



# Guidelines for Authors

## Dear authors,

We are glad that you have chosen to implement your publication project with bu,press. We hope the following guidelines will help you when preparing your manuscript. We kindly ask you to read through the following pages.

Should you have any questions regarding your manuscript or the publication process, please contact us on time: [universitypress@unibz.it](mailto:universitypress@unibz.it), [astrid.parteli@unibz.it](mailto:astrid.parteli@unibz.it), 0471/012312.

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## 1. Publication Process

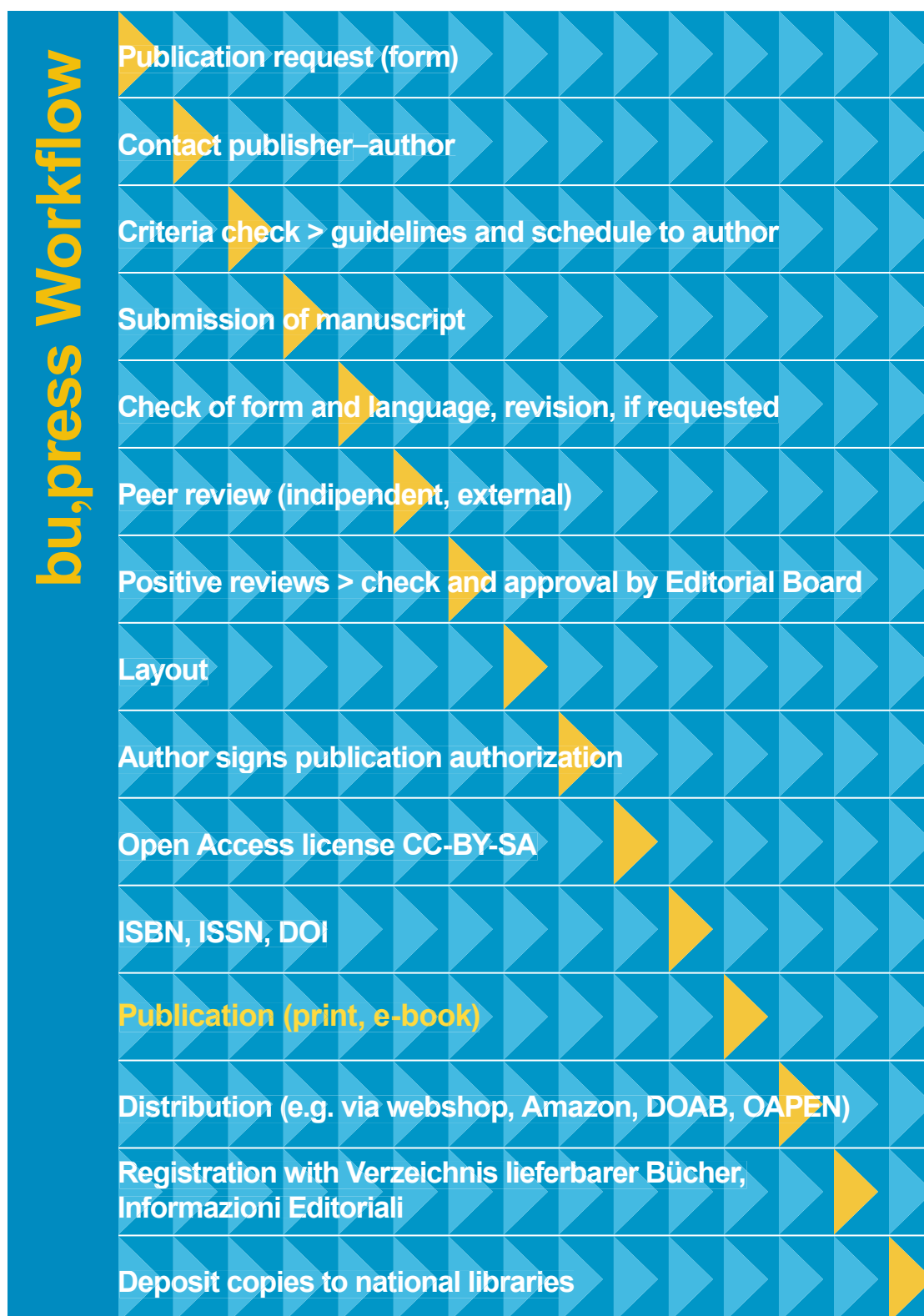


Fig. 1 – The publication process

After the final submission of the manuscript in compliance with the established **formal and linguistic requirements**, the texts will be **peer reviewed** by independent, external (non-unibz) experts. The peer review process is supervised by bu,press.

