**Checklist:**Before submission, check if all the following requirements have been met!

Length requirement is met (30,000 to 40,000 characters including spaces)?

Punctuation is checked (e.g., spaces after comma and period, ...)?

One- and two-syllable numbers are spelled out unless accompanied by percent, currency, measurement, etc.; then they are always set as digits?

Orthography is checked using spell check in Word?

Longer quotations (more than two lines) are formatted as such?

All quotations are checked for completeness and consistent citation style (APA7)?

All bibliographic information is checked for completeness and consistent citation style?

A summary of max. 150 words and three to five keywords are provided at the beginning of the article?

Notes are formatted as endnotes (not as footnotes)?

File is named with author names and title keyword without special characters?

All figures are numbered, labeled, and provided with source information?

Copyright for the figures is owned by you or permission for reproduction is obtained?

Title

Subtitle (optional)

*First Name Last Name*[[1]](#footnote-1)*, First Name Last Name*[[2]](#footnote-2)

**DOI:** <https://doi.org/10.53349/resource.2022.i17.a1067>

Summary

Here is a brief summary (abstract) of the work. It succinctly but comprehensively describes the contents of the publication. The abstract should be approximately 100 to 200 words long. It should quickly convey to readers whether the publication is relevant to their own research interests or not. The abstract does not include images, tables, or formulas, and quotes or source references should be avoided.

Keywords: Keyword 1, Keyword 2, Keyword 3

# Introduction (or other designation oft he first section)

The present document provides guidelines for structuring and formatting your manuscript for publication in the Open Online Journal R&E-SOURCE. Simultaneously, it serves as a template that you can easily overwrite with the text of your manuscript. However, please adhere to the formatting instructions in this text, especially regarding figures, citation rules. A brief biography of the authors at the end of the article is not required, and an index of figures should be omitted.

## Guidelines for Title, Subtitle, Author Names

The title should be informative but no longer than two lines. A subtitle (also a maximum of two lines) can be used but is not mandatory. The names of the authors should be listed without titles (simply "Alice Musterfrau" instead of "Dr. Alice Musterfrau"). The name of the institution along with its address is to be provided for all authors in footnotes on the first page of the document. At least one email address should be provided in the footnote (for any inquiries from readers).

## Guidelines for Section Numbering

Another level of numbering should only be introduced if there are at least two such sections; hence, for a section 1.1, there must also be a section 1.2.

# Formatting the document

## Formatting of Headings

The predefined font styles can be found in the "Home" tab under "Styles." Use the "Title" style for the title and the "Subtitle" style for an optional subtitle. After the subtitle, list the authors. For all chapter headings, use the "Heading 1" style, and for sub-chapter headings, use the "Heading 2" style. Further levels, such as "Sub-subchapter," should be avoided if possible, but a level "Heading 3" is still permissible if absolutely necessary.

## Formatting of Text

The text should be single-spaced, written in the "Calibri" font size 12, with a line spacing of 1.15, and aligned using "Justify" alignment. Any excessively large spaces between words caused by the justification should be corrected by adapting the text or by forcing hyphenation at line breaks. If emphasis in the text is absolutely necessary, use the "italic" formatting; colored or bold emphasis as well as underlining are not allowed.

# Figures

## Tables, Graphs, Images und Formulas

Only self-created, copyright-free figures and images for which permission for use in online and print publications has been obtained may be used. Colors may be used for graphics, but readability should still be ensured on black-and-white prints (for example, by using dashed and solid lines in line graphs):

Figure 1: Title or a brief description of this graphic

The arrangement of tables, graphs, and images can be either left-aligned or centered, but the chosen format must be consistent throughout the document. When inserting images, ensure an adequate resolution. For images published under a Creative Commons (CC) license, the source must be attributed according to the respective license.

