Journal of Educational Media, Memory, and Society

SUBMISSION INFORMATION FOR CONTRIBUTORS

The editors welcome contributions. Authors should submit articles formatted as Microsoft Word files to the editors at journal@gei.de. Articles should generally be less than **7,000 words** (including notes), although longer articles may be considered. Contributors who do not write primarily in English should have their work corrected by a professional copyeditor for English language texts.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number and email), biographical data of approximately 100 words for each author including an ORCID, a total word count, the number of tables and/or figures included and any acknowledgements. Affiliations and email addresses will be posted online for indexing/abstracting purposes.

FORMATTING

The document must be set at the US letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including headings, notes, and references. All diacriticals (especially the umlaut and ß) should be retained. Unusual characters or diacriticals should be flagged by placing the entire word in red type, as they may not translate correctly in typesetting.

ABSTRACT/KEYWORDS

The article must include an abstract of **125 words** and **5 to 8 keywords**. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order and separated by commas; only proper nouns should be capitalized.

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For optimal reproduction, **figures** or **photos** should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. All images should be at least 4 x 4 inches at the resolution indicated. **Tables** should be made and submitted in Microsoft Word or rtf. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves. For more details, please see our Artwork submission webpage.

PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

JEMMS is a refereed journal. Submissions are considered on the understanding that the article is not under consideration for publication elsewhere. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors whether the article should be published and, if so, with what recommended changes. The editors respond to the author with their decision, a list of any changes needed for the article to be published and the anonymous referees' comments, or a summary thereof.

PUBLICATION

Manuscripts accepted for publication that do not conform to the style guide may be rejected or returned to the author

for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publisher. Authors cannot supply new materials or request major alterations following the copyediting stage, so please ensure all text is final upon acceptance. Contributors of research articles will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

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STYLE GUIDE

The *JEMMS* style guide is based on **The Chicago Manual of Style** (**CMS**). Please note that the journal uses **US punctuation and spelling**, following *Merriam-Webster's Collegiate Dictionary*.

CITATION SYSTEM

JEMMS uses the **endnote system**. Endnotes must include full bibliographic information on first citation, including a full page range for the work and the exact page for a quotation. Subsequent citations should provide last name(s) and a short-title form. Every quotation must be cited.

The first mention of an author in the main body text should include the first and last name.

Please note that translations of all non-English quotations and titles are required for indexing/abstracting purposes (see the translated title examples provided below).

EXAMPLES
Book with one author/editor
First note citation
    1. Jack Zipes, *The Brothers Grimm: From Enchanted Forests to the Modern World* (London: Routledge, 1988).
Later citations
    4. Zipes, *The Brothers Grimm*, 112.
    5. Ibid., 145–169.

Book with multiple authors/editors
First note citation
    8. Frederique Apffel-Marglin and Stephen A. Marglin, eds., *Decolonizing Knowledge: From Development to Dialogue* (Oxford: Clarendon Press, 1996), 45.
Later citations
    11. Apffel-Marglin and Marglin, eds., *Decolonizing Knowledge*, 154.

Chapter or other part of a book
First note citation
    12. Marilyn Strathern, "Enabling Identity? Biology, Choice and the New Reproductive Technologies," in *Questions of Cultural Identity,* ed. Stuart Hall and Paul du Gay (London: Sage, 1996), 37–52.
Later citations
    18. Strathern, "Enabling Identity?," 38.

Journal article (always include the doi)
First note citation
    19. Elizabeth C. Macknight, "Archives, Heritage, and Communities," *Historical Reflections/Réflexions Historiques* 37, no. 2 (2011): 105–122, here 109, doi: 10.3167/hrrh.2011.370208.
Later citations
    21. Macknight, "Archives, Heritage, and Communities," 113.

Translations

First note citation

>   25. Theodor W. Adorno and Walter Benjamin, *The Complete Correspondence, 1928–1940*, trans. Nicholas Walker (Cambridge, MA: Harvard University Press, 1999), 78.

Later citations

>   28. Adorno and Benjamin, *Complete Correspondence, 1928–1940*, 104.

Translated titles

First note citation

>   29. Jihyun Lim, *Minjogju-uineun ban-yeog-ida: Sinhwa-wa heomu-ui minjogju-ui damloneul neom-eoseo* [Against nationalism: Overcoming nationalist discourses of myth and nihilism] (Seoul: Sonamu, 2003).
>   30. Moshe Bernet, *A Nation Like Any Nation: Toward the Establishment of an Israeli Republic* [in Hebrew] (Jerusalem: Carmel: 2009).

Later citations

>   43. Lim, *Minjogju-uineun ban-yeog-ida*, 38.
>   44. Bernet, *A Nation Like Any Nation*.

