Strategic Office "Publications and Scientific Information Services"
Team Publications

Specialist publications at BIBB
Information for authors

Dear authors,

With these guidelines, we would like to inform you about the production process for specialist publications at BIBB and explain what is important for the preparation of manuscripts. The objective is to design the publication process so that it runs quickly and efficiently and results in high-quality specialist publications.

1. How long does the production process take at BIBB?

The production of a BIBB publication from manuscript to a barrier-free PDF/printed book takes about four to five months.

2. What should authors pay attention to?

As authors, you are responsible for the content and for adhering to academic standards.
To ensure a faster and more efficient publication process for your publication, the manuscript should meet the following specifications:

a) Completeness

Please only submit **complete** manuscripts. This includes a **table of contents** as well as a **bibliography**, a **list of abbreviations** and an **abstract** (approx. 800 characters). Please carefully check that all literature references and footnotes are correct and that all hyperlinks are up to date. We would be happy to advise you before you create your manuscript.

If you created your bibliography using a citation management program, please deactivate the software in the manuscript that you submit to us.

Please also supply additional **keywords** that are relevant to the topic of your publication if they are not already contained in the title. These keywords will be integrated into the final PDF file and will later make it easier to find your publication via various search engines.

b) Formal requirements for the manuscript

- Please submit your manuscript as a file (WORD = .doc or .docx).
- Create the manuscript in the font Arial, 11 points with 1.5 times line spacing and left-justified (= ragged margin). Please do not use any formatting other than bold, italics and small caps.
  Do not use any automatic or manual hyphenation.
- For lists, use middle dots or em dashes. Do not enter an empty line before the start of the list. There should be an empty line at the end of the list, i.e. before the next paragraph. Every item in the list must end with a comma; in the case of whole sentences, a full stop.
- Structure your manuscript using headings, subheadings and paragraphs. Specify the hierarchy of the sections or subheadings using decimal numbering, e.g.:

  1 Profession
  1.1 Relevance for VET
  1.2 ...

- The first time you use institutional abbreviations, write them out in full, e.g. “The Federal Institute for Vocational Education and Training (BIBB) has...” In the rest of the text, only use the abbreviation, e.g. “... BIBB has…”.
- Use typographic (curly) quotation marks.
- Always write out units of measure and percentages. If they are in brackets, tables or figures, use the abbreviations, e.g. “(€10,500.00)”, “(5%)”.
- Write out numbers up to ten within the text, e.g. “nine percent”.
- When specifying months, always write out the name of the month, e.g. 30 September 2015.
- Footnotes always end with a full stop.
- Please pay attention to gender-sensitive wording.
- Please specify: Title, last name, first name, job title, institution, address, phone no., e-mail.

We require your manuscript as a Word file in which the placements of all graphs, figures/images and tables are marked. We also require all figures and tables as separate, printable files (see “d”) “Graphs and tables”.

c) Citation and bibliography

Avoid footnotes where possible. Declare direct or indirect **quotes in the text** with a brief citation in brackets: (AUTHOR [small caps] year, page no.). Please note that the page number must be separated with a comma (see ESSER 2017, p. 83).

If there are several authors, separate their last names using a forward slash (see ESSER/ERTL/KREKEL 2018, p. 4).

If there are more than three authors, only mention the first author and then add “et al.” (see ESSER et al. 2015).

Indirect quotes are denoted using “see”.

If you are citing several publications by an author, separate the individual publications with a semicolon (see HACKEL 2016; 2018).

Please cite **legal texts** as follows: Section 90 Subsection 3 (4) BBiG/Sections 42-43 HwO.

List the literature cited in the text including Internet links at the end of the article in a **bibliography** using the following schema:

Monograph
Last name [small caps], First name: Title. Subtitle if applicable. Edition. Publication location Publication year

Example: KÄPPLINGER, Bernd: Abschlüsse und Zertifikate. 2nd ed. Bielefeld, Bonn 2007

If no author is named, the editor or publishing institution takes their place:

Example: DEUTSCHER TOURISMUSVERBAND (Ed.): Grundlagenuntersuchung Städte- und Kulturtourimus in Deutschland. Bonn 2006

Articles in collective works
LAST NAME [small caps], First name: Title of article. LAST NAME [small caps], First name (editor[s]) title of article. Publication location Publication year, pp. XX-XX

Example: HARTUNG, Silke; SCHÖNGEN, Klaus: Anpassung der betrieblichen Ausbildungsaktivität an Veränderungen in den Geschäftserwartungen. In: DIETRICH, Hans; SEVERING, Eckart (Eds.): Zukunft der dualen Berufsausbildung – Wettbewerb der Bildungsgänge. Bielefeld 2007, pp. 25–59

Separate multiple author/editor names using a semicolon.