## File Size of Images

If a file contains many images, it can make editing the file more difficult. Instructions on how to compress image files in MS Word can be found here: <https://support.microsoft.com/de-de/office/verringern-der-dateigröße-eines-bilds-in-microsoft-office-8db7211c-d958-457c-babd-194109eb9535>

# Citations, References, and Bibliography

In the reference list, you will find some examples of source citations for articles in academic journals, books, edited volumes, and online sources. Generally, the current APA style should be used for citations and references, meaning that the sources of all quotations or references should be indicated in the form of (Last Name, Year, Page Number), see for example <https://libguides.csudh.edu/citation/apa-7>. Indentations should be used in the reference list. If a specific page number can be provided for a reference, it should be included. Multiple publications by the same author(s) in the same year should be distinguished by lowercase letters appended to the year, e.g., (Doe, 2019a, p. 32), (Doe, 2019b, p. 144). When citing two authors, the last names should be separated by an "&" (Doe & Smith, 2018, p. 124), while for three or more authors, "et al." should be used (Doe et al., 2017, p. 15). Referencing in the form "as cited in" is also permitted, e.g., "as cited in Smith (2010, p. 79)". Websites as sources should be avoided where possible; the web address of an online source should not be mentioned in the text but rather in the reference list. Footnotes in the text, apart from those to the authors' institutions on the first page, should be placed at the end of the text as endnotes [[3]](#endnote-1) and formatted as "Footnote". Direct quotations should be indicated by double quotation marks, e.g., " Das beobachtete Phänomen hängt hier nur ab von der Relativbewegung von Leiter und Magnet " (Einstein, 1905, p. 891). The period should come after the citation. However, longer quotations (more than 40 words) should be separated from the main text, for example, by their own paragraph and indentation (block quotation):

Über dem Atlantik befand sich ein barometrisches Minimum; es wanderte ostwärts, einem über Rußland lagernden Maximum zu, und verriet noch nicht die Neigung, diesem nördlich auszuweichen. Die Isothermen und Isotheren taten ihre Schuldigkeit. Die Isothermen und Isotheren taten ihre Schuldigkeit. Die Lufttemperatur stand in einem ordnungsgemäßen Verhältnis zur mittleren Jahrestemperatur, zur Temperatur des kältesten wie des wärmsten Monats und zur aperiodischen monatlichen Temperaturschwankung. Der Auf- und Untergang der Sonne, des Mondes, der Lichtwechsel des Mondes, der Venus, des Saturnringes und viele andere bedeutsame Erscheinungen entsprachen ihrer Voraussage in den astronomischen Jahrbüchern. (Musil, 1930, S. 1)

In the case of a block quotation, the period indeed comes before the reference. Further information on citations can be found here: <https://libguides.csudh.edu/citation/apa-7>. After the last line of the main text, the references ("Literature") and the endnotes follow.

Literature

Engel, J. (1999). Computer und Erziehung zur Datenkompetenz. In G. Kadunz, G. Ossimitz, W. Peschek, E. Schneider & B. Winkelmann (Hrsg.), *Mathematische Bildung und neue Technologien. Vorträge beim 8. Internationalen Symposium zur Didaktik der Mathematik*. Universität Klagenfurt, 28.9.­—2.10.1998. B.G. Teubner Stuttgart Leipzig (S. 77—84).

Krüger, K., Sill, H.-D., & Sikora, C. (2015). *Didaktik der Stochastik in der Sekundarstufe* *I*. Springer Spektrum Berlin Heidelberg.

Leavy, A., & Hourigan, M. (2016). Tatort und geheimnisvolle Spieler! Mit Leitfragen die Entwicklung von Statistical Literacy unterstützen. *Stochastik in der Schule, 36* (Heft 3), S. 2—9. <https://www.stochastik-in-der-schule.de/sisonline/Jahrgang36-2016/Heft%203/Stochastik_3_2016_2_9.pdf>

Musil, R. (1930). *Der Mann ohne Eigenschaften* (Bd. 1). Rowohlt Berlin.

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2. Institution, Adress. *E-Mail:* [↑](#footnote-ref-2)
3. Here is the first footnote. Please use the "Footnote" template for this (font: Calibri, size: 10). [↑](#endnote-ref-1)