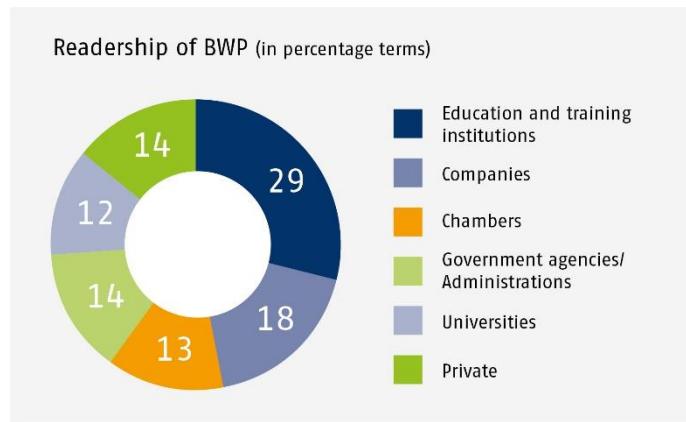


## Information for BWP (Vocational Training in Research and Practice) authors

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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.
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## 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.

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- 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. Exceptions are references to legislation or websites. Here, the reference is added in a footnote (e.g. BGBl. I Nr. 72 v. 17.12.2013, pp. 4125-4140 or [www.bwp-zeitschrift.de/de/ueber\\_bwp.php](http://www.bwp-zeitschrift.de/de/ueber_bwp.php)).
- Add information about the source for image material, figures and tables.
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WEIß, R.: Duale Studiengänge – Verzahnung beruflicher und akademischer Bildung. [Dual courses of study – Integration of vocational and academic education and training]. In: FAßHAUER, 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](http://www.bibb.de/veroeffentlichungen/de/bwp/show/id/7970)

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