On the basis of the peer reviews, the bu,press **Editorial Board**, consisting of one representative from each faculty and the rector, decides upon the publication of the text.

In the course of the bookmaking and publication process of print and electronic works, bu,press allocates ISBNs, ISSN, DOIs, registers the text with the Verzeichnis lieferbarer Bücher and informazioni editoriali, delivers the deposit copies to the regional and national libraries, publishes your work in **open access** on the bu,press website and on open access platforms such as **DOAB** and **OAPEN**.

The **publication process** from the submission of the manuscript corresponding to the bu,press Guidelines to the publication on average takes approx. 4 months.

## 2. Style

Please follow these Guidelines before submitting your manuscript. The guidelines are mainly based on the *Publication Manual of the American Psychological Association*, 7<sup>th</sup> ed. If you choose another referencing style e.g. MLA, Harvard, Turabian, it should be an internationally accepted style. In an edited volume all contributions need to meet the same stylistic requirements, which need to be defined by the editors. Please apply the chosen style consistently so your manuscript will meet the formal requirements of a scientific text. This will also speed up the publication process.

## 3. Language

If possible, write in your mother tongue. If you need to write in a foreign language, before submitting your text, please ask some linguistically well-versed native speakers to see through it. The same is true for texts written in your mother tongue: six eyes see more than two. In addition, it may be necessary to ask for a professional text revision. Please contact us if that should be the case.

Please make sure to use bias-free language consistently throughout your text. Please follow the examples and suggestions at <https://apastyle.apa.org/style-grammar-guidelines/bias-free-language>.

### 4. Text Elements

bu,press publications need to have a least 120 pages. An anthology/proceedings volume needs to consist of at least 5 contributions. Your contribution should contain the following parts.

- a. **Title**
  - b. **Running head** (up to 70 characters with spaces)
  - c. **Name, surname, affiliation**
  - d. **Abstract** (up to 1500 characters with spaces)
  - e. **Keywords** (optional, consistent for all contributions)
  - f. **Chapter headings:** please use only up to 3 title levels, capitalize the first 2 levels.
  - g. **Subchapters/subdivisions:** should consist of at least two elements, otherwise no division is required.
  - h. **Text** consisting of introduction, research, results, findings, suggestions.
  - i. **Quotations:** short quotations, block quotations (more than 40 words) and, if necessary, long quotations (more than 800 words). Attention: for long quotations you usually need to request the copyright holder's authorization (normally the publisher).
  - j. **Footnotes** are used only for complementary information, no references.
  - k. **Figures/tables:** please insert fotos, graphics, diagrams etc. only if they are essential for the presentation of the content. Number figures and tables and add a caption (e.g. Table 10 – *Caption*; Figure 10 – *Caption*). Then add the copyright attribution to the figure note, i.e. source, **copyright status** and, if required, **permission statement**. Unless otherwise specified, it is necessary to obtain the copyright holder's written permission<sup>1</sup> to use the foto/figure/table for reprint or adaption. Two examples for copyright note in the figure/table caption:
    - a) Figure/Table reprinted with permission from a **book**:  
From *Deviant Behaviour* (p. 85), by L. Böhnisch, 2014, bu,press. Copyright 2014 by bu,press. Reprinted with permission.
    - b) Figure/Table adapted with permission from an online **article** and:  
Adapted from “The High-Risk Environment of Homeless Young Adults: Consequences for Physical and Sexual Victimization,” by K. A., Tyler and M. R., Beal, *Violence and Victims*, 25(1), p. 112 (<http://dx.doi.org/10.1891/0886-6708.25.1.101>). Copyright 2010 by Springer. Adapted with permission.
- If figures/tables are available in **public domain** or they have a **Creative Commons license**, it is not necessary to request the permission from the rights holder. In this case after the source information in the caption please add the author and the CC license e.g. CC BY-SA with link to CC licence deed website, and the link to the source or add “Public domain”. The source cited in the copyright note should also be added in the reference list.
- For templates and further examples of copyright attribution with figures/tables see *APA Publication Manual*, 7<sup>th</sup> ed., pp. 390–391.
- l. **Image resolution and file format:** Please only use figures with 300 dpi original resolution. Please send the figures in separate files in eps or pdf format.
  - m. The **reference list** contains all cited sources in full. The citation style chosen is applied throughout the list. Only cited sources are included in the list, do not add suggested literature).
  - n. **Short bio** (approx. 500 characters including spaces).