In the bibliography, list the names of all authors of a publication including their full first name.

When listing literature references for an author, please sort the publications in descending order starting with the most recent publication and, in the case of BIBB publications, always also provide the full-text link.

Articles in magazines

LAST NAME [small caps], First name: Title. In: Name of magazine Year (publication year) Issue number, pp. X–XX

Example: ULRICH, Joachim Gerd; KREKEL, Elisabeth: Welche Ausbildungschancen haben Altbewerber? In: Berufsbildung in Wissenschaft und Praxis 36 (2007) 2, pp. 11–13

Internet links

Please always cite online source with the date of the last retrieval (in brackets).

Example: ... Bonn 2017. URL: http *OR* https://www.bibb.de/dokumente/pdf/HA138.pdf (accessed 17/01/18)

To manage your literature and references, you can use **Citavi** and the associated Word Add-in. Choose the BIBB Citation Style (English) in its current version to have all the following citation rules taken into account.

While entering references into your Citavi project please be sure to choose one of the following supported document types:
- Book,
- Book, Edited,
- Contribution in an Edited Book,
- Journal Article,
- Internet Document,
- Unpublished Work.

d) Graphs and tables

Graphics can be delivered in the following file formats (please always also supply the graphic created in the original program):

- **Illustrator/Excel** (for diagrams),
- **PowerPoint** or **Word** (for text images),
- **PDF** (for forms, questionnaires, etc.),
- **Vector graphics** (for logos – file format: EPS or AI).

PNG and GIF files are not suitable for print products!

Creating graphics

Please pay attention to the following when creating graphics:

- Use a standardised font (Arial) in the required font size.
- Suitable colour assignment according to BIBB's "colour climate" as it is to appear in print (see next page),
- The placement of text fields/lines/keys/figures should be fixed; make sure graphics with related content are consistent.
- Details in the figures should be largely fixed (e.g. structure of the key, characters for notes).
- For figures of the same type, the sizes and presentation methods should always be the same or fixed (size of the graph itself, font type and size; width of bars; line type, etc.).
- Do not select a coloured filling as the image background; there is also no need for a frame line around the figure ("without frame").
- Please place the note of which units are used in the graphs in brackets after the heading, e.g. "(in €), (in %)". There is then no need to specify the units in the graph itself.

- Please **always provide the original files** for the graphs together with the manuscript.

