

## **Author Guidelines and Checklist**

### *Studies in Communication and Media (SCM)*

SCM is the Open Access journal of the German Communication Association (DGPuK). The journal publishes manuscripts from all research areas of communication studies in German and English.

#### **1 General information**

Please address all editorial mail to:

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Please hand in an anonymous version of your article that can be sent to the reviewers. The anonymous version should not contain any indications to the author within the text (including footnotes, references and literature).

In order to submit a manuscript to SCM, please register/login at <http://ojs.nomos-journals.de/index.php?journal=scm&page=index>.

## 2 Author guidelines

With their manuscript submission authors confirm to have considered our guidelines:

- Manuscript submissions have to comply with scientific and ethical standards. Please regard the „[Ethics Codex of the German Communication Association](#)“ as well as the „[Proposals for Safeguarding Good Scientific Practice](#)“ by the DFG.
- SCM only publishes original manuscripts that have not been published elsewhere. Translations of published articles have to be indicated. The editors decide from case to case, if a publication of a translation is possible.
- SCM does not accept manuscripts that are currently under submission elsewhere.
- Submissions should contain all relevant results and not only present parts of the results for strategic purposes (“salami-publishing”).
- Copyright has to be considered.
- The publication has to be authorized by all co-authors. Changes of the author list have to be approved by the editors of SCM.
- Data presented in the manuscript has to be correct and transparent. Visualizations and other presentations of data have to comply with scientific standards. When required, original data should be made available for reviewers during the review process.
- If authors discover errors in their work after it has been published, these errors should be reported immediately; errors that are reported by third parties, have to be checked and if necessary corrected by authors
- Empirical studies must report established measures of reliability and validity.
- Studies must be independent. Funding must be reported.
- Intellectual property of all involved persons has to be indicated. Plagiarism of content, structure or research is not accepted.

## 3 Formats

SCM accepts the following formats:

- *Extended Paper*: long article, approx. 50 to 60 pages (about 180,000 characters with blanks).
- *Full Paper*: current empirical or theoretical work, approx. 15 to 20 pages (about 60,000 characters with blanks).
- *Research-in-brief*: short state-of-the-art reports, research reports of current research

projects, essays, approx. 5 to 10 pages (about 30,000 characters with blanks).

*All formats* need to include a title, a short abstract and key words in German and English. If you do not speak German, we will gladly assist you with that.

If you submit an *Extended Paper* or a *Full Paper* in German and the submission is accepted after reviewing, we will ask you to hand in a significant, quotable Extended Abstract (3–5 pages) in English before publication.

The submission of an *Extended Paper* can also follow a two-step process: In this case, your first submission does not need to contain the complete text. Instead, you are able to hand in a significant abstract (approx. 20 pages). After acceptance, you will be asked to finalize and submit the Extended Paper (50–60 pages). The final version will be reviewed again.

#### **4 Citations**

Papers submitted to SCM need to be in accordance with the APA 7 standard. Deviating from the APA guidelines, SCM recommends referring to specific page numbers for all references, not only for direct quotations. Please already consider the author guidelines in your original submission. Please use “double quotation marks” to indicate citations. Longer citations are intended and do not contain quotation marks. Omissions within citations are indicated by three points with blanks in between (Text . . . Text).

#### **5 Manuscript layout**

For your orientation: One page in SCM comprises approximately 3,000 characters including blanks. Please consider the required place for charts and figures.

**File format.** Manuscripts should be submitted as a word file.

**Figures.** Figures should be available in popular program formats (.jpg, .tif, figures made in word or excel, no bitmap) and in print quality (300dpi). Please submit them separately.

**Digital content.** You are able to use links to deposited files, photos, films etc. Digital content can be deposited on the NOMOS servers, where it will be provided securely and for an unlimited amount of time (repository). Flash-animations are basically possible; the application should in every case be agreed upon with the editorial office; the technical enabling lies with the authors.