<sup>1</sup> For a form to request written consent from the rights holder please contact bu,press.

## 5. Text Production – Formal Basics

### 5.1 Emphasis and Italics

In order to emphasize words please use **italics** (in the bu,press template use the style Emphasis). Please do not emphasize words by writing in bold, by underlining, by using quotation marks, capitalization, or by using some kind of mixed form.

Italics are also used for titles of books, titles of periodicals, when introducing a new technical term (use italics only the first time), foreign expressions not common in the language of your contribution.

Also use italics when you introduce technical terms or keyterms. Only italicize these terms at first use.

### 5.2 Punctuation

Insert one **space** after a comma, semicolon, period, colon (, ; . :). Do not use **line breaks**, only after paragraphs. Please avoid manual hyphenation, use automatic hyphenation instead.

**Quotation marks** are used only for direct quotations shorter than 40 words. Longer quotations are formatted as an indented block without quotation marks. Single quotation marks are used for a quotation within a quotation. After the opening quotation mark and before the closing quotation mark there is no blank. Quotation marks are used differently in different languages:

- German: „Das ist ein direktes Kurzzitat“ ‚Das ist ein Zitat im Zitat‘
- Italian: “Questa è una citazione diretta breve” ‘Questa è una citazione in una citazione’
- English: “This is a short direct quotation” ‘This is a quotation in a quotation’

The **hyphen** (short bar) is used to separate a long word at the end of a line, to join words to avoid ambiguity (up-to-date, run-down), for compound adjectives preceding the term they modify (well-defined rules), for compounds with numbers as first elements (five-day trip), with compound numbers (fifty-two), with prefixes (anti-American, post-war). The **en dash** (midsized dash) is used to indicate a date or page range (1964–2012, pp. 54–78). To separate an element added to the main clause use an **em dash** (long dash).

The **non-breaking space** (° only visible with ¶ function enabled showing all formatting elements) avoids automatic separation of characters (e.g. 12°mm, pp. °12–25). To add a non-breaking space use the key combination Strg+Shift+Space.

Use an **ellipsis** (three dots with spaces) to replace missing words in a quotation (. . .). Do not use an ellipsis at the beginning or at the end of a quotation.

**Capitalization** of the word following a **colon**: The first word after the colon is capitalized only if it begins a complete sentence.

Before submitting your manuscript please check your text using the find/replace-with function. Check each occurrence separately, do not use automatic replacement.

<b>E.g. Find</b>	<b>Replace with</b>
Space Space	(one) Space
Space Comma	Comma
Space Question mark	Question mark
Space Exclamation mark	Exclamation mark

### 5.3 Numbers

Generally, to express numbers **below 10** use words, to express numbers **10 and above** use numerals. Use numerals to specify **parts** of a book or tables or series and **capitalize** the noun followed by the number (Chapter 8.1, Section 5.3, Table 2, Figure 7, Row 3, Grade 1).

In English, use **commas** between three digits in figures of 1,000 and above. Exceptions: e.g. 3289 Hz, 1200 °C, page 1250.

**Date, time, years.** Consistency in use is important: e.g. February 10, 2020; 12:30 a.m. Avoid ambiguity: use 1960s instead of 60s.

