed below.

Submission of final version

Final version of the papers should be submitted electronically to <mailto:journal@skbf-csre.ch>.

Please include the following items:

- Final manuscript in *PDF format*, including all tables and figures
- Final paper in its *native format* (Word or Latex)
- Any *Graphic files* in Excel, PDF, EPS, TIF or JPEG format

The authors must sign and send a copyright transfer agreement.

Title Page

- The title page should include the *authors full names and affiliations*. An asterisk should be placed after the last author's name to key the first footnote. This will include address, telephone number and e-mail address of the correspondence author as well as any acknowledgements.
- An *abstract* should be included on the title page. The abstract cannot exceed *100 words*.
- If the title is very long, please make an abbreviated title of not more than 40 characters (including spaces) to be used as a running head.
- Please include three *keywords* on the title page after the abstract.

Style

- The text should be in clear, concise English. Please be consistent in punctuation, abbreviations, spelling (British vs. American), headings, and the style of referencing. Please make sure your text has been proofread with care.
- The final article cannot exceed the approximately *30'000 characters* including title, all text, figures, tables and references.
- The text must be *single spaced* in *11 points Times New Roman* font (you may also use Arial for special items).
- The *sections* and *subsections* should be consecutively numbered in arabic numbers and the titles should be in bold lower case.
- *Footnotes* should be consecutively numbered and typed using *8 points Times New Roman* fonts.

Equations

- Equations should be placed on a separate line.
- Equations should be consecutively *numbered on the right-hand side* of the page, using arabic numbers in parentheses.

Tables and Figures

- Tables must be *centred* on the page.
- Tables should be consecutively numbered with arabic numbers.
- Do not use vertical lines in tables.
- Place a zero in front of the decimal point for numbers between -1 and 1 (for example, 0.543 not .543).
- Figures should be supplied as glossy prints (for photographs) or good quality black line drawings, or as electronic files in PDF, TIFF, EPS or JPEG format only. The resolution of photographs should be 300 dpi and line drawings at least 600 dpi. We cannot accept images in formats such as CorelDraw, Harvard Graphics or Abode Illustrator.
- Legends for figures and illustrations should not be incorporated into the figure itself, and they should be listed in numerical order (headed as *Figure x. Title*). Legends should be italicized, centred, 9 pts, below the figure.

References and Citations

- Reference citations in the text are by last name of the author and year, e.g. OECD (2003) or (OECD, 2003). If the same author and year are used more than once, use 2003a, 2003b, etc.
- References/Bibliography should appear, alphabetically ordered, at the end of the manuscript. The form of the entries in the reference list should be:

Articles: Name, Initials (year). Title. Title of journal in italics, volume (number), page numbers. For example:

Antonio, A., Astin, H., & Cress, C. (2000). Community service in higher education: A look at the nation's faculty. *Review of Higher Education*, 23(4), 373-398.

Books: Name, Initials (year), Title in italics. Place of publication: publisher. For example:
Morison, S.E. (1936). *Harvard College in the seventeenth century*. Cambridge, Massachusetts: Harvard University Press.

Chapters in books: Name, Initials. (year), Title. In initials, name (Eds.) title in italics. Place of publication: publisher. For example:

Baldwin, R. G. (1996). Faculty career stages and implications for professional development. In D. Finnegan, D. Webster, & Z. F. Gamson (Eds.) *Faculty and faculty issues in colleges and universities* (2nd ed.). Boston, MA: Pearson Custom Publishing.

If you have any questions please contact the journal for clarification <mailto:journal@skbf-csre.ch>