**Footnotes.** Please use footnotes sparingly and as comments. Footnote texts are positioned at the end of the page, not at the end of the text. The number of the footnote

appears elevated within the text, continuing from 1 to n. Please position the footnote behind the last punctuation mark of a sentence. Exceptions are footnotes that refer to certain terms.

**Emphasis.** Exclusively italicized. Within quotations, the source of the emphasis needs to be clarified in the reference.

**Numbers.** Please use words for numbers up to twelve; exception: decimal numbers (e.g.: 10.2). Please insert separating characters before groups of three digits when using numbers higher than three digits (English texts: 1,000.000; German texts: 1.000,00). Within the text, use “percentage”; within brackets, use “%”.

**Abbreviations.** English abbreviations are written without blanks between the characters (e.g. “i.e.”), German abbreviations contain blanks (z. B. „d. h.“).

**Tables and figures.** Tables and figures are labelled as such and continuously numbered (Figure 1; Table 1). Label and title are placed above (Table 1. Title); notes, descriptions, sources etc. are placed below figures and tables (*Note.* Text.).

**References.** Please list all cited references in a reference list. Consider APA standards (cf. <http://www.apastyle.org>). Please do not capitalize titles of books and journal articles; exception: names (e.g. *Publication manual of the American Psychological Association*). Use upper- and lowercase letters for journal titles (e.g. *Studies in Communication and Media*). German book and article titles must contain English translations within brackets (*German title* [translated title]). Abbreviations within the reference list differ according to the manuscript’s language (e.g. Ed./Eds. versus Hrsg.; p./pp. versus S.). Please also consider differences between hyphens (e.g. APA-Style) and dashes – containing blanks before and after the dash when used within text – or without blanks when used to indicate intervals (e.g. pp. 3–4).

## 6 Checklist

This list serves to ease the cooperation between you and the editorial office and to guarantee a fast and uncomplicated reviewing and publishing process. The earlier a submission corresponds with the formal guidelines, the earlier it can be passed on to reviewers and – later on – to the publishers. Therefore, please browse and check the list below before submitting your manuscript.

For any further questions, suggestions or critique please contact the editorial office!  
Thank you for your cooperation!

### 6.1 Manuscript length

<ul style="list-style-type: none"> <li>Extended Paper: max. 180,000 characters with blanks</li> <li>Full Paper: max. 60,000 characters with blanks</li> <li>Research-in-brief: max. 30,000 characters with blanks</li> </ul>	○
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### 6.2 Additional information

Author information: Names, titles, institutions, addresses, mail	○
Abstract in English and (if possible) German	○
Title in English and (if possible) German	○
Up to five Keywords in English and (if possible) German	○
Submit anonymous manuscripts (also for resubmissions and revisions)	○

### 6.3 Structure

Visible structure of the manuscript using paragraphs and sections (1, 1.1, 1.1.1, etc.)	○
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### 6.4 Citations and footnotes

Consider the standards of the American Psychological Association (2019). Information is available at <a href="http://www.apastyle.org">www.apastyle.org</a> .	○
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### 6.5 Tables and Figures

Submit tables in Word- or Excel	○					
Figures as .jpg or .tif-files (300dpi).	○					
Tables and Figures are labelled as such and contain notes and sources.	○					
<p>Table1. Title</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%; height: 20px;"></td> </tr> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%; height: 20px;"></td> </tr> </table>						

### 6.6 References

List of all references cited within the manuscript	○
Consider APA standards (cf. <a href="http://www.apastyle.org">http://www.apastyle.org</a> )	○

### 6.7 Additional instructions

Emphasis in <i>italics</i>	○
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Citations in “double quotation marks”. Long citations without quotation marks and intended.	<input type="radio"/>
Basic type size: 12 point, Times New Roman	<input type="radio"/>
Line spacing: double	<input type="radio"/>
Text alignment: left	<input type="radio"/>
Please do not use style sheets	<input type="radio"/>