## 6. Quoting and Referencing

### 6.1 Quotations

A **paraphrase** is an indirect quotation and restates another's idea in your own words.

A **direct quotation** exactly reproduces part of an original text. **Omitted words** or part of texts need to be indicated using an ellipsis (without brackets). Do not use an ellipsis at the beginning or at the end of quotations. **Explanations** within quotations need to be put in square brackets.

As Daniel Buchner (2009) states, "they [those responsible at community level] decided to shut down the nursery" (S. 15).

**Newly emphasised parts** need to be written in italics. Indicate [emphasis added] in square brackets.

**Errors** in the original text need to be indicated using [sic] in square brackets.

### 6.2 In-Text Citations

Each direct or indirect quotation needs to be referenced. References consist of the short in-text citation and the corresponding long reference entry. Use the author-date citation system. To cite specific parts of a source also add the page number or, if missing, the paragraph, section, table etc, e.g. Abbreviation for paragraph is *para.*, plural *paras.*

(Schmidt et. al., 2020, para. 5)

### Works by Two Authors

For parenthetical citing, the surnames are separated by an ampersand, e.g.

(Schmidt & Helfer, 2018, p. 13)

For narrative citing, the surnames stand outside the brackets and the ampersand is replaced with *and*, e.g.

Schmidt and Helfer (2018, p. 13) stated that ...

### Works by Three or More Authors

NEW

In contrast to the 6th edition of the *APA Publication Manual* after the surname of the first author, only *et al.* is added, e.g.

(Schmidt et al., 2020)

Exception: Different works that would have the same in-text citation, in only the first author was named, need to be cited indicating all the same authors' names including the first different name.

### Group Authors without Abbreviation

(Harvard University, 2019)

### Group Authors with Abbreviation

In the first in-text citation indicate the full name of the group author and the abbreviation in square brackets, e.g.

National Institute of Mental Health [NIMH], 2020

For all subsequent citations of this group author only the abbreviation is needed. In the reference list the full name without abbreviation is indicated.

## 6.2.1 Indirect Quotations and In-Text Citations – Examples

In a frequently cited study Kohl (1996) points out that ...

Two more recent studies (Maier, 2001; Kurz, 2009) confirm that ...

Bänsch (2006a, p. 28; 2006b p. 65; 2006c, p. 269) argues that ...

Gmeiner and Lindner (2002, pp. 33–35) suggest that ...

Further studies (Helfer & Mann, 2012) have shown that ...

### Special Format: Citation of Secondary Sources

Secondary sources refer to content first reported in other sources. Use them sparingly.

Niedermair (1987, as cited in Gruber, 2009) declares that ...

In the reference list only the secondary source is included : Im Literaturverzeichnis wird Niedermair nicht angegeben, sondern nur Gruber (mit Vollbeleg)!

## 6.2.2 Direct Quotations and In-Text-Citations – Examples

### Short Direct Quotation

Koehler (2016) argues that "falsely balanced news coverage can distort the public's perception of expert consensus on an issue" (p. 16).

"Falsely balanced news coverage can distort the public's perception of expert consensus on an issue" (Koehler, 2016, p. 16).

### Long Direct Quotation (Block Quotation)

For quotations consisting of more than 40 words do not use quotation marks. Start block quotations on a new line and indent the text block.

Flick (2000) underlines the importance of the formulation of a research question as follows

Fragestellungen sind so etwas wie die Tür zum untersuchten Forschungsfeld. Von ihrer Formulierung hängt ab, ob die empirischen Vorgehensweise [sic] Antworten produzieren oder nicht. Ebenso hängt davon ab, welche Methoden angemessen sind, wer ... oder was ... in die Untersuchung einbezogen werden sollte. (S. 69)

For quotations of more than 500 words, authors need to request a license of the publisher or rights holder. Please contact us, so we can clarify the legal situation with the publisher.

## 6.3 Reference List

Each work cited in the text must appear in the reference list, and each work in the reference list must be cited in the text, with the exception of items such as personal communications, epigraphs, quotations from research participants and entire websites. All references are listed in **alphabetical** and **chronological order**. No distinction is made between different categories of references.

