



Style Sheet *FuH*

We are pleased that you would like to publish an article in *Fremdsprachen und Hochschul (FuH)* (*foreign languages and university*) and ask you to follow the guidelines when preparing your manuscript for publication in the *FuH*.

Profile of the *FuH*

FuH is the journal of the "Arbeitskreis der Sprachenzentren an Hochschulen e. V." (AKS) and deals with the theory and practice of foreign language learning and teaching at universities.

Its focal points are among others

- teaching concepts and methods
- testing and methods of performance measurement
- autonomous learning
- learning with media
- language policy issues
- foreign language didactical topics

Each issue is dedicated to a specific topic, which is announced in a call for papers.

Furthermore, contributions that do not relate to the main topic of the issue can be submitted, provided they fit the profile of the *FuH*.

Texts and scope of contributions

FuH publishes different categories of contributions:

- articles and analyses with a length of 10 to 30 pages (about 20.000 to 60.000 characters, including all attachments)
- project and practice reports with a length of 5 to 10 pages (approx. 10,000 to 20,000 characters, including all attachments)
- discussion papers, conference reports and reviews with a length from 3 to 6 pages (approx. 6,000 to 12,000 characters)
- announcements of conferences, calls for entries, etc. by member institutions and cooperation partners of the AKS

Evaluation of the contributions

All contributions will be subject to peer review. The editors reserve the right to send submitted articles back to the authors for revision or respectively not to publish them.

Submitting contributions

Please send your manuscript as a word document attached to an e-mail to the editors:

- Nicola Jordan: nicola.jordan@rub.de
- Dr. Fabienne Quennet: quennet@staff.uni-marburg.de
- Dr. Andrea Schilling: Andrea.Schilling@uni-muenster.de

Please send book reviews to Dr. Fabienne Quennet (quennet@staff.uni-marburg.de).

Languages

Contributions can be written in one of the common European languages, preferably in English, French, German, Spanish or Italian. Each German-language contribution must be accompanied by an abstract in English, which itself should be about ten lines long. If the contribution is written in a language other than German, the abstract must instead be enclosed in German.

Spelling and punctuation in German-language contributions follow the guidelines of the *Duden* in its latest edition, i.e. at the time of the 27th edition (2017).

Gender-sensitive language

- Please choose primarily gender-neutral formulations.

Example: Lecturers, students

- When the gender of the person referred to is unknown or indeterminate, the third-person pronoun *he*, *him* or *his* may be avoided by using gender-neutral alternatives.

Example: the singular *they*, *he or she*, or *s/he*

About the author

Please include the following information about the author(s) in the manuscript:

- Naming the author(s) after the title of your article: First name + Last name (university or similar institution).
- Short biography at the end of the article: Please write a short text (maximum 10 lines per person) with relevant information about your current position and institution, your professional career and your research/work priorities.
- Contact details at the end of the article: Please enter an e-mail address where the readers of the *FuH* can contact you.

By submitting this information, you agree to its publication in the *FuH*.

Structure of the contributions

Sequence:

- title of the article
- authors (see "Information about the authors")
- abstract (see "languages")
- continuous text
- bibliography
- short biography(s) (see "Information about the author(s)")
- mail address(es) (see "Information about the author(s)")
- where appropriate, an annex

Outline:

The outline of your contribution should follow the decadal classification, starting with the continuous text, ending with the bibliography (abstract at the beginning of the article without numbering):

- Sections of first order: numbered from 1. to n
- Second-order sections: 1.1. etc.
- Please avoid third order sections.

Text formatting:

Font:

- Tahoma, Times or similar

Font size:

- continuous text 12
- longer quotes 10
- footnotes 10
- title of article 14 and bold
- headings 12 and bold

Citation in the text:

Shorter quotations (up to 3 lines) appear in the running text and are marked by language-specific quotation marks, in German-language articles as follows: "...".

Longer quotations (4 lines or more) are given as a separate paragraph, indented and without quotation marks;

The source citation following a literal quotation is placed in round brackets and is done by stating the surname of the author and the year of publication of the works.

If there are several authors, there is a slash between the surnames without space. Please do not use capital letters, small caps or similar to emphasize the names of the authors. Author name and year of publication are only separated by a space.

The year of publication is followed by a colon followed by space followed by the page number (without preceding p.). If there are several page numbers, the pages must be specified exactly; please avoid formats such as f. and ff.

Example: (Müller 2017: 28), (Meier/Schmidt 2016: 136-137)

For literature references in the continuous text, only the surname(s) of the authors, which are separated by comma and in case of several authors:

Example: Müller (2017) shows that ...; Meier and Schmidt (2016) prove that ...

Müller (2017: 45) brings examples that prove that ...

Meier, Schmidt and Schneider (2014: 141-143) make arguments...

More examples:

According to Königs (1994: 102), the term intercultural learning can be defined as follows.

The concept of intercultural learning is certainly situation-related (cf. Königs 1994: 102).