

Neues Handbuch Hochschullehre

Guidelines for authors

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Dear author,

We are delighted to welcome you to our team! In this guide you will find important tips on writing a text for the “NHHL”. Even if you are a frequent writer, we would like to recommend that you take a look at the following pages, as we attach great importance to very practical texts that should contain direct recommendations and suggestions for readers. You will also find information about your readers here. To make your work easier, the last point (“7. At a glance”) is a list of all the important information. If our guide leaves any questions unanswered, simply pick up the phone or send us an e-mail!

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1. The most important things first

Discuss the type of contribution and the focus of the content with your supervising editor in detail so that no ambiguities remain. You are welcome to contact both the editors and us at the publishing house at any time. We would like to avoid the need for more work than necessary due to unclear agreements. From the publisher's point of view, this is the most important concern alongside the reliability of the submission and the quality of the text.

2. What do the readers expect from you?

Your readers

The “NHHL” is a practice-oriented journal for academics teaching at universities and for university didactics experts. Your contribution is aimed primarily at lecturers from a wide range of disciplines who want to use suitable methods in a targeted and pragmatic way to make their own teaching effective and efficient, both for themselves and for their students. Provide them with what they need on the basis of your expertise – but no more.

Limited prior knowledge

The target group's prior knowledge of the topic is limited. Therefore, provide concrete and comprehensible instructions on how scientists can proceed step by step. Help them to quickly familiarize themselves with the topic! At the same time, avoid covering a subject area in its entirety. This is generally not necessary to understand what it is about.

Your text should be read!

Your readers often have a time problem. Therefore, write concisely and briefly. Depending on which article category has been agreed (see 3.2), there are clear maximum limits for the length that we ask you to adhere to.

Avoid overlaps

Of course, there are already many older and newer supplements on various topics in the journal. To avoid overlapping content as far as possible, we would ask you to take a look at the complete index at www.nhhl-bibliothek.de at “Gliederung und Downloads”. Do you see one or more articles that you would like to take a look at before writing your text? Just send us a short e-mail and we will send you the PDFs!

3. What should the content of your contribution look like?

3.1 Showing how it's done

As a practical guide, the “NHHL” requires a very specific type of text. In addition to the informative content, your text should also contain recommendations, instructions and suggestions that can be implemented as directly as possible in everyday practice. You should also have the courage to evaluate: only through your qualitative weighting can the reader derive a direct benefit.

This is often not easy. That's why we recommend it: Enrich your article with practical materials such as sample forms or graphics. If possible, use case studies to substantiate the theory so that it is easier to transfer it into practice.

Include examples

Write in a relaxed and lively style: Avoid the noun and passive voice. Use lots of verbs. Short, concise sentences are easier to read than long, complicated nested sentences. You can make your text much easier to read if you use the active voice instead of many passive formulations and address the reader directly from time to time.

Many references in the text and numerous footnotes are distracting and make it difficult to grasp the content quickly. Of course, your text should comply with scientific rules. However, try to cite in a solution-oriented way in the structure of your text. This also applies to the bibliography: In addition to the necessary references, you are welcome to provide the reader with additional interesting reading. However, please do not list the complete literature on the research field. Keep it clear!

Please cite sparingly

You should also use footnotes sparingly (if at all) – never for references, but only for other information that should not be included in the actual body text. Either your reference should be so interesting that you can place it directly in the text (also as a reference, internet or other tip, see below). Otherwise, please consider carefully whether it is really and absolutely necessary for the understanding of the text.

Try to avoid footnotes

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- Discuss with the editors which category your contribution should belong to (see 3.2).
 - After consultation with the editors and depending on the category, keep the theoretical background and historical development of your topic as concise as possible. As a rule, the readers of the handbook are interested in the practical applicability and coherence of what you have written.
 - Proceed step by step.
 - Keep it clear and understandable.
 - Work with examples.
 - Use graphical representations, illustrations, handouts, tables and info boxes.
 - Be “quick and dirty” rather than all-encompassing and exhaustive.
 - Every manual benefits from a checklist

Handout 1-1 Some advice on giving advice

3.2 Three types of texts

The contributions to the “NHHL” are divided into three categories:

The main focus: „articles“

“Articles” form the main focus. These are contributions of medium length (up to 15 printed pages) that present a question/project/... in a way that is useful for the reader and also briefly but precisely address the theoretical background and development. The focus is always on practical applicability.

Concise suggestions for practice: “Workshop”

Contributions in the “Workshop” category are very concise (up to 10 printed pages) and extremely practice-oriented and are dedicated to very specific problems/tasks and how to deal with them in everyday teaching - useful tips and experiences, project results, etc. As these are explicitly practical tools, a theoretical embedding is not expedient here.