If you are using a **citation software** (see p. 13), please make sure the automatically produced reference list is correct and complete (e. g. abbreviated journal or series titles need to be written in full).

### NEW

In contrast to the 6th edition of the *APA Publication Manual* **retrieval dates** need to be included only if the work is unarchived and designed to change over time.

### 6.3.1 Books and Reference Works

#### Authored Book with a DOI

Müller, R., Plieninger, J., & Rapp, C. (2012). *Research 2.0: How to find and use information*. Springer VS. <https://doi.org/10.1008/5483658022501>

For a work with up to 20 authors, include all the names in the reference list. Precede the last author with an ampersand (&).



**NEW**

In contrast to the 6th edition of the *APA Publication Manual* the publisher location is no longer included in the reference list. However, a location needs to be included e.g. for conference proceedings, see p. 12.

### **Authored Book by more than 20 Authors**

When the work has 21 or more authors, include only the first 19 names, an ellipsis, and the final name, without using an ampersand.

### **Book by a Group Author**

If on the title page only the group author is named (i. e. corporation, association, etc.) give the group author's name instead of the author's name. Spell out the full name, do not use abbreviations. In case of grey literature, after the title include the publication type in square brackets, e.g.:

National Nature Preservation Institute. (2009). *Guidelines for visitors* [Brochure]. U.S. Department of Services for Nature, National Nature Preservation Institute.

If both a group author *and* individual authors are named on the title page, the work is referenced under the individual authors' names and the group author is given as publisher.

### **Book After 1st Edition**

In the reference list entry, the edition number is placed in parentheses after the title (but before the period at the end of the title element). Because it is not part of the title, the edition information is not italicized.

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2<sup>nd</sup> ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

### **Edited Book**

Hygum, E., & Pedersen, P. M. (Eds.). (2010). *Early childhood education: Values and practices in Denmark*. Hans Reitzels Forlag. <https://earlychildhoodeducation.digi.hansreitzel.dk/>

### **Chapter in Edited Book**

Thestrup, K. (2010). To transform, to communicate, to play—The experimenting community in action. In E. Hygum & P. M. Pedersen (Eds.), *Early childhood education: Values and practices in Denmark*. Hans Reitzels Forlag. <https://earlychildhoodeducation.digi.hansreitzel.dk/?id=192>

### **Chapter in Multivolume Work**

Raumann, C. F. (1974). The other self. In W. Metzger & H. Erke (Eds.), *Handbook of psychology: Vol. 2. Cognitive processes* (2<sup>nd</sup> ed., pp. 1031–1096). Hogrefe.

### **Book in Another Language**

When referencing a book written in another language than the manuscript, the title needs to be followed by the translation in the manuscript's language in square brackets. The translated title is not written in italics:

Bäck-Wiklund, M. (1993). *Vetenskap och politik i socialt arbete* [Science and politics in social work]. Kompendiet.

## Guidelines for Authors

### Book Published in Translation

Heller, A. (2018). *Why not today?* (A.-L. Kornitzky, Trans.) Kubic. (Original published 1900) or (Orig. publ. 1900)

In-text citation: (Heller, 1900/2018)

### Entry in a Dictionary, Thesaurus, or Encyclopedia

Merriam-Webster. (n.d.). Semantics. In *Merriam-Webster.com dictionary*. Retrieved January 4, 2020, from <https://www.merriam-webster.com/dictionary/semantics>

In-text citation: (Merriam-Webster, n.d.)

### Wikipedia Entry

To make sure readers can retrieve the version of the entry you used, cite the time and date of the version you used. By selecting "View history" you will be able to see the time and date of the versions. If a wiki does not provide permanent links to archived versions, add the URL and the retrieval date.

Christoph Ransmayr. (2020, February 17). In *Wikipedia*. [https://de.wikipedia.org/w/index.php?title=Christoph\\_Ransmayr&oldid=196906685](https://de.wikipedia.org/w/index.php?title=Christoph_Ransmayr&oldid=196906685)

## 6.3.2 Newspapers, Journals, Magazines

### Journal Articles with up to 20 Authors

Seitz, S. (2011). Bullying as crisis. Prevention measures. *Schulmagazin 5 bis 10*, 79(4), 7–10.