Reprints and editions

First note citation

>   25. André Bazin, *Buñuel, Dreyer, Welles*, trans. Teresa Renales (1991; repr., Madrid: Fundamentos, 2008), 47.

Later citations

>   28. **Bazin**, *Buñuel, Dreyer, Welles*, 52.

Article in a newspaper or magazine

First note citation

>   30. Eric C. Fontanelle and Valerie Mandible, "Iron Despair: Postwar Bewilderment," *World Spectator*, 6 April 1951, 12.

Later citations

>   35. Fontanelle and Mandible, "Iron Despair," 15.

Papers, lectures, and unpublished reports

First note citation

>   42. Stacy D'Erasmo, "The Craft and Career of Writing" (lecture, Northwestern University, Evanston, IL, 26 April 2000).

Later citations

>   53. D'Erasmo, "The Craft and Career of Writing."

Archive materials

Archive materials may be cited according to the particular kind of archival material being cited. Note that public documents might be cited differently than private documents in archives.

First note citation

>   1. Patrick Scott to Duchess of Atholl, 15 July 1706, Blair Castle Archives Manuscripts 45.(6).73, Blair Atholl, Scotland (hereafter cited as Blair MSS).
>   2. London, The National Archives, Ancient Petitions, SC8/63/3109.

Later citations from same collections

>   26. Duke of Atholl to Duchess of Atholl, 19 October 1706, Blair MSS 45.(6).121.
>   27. SC8/63/6270.

Websites and blogs

Access dates are only required when no date of publication or revision can be determined from the source.

First note citation

1. WHO (World Health Organization), "Committee on Technical Barriers to Trade—Notification—Mexico—Tequila," http://docsonline.eto.org/TBT/Notif.00/168 (accessed 9 April 2000).
2. Ruth Marshall, "Falling on the Sword of the Spirit," *Immanent Frame*, 28 February 2011, https://tif.ssrc.org/2011/02/28/falling-on-the-sword-of-the-spirit.

Later citations
3. WHO, "Committee on Technical Barriers to Trade."
4. Marshall, "Falling on the Sword of the Spirit."

Online video
First note citation
1. Arthur Rubinstein, "Rachmaninoff Piano Concerto No. 2, Op. 18, I Moderato," Video, 10:12, uploaded 8 November, http://www.youtube.com/watch?v=0Vv0Sy9FJrc&list=PLDB11C4F39E09047F.

Later citations
4. Rubinstein, "Rachmaninoff Piano Concerto No. 2."

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- o **Title** of the article;
- o An **abstract** of 125 words that is a summary or overview of the entire article, and does not duplicate verbatim sections of the main text;
- o Five to eight **keywords** (with only proper nouns capitalized) in alphabetical order and separated by commas;
- o Complete **contact information** for each author (mailing address, phone number, and email);
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- o Total **word count**, the number of tables and/or figures included, and any acknowledgments.

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- o **Examples of source/credit lines in captions:**

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    ▪ Figure 1: A coffee farm near Sasaima, Colombia, 2013. Photo by author.

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    ▪ Figure 4.2. Left: BioShock's Big Daddy (image 2K Games). Screen capture by author. Right: Cosplay at MCM London Comic Con 2015. Photo by Pete Sheffield, CC BY-SA 2.0.

    IMAGES FROM A MUSEUM/GALLERY/ARCHIVE
    ▪ Figure 4. Francios Perrier, Orpheus before Pluto and Persephone, 1647–50. Oil on canvas. Paris, Musée du Louvre. Photo: © RMN-Grand Palais (Musée du Louvre)/Michel Urtado.

PLEASE ENSURE THAT:

- The style guide has been followed;

- All text, including headings, notes, and references, is in a standard 12-point type, such as Times New Roman, and double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;

- US spelling is used throughout, and a spellcheck has been performed;

- Different levels of headings are indicated by varying the typeface. Use **bold** type for an **A head** (a main text heading). Use ***bold italic*** for a ***B head*** (a first-level subheading). Use *non-bold italic* for a *C head*;

- Superscript note reference numbers and/or asterisks are **not** placed on article titles, headings, epigraphs, or the contributor's name;

- Contributions are referred to as articles (not essays or papers);

- Numbers 0–100 are spelled out (as are large whole numbers, e.g., fourteen hundred), and all number ranges are non-abbreviated;

- Foreign-language words that are not common in US usage are italicized on every instance;

- Double quotation marks are used for all quotations and terms, except for quotes or terms within quotes, and quotations of more than 60 words are indented as extracts with no quotation marks;

- URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes or the reference list;

- Abbreviations such as e.g., i.e., etc., and et al. are not used in the main text except within parentheses;

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