**Submission guidelines**

Manuscripts for the Working Papers should be submitted in an electronic format. Optimal font size is Times New Roman 12pt or similar. The manuscript should be one and a half-spaced and justified. Please, prepare your manuscript text using a Word processing package (save and submit in .doc or .rtf format). The maximum number of pages for a manuscript is 30 (for a single working paper) and 100 (for publishing of Master Thesis or Edited Working Paper).

Working papers should be sent electronically **as one file**. The file should contain:

1. title
2. authors details
3. abstract (in English and in German)
4. keywords
5. main text
6. references
7. acknowledgements (if wanted)

The **abstract**should be no more than 150 words. Working papers must be accompanied by 4 to 6 **keywords**. Authors should pay particular attention to the accuracy and correct presentation of **citations and references** in the text as well as in the reference list at the end of the manuscript. Footnotes should only contain necessary information and must be explained on the same page. **Illustrations and tables** should have titles and should be numbered in Arabic numerals. The source should be mentioned. The size of tables and figures must not exceed one A4 page.

Please use the following **reference style:**

References **in the text:**

* Mentioning of author(s): Smith (1990) argues… or Smith and Miller (1990) argue… or Smith et al. (1990) argue…
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All references must be listed at the end of the Working Paper in alphabetical order of the first author’s surname (no numbering) according to the following examples:

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**Journal Articles:**

Offe, Claus (1991) Capitalism by Democratic Design? Democratic Theory Facing the Triple Transformation in East Central Europe. *Social Research* 58(4): 865-92.

**Book chapters:**

Greskovits, Béla (2006) The First Shall Be the Last? Hungary’s Road to EMU. In Kenneth Dyson (ed.) *Enlarging the Euro Area: External Empowerment and Domestic Transformation in Central Eastern Europe.* Oxford: Oxford University Press, pp. 178-196.

**Reports:**

Altbach, Philip, Liz Reisberg, and Laura Rumbley (2009) *Trends in Global Higher Education: Tracking an Academic Revolution.* A Report Prepared for the UNESCO 2009 World Conference on Higher Education. Paris: UNESCO.

**Internet sources:**

Costanza, Robert (2010) *The Role of Universities in Creating a Sustainable and Desirable Future*. Available online at http://www.pdx.edu/sustainability/robert-costanza (accessed 7 April 2010).

Please pay attention to the **scientific transliteration** of Cyrillic (according to ISO 9) and if the cited language is not English or German please add a **translation** in square brackets.

**Important!**

**Language editing**: it is the author’s responsibility to present papers in an acceptable form, both in terms of grammar and expression. Authors should check their manuscript for typing errors, spelling, punctuation, etc. Particularly if English is not your first language, please make sure before submitting your manuscript that you have had an appropriate language check. This is not a mandatory step, but may help to ensure that the academic content of your paper is fully understood by the editors.

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