Tyler, K. A., & Beal, M. R. (2010). The high-risk environment of homeless young adults: Consequences for physical and sexual victimization. *Violence and Victims*, 25(1), 101–115. <http://dx.doi.org/10.1891/0886-6708.25.1.101>

Giacomuzzi, V., Mattheis, J. P., Basoalto, E., Angeli, S., & Knight, A. L. (2017). Survey of conspecific herbivore-induced volatiles from apple as possible attractants for *Pandemis pyrusana* (Lepidoptera: Tortricidae). *Pest Management Science*, 73, 1837–1845. <https://doi.org/10.1002/ps.4548>

For journal articles with more than 20 authors see p. 9.

### Magazine Article

Lyons, D. (2009, June 15). Don't 'iTune' us: It's geeks versus writers. Guess who's winning. *Newsweek*, 153(24), 27.

Schaefer, N. K., & Shapiro, B. (2019, September 6). New middle chapter in the story of human evolution. *Science*, 365(6457), 981–982. <https://doi.org/10.1126/science.aay3550>

### Newspaper Articles

Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times*. <https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>

Harlan, C. (2013, April 2). North Korea vows to restart shuttered nuclear reactor that can make bomb-grade plutonium. *The Washington Post*, 14–15.

### 6.3.3 Audiovisual Works

#### Film

Becker, W. (Director). (2003). *Good bye Lenin!* [Film]. Warner Bros.

#### Musical Recording

Respighi, O. (1992). *Fontane di Roma, Pini di Roma, Feste Romane* [Album, CD]. Sony Classical.

#### Photograph (Untitled)

Von Gloeden, W. (1900). [Portrait of a boy] [Photograph]. Auktionshaus Lempertz. <https://www.lempertz.com/de/kataloge/lot/1077-1/5-wilhelm-von-gloeden-2.html>

To reproduce photographs protected by copyright you need the copyright holder's written permission. Add the copyright note in the caption (see p. 4).

#### Infographic

Durado, A., Farach, A., Duhalde, M., Umali, L., Ariany, W., Carloman, I., Cedro, J., Villarino, K., & Torteeka, M. (2015). *Oman's national dress* [Infographic]. Times of Oman. <https://drive.google.com/file/d/0B-l9Ti4n8IfpLTVkUUUyYUpPdUU/view>

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#### YouTube Video

Gravity Productions. (2018, December 6). *Traditional pot making using potters [sic] wheel in India* [Video]. YouTube. <https://www.youtube.com/watch?v=aNS0INXx6LE>

### 6.3.4 Webpages and Websites

If there is no other reference category applicable and there is no parent publication, create an in-text citation and include the source in the reference list for the webpage (see below). Create single references also if you use multiple webpages from one website. It is not enough to just add the link to the webpage. If you mention a website in general, do not create a reference list entry, simply add the URL in parentheses).

In the reference list cite webpages as follows:

- author or name of group responsible
- date (year, month, day)
- *title of the work*
- website name
- URL
- retrieval date (only added if the page content may change over time or is not permanently archived).

Uhlmann, B. [Interviewer], & Farrar, J. [Interviewee]. (2020, February 18). „Dieser Ausbruch ist beispiellos“ [This outbreak is unprecedented]. Süddeutsche Zeitung. <https://www.sueddeutsche.de/gesundheit/coronavirus-gesundheit-interview-1.4801690>

Kottasová, I. (2020, February 17). *A French ski resort had to helicopter snow onto its slopes in order to remain open*. CNN. <https://edition.cnn.com/travel/article/snow-skiing-climate-change-intl/index.html>