Creating tables

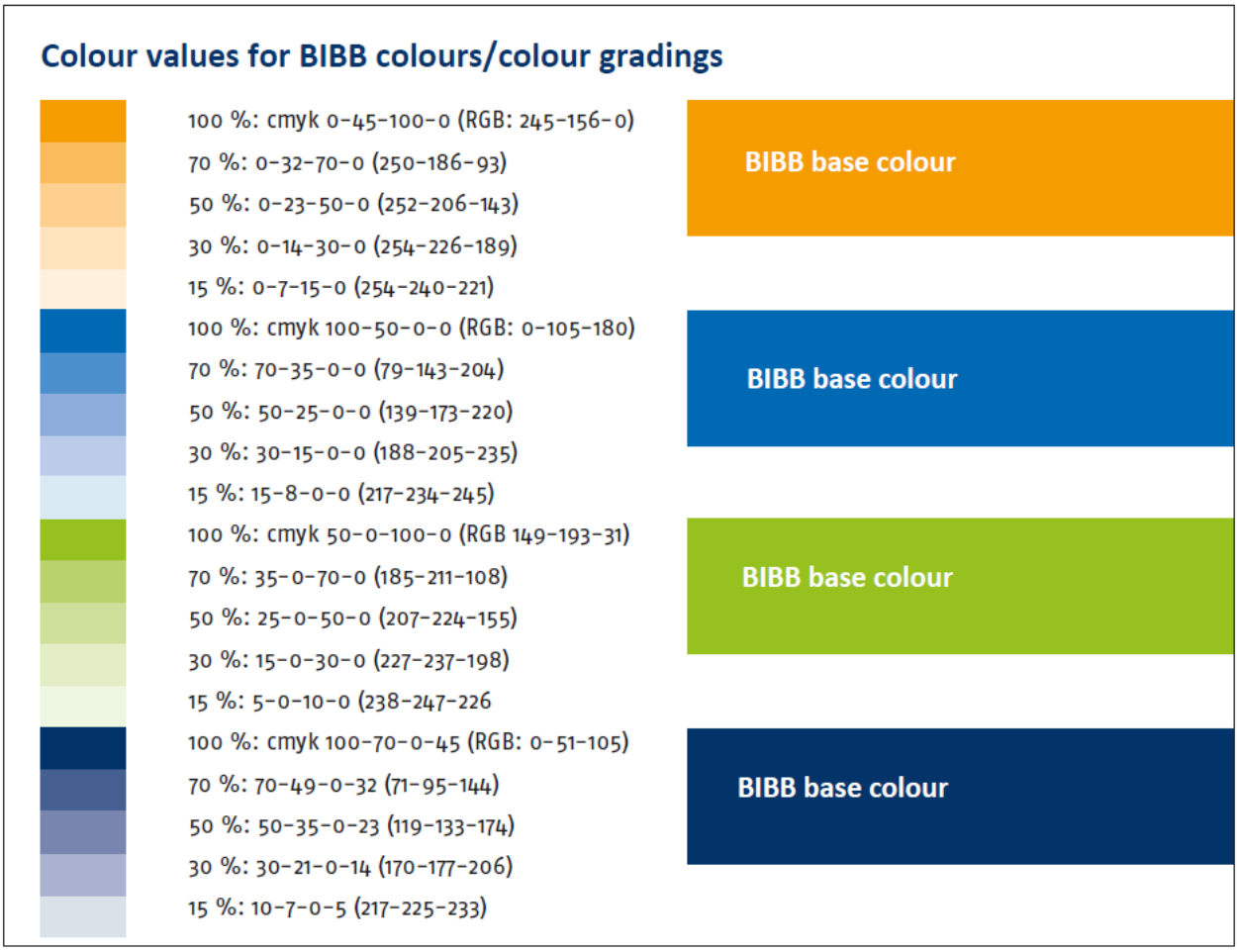
Please create tables in Word and insert them into the manuscript. If you create tables in Excel, please also provide these in the original file.

When specifying colours for tables and graphs, please use the BIBB "colour climate" to ensure consistency (see next page). Number the tables and graphs and add a meaningful heading above the table or graph. Please number the original files accordingly.

Please place the note of which units are used in the tables in brackets after the heading or in the headers, e.g. "(in €), (in %)". There is then no need to specify the units in the tables themselves.

Please place footnotes in the graph and table headings as well as in the tables themselves directly below the figure/table and conclude each footnote with a full stop.

Possible colours for graphs and tables:



Photos

Photos (file format: jpg or tiff) must have a resolution of at least 300ppi (pixels per inch in relation to the later print size). Please specify the source or copyright holder of the photo. Please note that when using photos that are not your own, you must have previously

obtained the right to their use from the creator (see “Further information”). If you have any questions, please contact the editorial team.

Generally the rule is that no third-party images may be used without the express consent of the copyright holder (photos, graphics, icons, etc.).

Author’s corrections

The author’s corrections are intended to give you the opportunity to check whether everything was implemented correctly. You should only correct errors during this process – more extensive changes are no longer possible at this stage. Please note that every additional correction step costs time and money!

Further information

- You can reach the Publications team at **publikationsmanagement@bibb.de.**
- You can find an overview of BIBB publications at:
  https:// www.bibb.de/dienst/publikationen/de/reihen
- The BIBB Open Access Policy is available under the following link:
  https://www.bibb.de/dokumente/pdf/BIBB_OA-Policy_final.pdf
- Please use the following form for the transfer of usage rights for figures/images: “Sample texts for obtaining rights for photos and recordings”. If you use figures/images in your manuscript, we will send you the form during the production process.