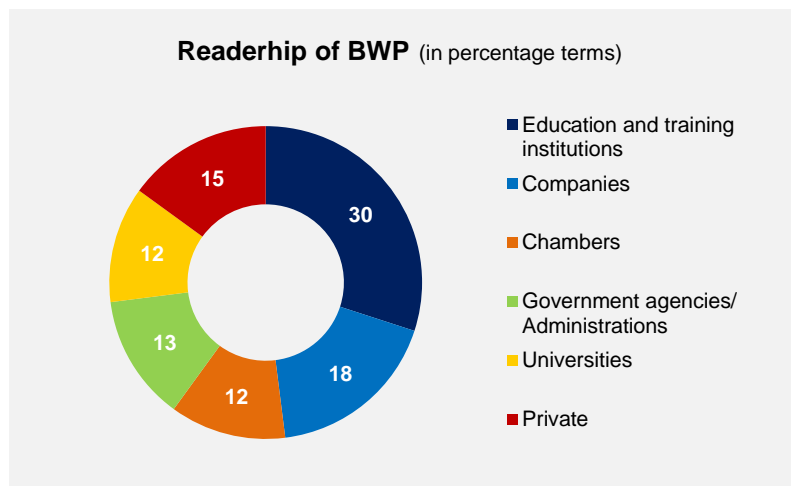


Information for BWP (Vocational Training in Research and Practice) authors

With a circulation of 2,000 copies, the BWP reaches a broad readership of VET players from the research field, day-to-day practice and the political sector (cf. figure).

The aim of the BWP is to initiate and assist in the sharing of expertise at the interface of academia, practice and policy-making.

What does this mean for the profile of the articles? Academic articles should always emphasise the practical relevance of theoretical considerations or research results. Articles from practice should not only outline experiences but should also offer some reflection in reference to professional discourse.



Support for authors from the editorial team

- We distinguish between specialist and information articles. Specialist articles (max. 18,000 characters incl. spaces and bibliographical references) are part of the academic discourse and in most cases present or reflect on the results of research or development projects. These go through a review procedure in the editorial board. By contrast, information articles (max. 9,000 characters incl. spaces and bibliographical reference) are more descriptive by nature, introduce practice concepts or project experiences and are not subject to the review procedure.
- If you are planning an article, please inform us with a short email to bwp@bibb.de: We shall agree the concept for the article, scope and publication date with you based on an outline. We can send you a grid to complete for this if required.
- BWP only accepts original articles not previously published in other print or online media. Please notify us if you intend to publish an article similar to the one submitted to BWP elsewhere, or if such an article is presently under consideration elsewhere.
- The [editorial board](#) of the BWP reviews the specialist articles based on [assessment criteria](#) and votes on whether to publish the article. You then receive feedback with advice and tips where required on revising the article with the request that this is completed within two weeks.
- You will receive the galley proof for approval (as a PDF) before publication. Upon approval, you transfer the right of use for publication to the BIBB. The author is responsible for the content of the final text.
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The Manuscript

We require your manuscript as a Word file.

- The **length** of specialist articles is generally 18,000 characters (including footnotes, literature references, lead, tables and figures). Information articles should be a maximum of 9,000 characters and reviews a maximum of 4,000 characters. All reference to characters includes spaces and bibliographical references.
- We need to receive figures, diagrams, etc. as separate files (e.g. XLS, PPT, AI, EPS) which can be edited. A resolution of at least 300 ppi is needed for photos and screenshots (JPEG, TIFF).
- Please add **personal information** using the following outline: name, academic title, work/role, institution, address and email. This is for the information about the author. For specialist articles please also add a photo of the author as a printable file (see above) or as a master copy.

Advice on structuring

- Focus on the audience you are writing for (see above).
- Select a succinct **title** and, if necessary, an explanatory subtitle.
- Start your specialist article with a **lead** of a maximum of 600 characters (approximately 400 characters for information articles) which summarises the key messages and clarifies the issues discussed in the article.
- Structure your article using paragraphs and **subheadings**.
- Create short and informative subheadings which contain the key message or issue of the section which follows.
- Use eye-catching elements to break up your text such as **information boxes, images, tables and photos**.
- Write using **language** which is easy to understand in order to appeal to a broad readership. Avoid the use of foreign words and abbreviations which are not commonly in use. Use active verbs instead of passive constructions. Active verbs bring the language to life. Avoid the use of long, convoluted sentences.
- Please pay attention to **wording which is gender sensitive**.
- The orthography in accordance with the current edition of the Oxford Dictionary must be used.

Citation methods and bibliography

- Document literal or indirect **citations** in the text using a short reference in brackets. State the page number with direct quotes, e.g.: (KREKEL/MILDE 2016, p. 52)
- Avoid footnotes whenever possible.
- Add information about the source for image material, figures and tables.
- List the **literature** cited in the text at the end of the article using the following outline:
 - **Monographs**
EBBINGHAUS, M.: Qualität betrieblicher Berufsausbildung in Deutschland. [Quality of company-based vocational education and training in Germany.] Bielefeld 2016
 - **Articles in compilations**
WEIß, R.: Duale Studiengänge – Verzahnung beruflicher und akademischer Bildung. [Dual courses of study – Integration of vocational and academic education and training]. In: FABHAUER, U.; SEVERING, E. (ed.): Verzahnung beruflicher und akademischer Bildung. [Integration of vocational and academic education and training.] Bielefeld 2016, pp. 21-38
 - **Articles in periodicals**
KREKEL, E. M.; MILDE, B.: Indikatorenbasierte Berufsbildungsberichterstattung in Deutschland – Grundlage für Politikberatung? [Indicators-based vocational education and training reporting in Germany – the foundations for policy advice?] In: BWP 45 (2016) 2, pp. 50-53 – URL: www.bibb.de/veroeffentlichungen/de/bwp/show/id/7970 (retrieved: 24.05.2016)
- For **Internet links**, please add the date on which the link was last accessed.

Editorial and publication deadlines including **special focus information** is available from our [overview](#) on the Internet.



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