### 6.3.5 Special Cases

#### Conference Paper Presentation with URL

Dalla Torre, C., Ravazzoli, E., Alkhaled, S., Marini Govigli, V., Bengoumi, M., Chorti, H., Gramm, V., Gorriz-Misfud, E., Jack, S., Labidi, A., Melnykovich, M., Sfeir, P. & Zivojinovic, I. (2019, September 2–4). *Making a virtue of necessity: Women as agents of social innovation: Experiences of women's empowerment and community resilience in rural areas* [Paper presentation]. ISIRC Social Innovation: Local Solutions to Global Challenges, Glasgow. <https://bia.unibz.it/handle/10863/12201>

#### Report as Part of a Series

Sutter, T. (2003). *Sozialisation und Inklusion durch Medien. Zur Ausdifferenzierung sozialwissenschaftlicher Medienforschung* (Forschungsbericht Nr. 161). Psychologisches Institut, Albert-Ludwigs-Universität. <https://www.psychologie.uni-freiburg.de/forschung/fobe-files/161.pdf>

#### Book not yet Published

Reiterer, K. (in press). *The use of high-frequency fields in mobile communication*. Innsbruck University Press.

#### Published Dissertation with Link to Archive or Repository

Alia, A. (2019). *How does GDPR effect the work of International Organizations?* [Master thesis, Universität Wien]. E-Theses. <http://othes.univie.ac.at/56068/1/59451.pdf>

#### Unpublished Dissertation

Reiterer, K. (2005). *The use of high-frequency fields in mobile communication* [Unpublished doctoral dissertation]. Universität Innsbruck.

#### Unpublished Research Report, in Preparation

Reiterer, K. (2019). *The use of high-frequency fields in mobile communication* [Manuscript in preparation]. Fakultät für Mathematik, Informatik und Physik, Universität Innsbruck.

The faculty where the research is conducted is cited as source.

#### Personal Communications

Works that cannot be recovered by readers are cited in the text as personal communication. No reference list entry is required.

(K. Plattner, personal communication, February 19, 2021)

### 6.3.6 Further APA Style Details

For detailed information regarding APA Style and for all cases and questions that are not covered in this short introduction, please see <https://apastyle.apa.org/style-grammar-guidelines> and <http://blog.apastyle.org> as well as the print version of the style guide *Publication Manual of the American Psychological Association*, 7<sup>th</sup> ed. The manual is available at the unibz Library.

## 7. bu,press Template

The bu,press template can be downloaded from the following link: [https://bupress.unibz.it/wp-content/uploads/2019/07/bupress-edited-volume-contribution\\_word\\_from-2007.dotx](https://bupress.unibz.it/wp-content/uploads/2019/07/bupress-edited-volume-contribution_word_from-2007.dotx)

Should you have difficulties using the template, we are happy to take care of the formatting provided that the text has been edited according to academic citation standards.

## 8. bu,press Services

After the final submission of the manuscript in compliance with the established **formal and linguistic requirements**, the texts will be **peer reviewed** by independent, external (non-unibz) experts. The peer review process is supervised by bu,press.

On the basis of the peer reviews, the bu,press **Editorial Board**, consisting of one representative from each faculty and the rector, decides upon the publication of the text.

In the course of the **bookmaking** and publication process of print and electronic works, bu,press allocates **ISBNs, ISSN, DOIs**, registers the text with the *Verzeichnis lieferbarer Bücher* and *informazioni editoriali*, delivers deposit copies to the regional and national institutions, and publishes your work in **open access** on the bu,press website and on open access platforms such as **DOAB** and **OAPEN**.

bu,press also offers **worldwide distribution** of print copies ordered from the bu,press webshop, via Amazon, Ingram, Webster, ibs, Libreria universitaria, Mailtrade, Licos, Casalini, Internet Bookshop, Mondadori, BOL as well as from specialized book shops. In addition, bu,press supports its authors with **marketing measures**, e.g. advertisement in specialized journals, book presentations.

**Reference management software** such as Citavi, Refworks, and Endnote is available from the unibz Library website, as well as the **plagiarism check** software Turnitin. Access via: <https://www.unibz.it/de/services/library/academic-integrity/>. Please contact us if you would like to receive the Turnitin Instructions for Authors. Literature management software available for all authors are e.g. Zotero oder Mendeley.

### Contact

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