Presentation and classi- fication of key topics: “Overview”

Articles in the “Overview” category are intended to provide readers with an overview of selected key topics: What is it actually? What does it all involve? What theoretical approaches are there? What are the relevant specialist discourses? What is the practical relevance? Of

course, this requires a little more depth, so that the contributions can be up to 20 printed pages long.

3.3 Best practice examples: Transfer and problems

Show others how they can integrate your concept into their own workflow. Pay attention to context and transferability. Feel free to mention problem areas or difficulties that have not yet been overcome, as this is sometimes more instructive than a pure success story. It is therefore essential that you also report on dead ends or pitfalls so that others do not fall into them.

Are you setting a good example?

4. Formal requirements

Please send us your contribution in an unformatted Word document. You can use standard formatting (example: Times New Roman + 11 point). Please do not use page breaks or section breaks in Word.

Unformatted document

Choose a short and “snappy” title that gets to the heart of the content of your article in a creative and original way. The (optional) subtitle can serve to make the content of the article clear.

Title and subtitle

We also need 4 to 5 central keywords per article.

Keywords

Above the table of contents, please write a summary of the article (max. 550 characters without spaces) and some information about yourself as well as the contact information you would like to (but do not have to) give our readers (max. 500 characters without spaces).

Summary and author information about the author

Please also send us your photo for the first page separately. It should have a printable resolution and therefore have a file size of at least 500 kB. If a photo credit is required, please let us know, otherwise it will be marked “private”.

Your photo

Our texts are provided with a maximum of two levels of structure - a third can be inserted as a subheading. Please mark the (sub)chapter headings with numbering and bold (e.g. “2. Procedure” “2.1. Preparation”). Please mark a subheading for us by writing “ZÜ:” in front of it.

Two levels of structure

We work with margin notes, the small side headings that make cross-reading easier, which you can also see in this guide. Please note these above the paragraph to which they belong. They should not be longer than half a line so that they do not take up more than three lines of marginalia in the article. Mark the margin note throughout the article with “M:” in front of it.

Margin notes

Illustrations, boxes, tables...

It is also possible to add illustrations, handouts, boxes, checklists or tables to the article. For all these elements (except boxes), we ask you to provide an appropriate title. For checklists, boxes and handouts, please write “Checklist/handout/box beginning” or “Checklist/handout/box end” after the beginning. Important: Please create tables directly in Word and do not insert them as graphics files. Illustrations should be sent to us separately as a graphic file of the highest possible quality. If you create a graphic in PowerPoint or Word yourself, please also send us the respective file separately. For illustrations, please write “Insert illustration [file name] here” and note the source of the illustration and the corresponding title that the illustration should be given in the text.

Gender

We make every effort to ensure that all genders are equally represented in our publication by using gender-neutral wording.

Article length

Please check the article length and shorten if necessary:

Workshop articles: max. 20,000 characters (without spaces)

Articles: max. 30,000 characters (without spaces)

Overview articles: max. 40,000 characters (without spaces)

5. Citation style

The so-called American citation style is a redundancy-reducing and reader-friendly measure. We will introduce this below. This is recommended because it is the most commonly used citation method today and is also much clearer and less time-consuming than the long/short citation method.

With this citation method, a source reference in brackets is always placed after a literal or analogous citation, which contains the following information:

- for literal citations: (author's year of publication, page number)
- for analogous citations: (see author's year of publication)
- for up to two authors (A1 & A2 year of publication, page number)
- for more than two authors (author et al. year of publication, page number)

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- for several publications by one author with the same year of publication (author year of publication a, page number) (author year of publication b, page number) etc.

In the American citation style, the references in the text are only given in this brief form. Only in the bibliography at the end of the paper are the complete references listed.

The following examples of citations and references have been chosen at random and are for visual illustration purposes only. Please do not put your references in footnotes and endnotes.

References and bibliography

Authors (year of publication): Title. Subtitle. Edition. If applicable (series). Place(s) of publication.

Monographs

Ehrenberg, R.G.; Smith, R.S. (1996): Modern Labor Economics. Theory and Public Policy. 6th ed. New York.

Authors (year of publication): Title of the article. In: Editors (ed.): Title. Subtitle. Edition. Place of publication, page number of the entire article.

Individual contributions from anthologies

Loutfi, M.F. (1992): An Overview of Self-Employment in Europe: Nature, Trends and Policy Issues. In: Leighton, P.; Felstead, A. (Hrsg.): The New Entrepreneurs. London, S. 41–68.

Authors (year of publication): Title. Subtitle. In: Title of the journal, issue number, (year), page number.

Journal articles

Place of publication and publisher are not specified.

