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*Jane Doe*[[1]](#footnote-1)*, John Smith*[[2]](#footnote-2)

Abstract

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|  |
| --- |
| Keywords: |
| Educational research (example) |
| Alternative teaching methods (example) |
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# Introduction

In this document you will find guidelines how to prepare your manuscript for submission to the editorial office of the open online journal R&E-SOURCE. Essentially, the structure and layout of your manuscript should be exactly like in this document.

To use one of the style sheets, copy the templates into the directory where you want to save your manuscript. Double click on the template to create a new document. Save the document under a new name. Submitted manuscripts shorter than 5 pages characters or longer than 15 pages will not be considered for publication. These numbers apply to the whole document, including the abstract and references.

Use either American or British English, but be consistent within your manuscript. For questions of spelling we recommend to consult Collins English dictionary (<http://www.collinsdictionary.com>).

# Notes on title, subtitle, authors' names, and keywords

The title of your article should not be longer than three lines. Optionally, you may also use a subtitle. The names of the authors have to be written without academic titles, i.e. "Jane Doe" and not "Jane Doe PhD". Please provide the authors’ affiliations in footnotes at the end of the title page, indicating the corresponding author. Please state the e-mail address of the corresponding author (and optionally also those of the other authors). You should provide at least two, but not more than five keywords.

# On the layout of your paper

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# On the structure of your manuscript

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## Tables, figures, illustrations, and formulas

### Tables

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Example:

|  |  |  |  |
| --- | --- | --- | --- |
| Column 1 | Column 2 | Column 3 | Column 4 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Table 1: Here is the place for the title of the table or a short description of its content.

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Figures or illustrations are labelled as follows:

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Apart from the footnote on the title page containing the authors' affiliations and e-mail addresses, all footnotes are placed at the end of your article (i.e. as "endnotes")[[3]](#endnote-1). Footnotes should not contain figures, tables and/or the bibliographic details of a reference. Direct citations must be put under quotation marks, if they are part of the running text, e.g. „As the streets that lead from the Strand to the Embankment are very narrow, it is better not to walk down them arm-in-arm” (Woolf, 1915, p. 1). Quotes longer than three lines or 50 words have to be separated from the running text as blockquote to make them clearly distinguishable from the latter, e.g.:

„A scientist is supposed to have a complete and thorough I of knowledge, at first hand, of some subjects and, therefore, is usually expected not to write of any topic of which he is not a life, master. This is regarded as a matter of noblesse oblige. For the present purpose I beg to renounce the noblesse, if any, and to be the freed of the ensuing obligation. My excuse is as follows: We have inherited from our forefathers the keen longing for unified, all-embracing knowledge. The very name given to the highest institutions of learning remind us, that from antiquity to and throughout many centuries the universal aspect has been the only one to be given full credit. But the spread, both in and width and depth, of the multifarious branches of knowledge by during the last hundred odd years has confronted us with a queer dilemma. We feel clearly that we are only now beginning to acquire reliable material for welding together the sum total of all that is known into a whole; but, on the other hand, it has become next to impossible for a single mind fully to command more than a small specialized portion of it." (Schrödinger, 1944, p. 37)

Please use the current version of the APA style for citations, quotes, and the list of references! Cite references in the text with author name/s, year of publication, and page number/s in parentheses ("Harvard system"), i.e. cite as (surname, year, p. 137). Please do always specify the exact page number, if you are referring to a particular statement or paragraph in a text. If you cite more than one publication of the same author in the same year, please use small alphabetical letters to distinguish them, e.g. (Smith, 2012a) and (Smith, 2012b). For further questions on citations or the bibliography style, you may consult <https://libguides.csudh.edu/citation/apa-7>. Use indentations in the list of references!

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This style was updated in July 2021. For comments or questions, please contact christian.spreitzer@ph-noe.ac.at.

# **References**

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3. This is the first footnote of this document––thus it is actually an endnote. In the toolbox "Styles" you find a style sheet for footnotes, but you may alternatively set the font size manually to 9pt. Footnotes are set in the font Calibri, size 9pt. [↑](#endnote-ref-1)