

REHES Working Paper Series

Author's Notes

January 2022

Aim of the Working Paper Series

The REHES Working Paper Series aims to stimulate research on science and higher education in Switzerland. The goal is to promote mutual awareness of scientific work on higher education and science in Switzerland by creating a forum in which relevant research work can be shared within the REHES community and other interested parties. The REHES community encourages young researchers as well as advanced scientists to share their work via the REHES Working Paper Series. The series is open to thematically relevant contributions from all scientific disciplines. Interested authors are welcome to consult the [REHES position paper](#) in order to assess the possible match of their contribution with the REHES Working Paper Series before submission.

Possibility of different contribution formats

The REHES Working Paper Series will preferably publish research articles, although other evidence-based contribution formats are also possible, such as conceptual contributions that are relevant to the REHES community or contributions that take a position on current developments in the Swiss higher education and scientific landscape from a scientific perspective.

Procedure

The review and publication procedure comprises the following steps:

- Papers should be submitted to the editorial office in Word format (.docx). ([Luca Tratschin](#) and [Christian Wassmer](#))
- The editorial office and the editorial team act as a first entry point. They initiate the review process. If there are obvious quality issues or if the contribution does not fit the general orientation of the REHES Working Paper Series, the editorial office and editorial team can decide to reject a contribution immediately (desk reject).
- The quality of each submission will be evaluated by two reviewers (double blind).
- Authors receive notification (acceptance / rejection) and, if accepted, have time to take up feedback from the reviews.
- The paper will be published online in pdf format on the [REHES website](#) and in the [ZORA repository](#) and will be freely accessible.

Open Source Publication

The contributions are licensed under the Creative Commons license BY-NC-ND (Attribution, Non-Commercial, No Derivatives). The REHES Working Paper Series has an ISSN number, and individual contributions will be assigned a Digital Object Identifier (DOI).

The REHES Working Paper Series offers a retraction option for contributions, should one be necessary for the final publication of a further developed manuscript in a journal or as a book contribution.

Formal specifications

- Manuscripts submitted to the REHES Working Paper Series shall be in the English language.
- The contributions include title, subtitle, author information (name, mail address and notes on contributors [max. 1000 characters with space]), abstract [max. 1250 characters with space; contain no literature references], four to six keywords, body text and bibliography)
- Use no more than 3 levels of headings or outlines.
- Figures can be introduced. These are numbered and given a title and, if necessary, described with supplementary information.
- It is possible to submit additional information (instrument description, data material description, etc.) in an appendix.
- Footnotes may contain additional information that would otherwise disrupt the normal flow of the text. Use footnotes as rarely as possible. Endnotes are not accepted.
- Highlighted words or parts of sentences in the running text shall be written in italic.
- A block indentation is used for longer quotations.
- Technical abbreviations should be explained the first time they appear in the text.
- Acknowledgements should be placed in a separate section before the bibliography. Names of funding agencies should always be spelled out.
- Cite and prepare the bibliography according to the [guidelines of the American Psychological Association APA \(7th ed.\)](#).
- Sources in the bibliography must be cited in the preceding text and must be already published or accepted for publication.
- DOIs (if available) should always be included as full DOI links in the bibliography (e.g. "https://doi.org/abc").

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