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- All contributions are checked for quality and suitability (in terms of content). The editorial board reserves the right to reject any contributions that are submitted or to request that authors revise their work. The editors also reserve the right to subedit and, if necessary, slightly shorten submitted texts. However, they will agree any changes to content or major cuts with the author before they are made.

Information on typescripts

- Please send your typescript to our **editorial office** as a Word document via email.
- One page should include no more than 2,200 characters (including spaces).
- Academic studies should be composed of no more than 25,000 characters (including spaces and a bibliography), while reports and contributions to the series 'Grundbegriffe Kommunikations- und Medienethik' and 'zuRechtgerückt' should have a maximum of 10,000 characters and reviews 4,400 characters. Any exceptions to these stipulations must be agreed upon with our editorial staff.
- Please use the latest edition of the Duden dictionary as a reference guide for German orthography.
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- When highlighting words or parts of the text, please use italics only (rather than uppercase letters, letter-spacing, semi-bold or bold type, and quotations marks).
- Please enclose all direct quotations in quotation marks („ " in texts written in German).
- Please indicate the titles of newspapers, journals and periodicals by enclosing them in quotation marks, for example „Süddeutsche Zeitung“ (in texts in German). Do not use uppercase letters, letter-spacing, semi-bold or bold type, and italics.
- Footnotes should only be used for content-related comments (i.e. explanations, supplementary information, references).
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- If your contribution contains figures and/or tables, please number them consecutively and enclose them (in a reproducible form) on separate sheets of paper. Please indicate in the body text where they should be inserted. More preferably, you can email any figures to us in a printable form (for example, TIFF, PDF, 300 dpi) and email any tables as Excel documents with complete column and row headings and a main title.
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Abstracts

- Please submit a supplementary abstract (in German and English) of approximately ten lines in length (with a maximum of 780 characters including spaces) with all academic studies.

Information about authors

- When you submit a contribution, please include some brief information about yourself, which we can then publish (for example, Dr Renate Hackel-de Latour, MA, is the academic head of the department of journalism at the University of Eichstätt-Ingolstadt and works as an editor for the journal *Communicatio Socialis*).

References to sources and literature

- Please cite all sources in your contribution's body text and include a complete, alphabetically ordered bibliography at the end, for example, "Die Reaktion liberaler Kreise im Saarrevier auf Dasbachs soziale Agitation erfolgte mit großer Heftigkeit" (Fohrmann 1977, p. 206) or (Lampert/Schmidt 2010, pp. 5–9) or, if you need to refer to several works by one author from the same year, (Habermas 2000a, p. 4).
- Please list the following information in the following order in all bibliographical references: surname, Christian name, year of publication in parentheses, colon, name of the work in question, subtitle, full stop, place of publication. (Example: Funiok, Rüdiger (2007): *Medienethik. Verantwortung in der Mediengesellschaft*. Stuttgart.)
- Acceptable variations on this format, for example for journals and works published by editors, can be found in the following examples:

Altmeppen, Klaus-Dieter (2016): Ethik ist kein Springteufel. Warum Ethik und Kritik in der Wissenschaft keine Gegensätze sind. In: *Medien & Kommunikationswissenschaft*, 64th yr, issue 1, pp. 114–116.

Christians, Clifford G. (2011): Primordial Issues in Communication Ethics. In: Fortner, Robert S. / Fackler, P. Mark (eds.): *The Handbook of Global Communication and Media Ethics*. Volumes I and II. Chichester, West Sussex, pp. 1–19.

Deutsche Bischofskonferenz (2013): Erklärung des Heiligen Vaters, Papst Benedikt XVI., vom 11. Februar 2013 zu seinem Rücktritt am 28. Februar 2013.

www.dbk.de/themen/sedisvakanz-und-konklave/ruecktrittsankuendigungvon-papstbenedikt-xvi/ (last accessed on 7.3.2013).

Drobinski, Matthias (2017): Das große Umarmen. EKD-Vorsitzender Bedford-Strohm bei einer bemerkenswerten Papst-Audienz. In: *Süddeutsche Zeitung* from 1.4., p. 8.

Fricke, Ernst (2010): *Recht für Journalisten*. Konstanz.

García-Avilés, José A./Kaltenbrunner, Andy/Meier, Klaus (2014): *Media Convergence Revisited. Lessons learned on newsroom integration in Austria, Germany and Spain*. In: *Journalism Practice*, 8th yr, issue 5, pp. 573–584.

Heesen, Jessica (ed.) (2016): *Handbuch Medien- und Kommunikationsethik*. Stuttgart.

Richter, Rolf (1972): *Kommunikationsfreiheit = Verlegerfreiheit? Zur Kommunikationspolitik der Verleger 1945-1969*. Diss. Univ. München.

- If a book has more than three authors or editors, please state the full name of the first author or editor followed by "et al."

- DOI codes are used to identify works from digital networks. If works you refer to in your contribution have been assigned such a code, please include it in your bibliography. (Example: Ruß-Mohl, Stephan: *Journalismus und Gemeinwohl in der Desinformationsökonomie*: In: *Communicatio Socialis*, 50th yr, issue 1, pp. 50–63, DOI: 10.5771/0010-3497-2017-1-50.)

In addition to the aforementioned bibliographical information, any references to reviews should include the name of the publisher, book series, number of pages and price.

(Example: Jan Lublinski (2004): *Wissenschaftsjournalismus im Hörfunk*.

Redaktionsorganisation und Thematisierungsprozesse. Konstanz: UVK Verlagsgesellschaft (=Forschungsfeld Kommunikation, vol. 18), 381 pages, 39 euros.)

- Please include a page reference from the work in question in parentheses for all direct quotations used in reviews. *Communicatio Socialis* is embedded in the reference management programme Citavi.