Walwei, U. (1996): Aktive Arbeitsmarktpolitik in OECD-Ländern. Entwicklungstendenzen und Effekte. In: Mitteilungen der Arbeitsmarkt- und Berufsforschung, 3 (30. Jg.), S. 349–362.

Heetkamp, S.; Brachtendorf, M. (2025): Virtueller Gerichtssaal mit KI-gestütztem Zeugen. In: Berendt, B.; Fleischmann, A.; Salmhofer, G.; Schaper, N.; Szczyrba, B.; Wiemer, M.; Wildt, J. (Hrsg.): Neues Handbuch Hochschullehre. Stuttgart: Franz Steiner Verlag, 119. Ergänzungslieferung, D 3.52

Articles from the NHHL

Documents from the Internet

As documents from the Internet are subject to more frequent changes than printed documents, it is advisable to include a note at the beginning of the bibliography stating the date on which the relevant sources were valid. Example: “All electronic sources last accessed on xx.xx.xxx”.

The citation is as follows:

Author (year of publication): Title of the document. Exact URL of the document.

Universität Graz (2024): Leistungsvereinbarung 2025-2027.
<https://mitteilungsblatt.uni-graz.at/de/2024-25/11.b/pdf/>

Grey Literature

For unpublished sources such as manuscripts, conference documents or lectures, which can be classified as gray literature, the same guidelines as above apply in principle. In addition, it makes sense to add a note after the reference to indicate that it is an unpublished document.

Christmann, B.; Golle, K.; Hellermann, K. (2000): Zukunftskonferenz am Lehrstuhl LPS. Bochum. (Unveröff. Manuskript)

Formatting the bibliography and source list

Please arrange the bibliography alphabetically according to the last name of the (first-named) author. This completes your formatting work! The publisher will take care of everything else.

6. The publication (and writing) process

Contract and “Stammblatt”

As soon as we receive notification from the supervising editor, we will send you an author contract. This will also contain the working title of the article (which is only to be understood as such) and the agreed submission deadline. Please send us an unsigned and completed copy (preferably purely digital). Furthermore, in the case of a fee payment, we require the fully completed and signed author's registration form (“Stammblatt”) – including information on VAT liability, tax number and bank details, if applicable.

Initial submission and feedback

Please send the article including summary, author information, illustrations and photo to the editor by the agreed submission date noted in the contract. They will get back to you with feedback within the agreed period.

You can then revise, adapt or add to the article if necessary. Please send it by e-mail to the editor, who will forward it to the publisher.

After your final submission, the publisher will prepare your contribution for printing. After the layout and the publisher's editing and proof-reading, you will receive a galley proof as a PDF file, the final version, by e-mail for final correction and approval. Please send this file back to us after reviewing it and with any corrections in the PDF document. We will check your comments, finalize the article and send the edition to the printers on a fixed date.

Once we have received the issue including your contribution, we will send you a copy and we will transfer the remuneration to you. You do not have to invoice us. There are various options for payment: We will pay the remuneration to your private account or to that of your institution if you have written the article as part of your work (to be indicated accordingly in the author master form). If you write together with several authors, the remuneration is usually split, but can also be paid to just one account if you wish. It is also possible to waive the remuneration. If you require information for VG Wort, we will be happy to send you the necessary details after the end of the year. Just send us a short note by e-mail.

Your copy and remuneration

You can find our current self-archiving guidelines here:

Self-archiving guidelines

<https://www.steiner-verlag.de/en/For-authors/Rights-publishing-licences/Copyright-and-self-archiving/>

7. At a glance

7.1 Content-related aspects

- If possible, choose a short and “snappy” title. You can specify the exact content in the subtitle.
- Make it clear who the article is aimed at and what benefit it has.
- Discuss with the editors which category your article should belong to. Design the references accordingly.
- As a rule, the focus should be on the practical applicability and coherence of what you have written.
- Keep it clear and comprehensible.

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- If necessary, first establish an overall context (What is it about and why is it relevant to our topic?) before going into institutional circumstances.
 - Work with examples – both positive and negative.
 - Use graphical representations, illustrations, checklists, tables and info boxes.

7.2 Formal aspects

- Use standard formatting for a text document and avoid page breaks and section breaks.
- We also need titles and subtitles in English.
- Please name 4 to 5 central keywords.
- Use an outline level with subheadings.
- Send us an approx. 6-line article description and approx. 4 lines of author information.
- Use the new spelling and gender-neutral formulations.
- Include checklists, boxes or tables in your article.
- Send us illustrations separately as graphic files of the highest possible quality.
- Send us a photo of yourself with a file size of at least 500 KB, including photo credit if applicable.
- Use the American style of citation and cite in a solution-oriented manner (bibliographies that go on for pages may confuse practitioners).