

Journal of Educational Media, Memory, and Society

SUBMISSION INFORMATION FOR CONTRIBUTORS

The editors welcome contributions. Authors should electronically submit articles as attachments by e-mail, formatted as Microsoft Word files, to the editors at journal@gei.de.

Articles should generally be under **7,000 words** (including notes), although longer articles may be considered. All submitted articles should be original works and not concurrently under consideration by any other publication. Contributors who do not write primarily in English should have their work reviewed by a native English speaker before submitting material.

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.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number, and e-mail), a position and affiliation for each author, a total word count, the number of tables and/or figures included, and any acknowledgments. Affiliations and e-mail addresses will be posted online for indexing/abstracting purposes.

ABSTRACT/KEYWORDS

The article must include an abstract of no more than **100 words** and **6 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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ARTWORK

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. Additionally, 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.

PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

JEMMS is a refereed journal. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors as to whether an article should be published and, if so, with what recommended changes. The editors respond to the author with a decision, a list of any changes needed for the article to be accepted for publication, and the anonymous referees' comments.

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 will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

STYLE GUIDE

The *JEMMS* style guide is based on *The Chicago Manual of Style (CMS)*, 16th edition. 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.

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, here 4.

Later citations

18. Strathern, "Enabling Identity?," 38.

Journal article

First note citation

19. Elizabeth C. Macknight, "Archives, Heritage, and Communities," *Historical Reflections/Réflexions Historiques* 37, no. 2 (2011): 105–122, here 109.

First note citation with DOI

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).

Later citations

43. Lim, *Minjogju-uineun ban-yeog-ida*, 38.

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.

Thesis, dissertation, or unpublished manuscript

First note citation

40. John Downer, "Necessity and Knowledge in the Later Philosophy of Wittgenstein" (PhD diss., University College of North Wales, 1975), 136–143.

Later citations

51. Downer, "Necessity and Knowledge," 156.

Papers, lectures, and unpublished reports

First note citation

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

Later citations

53. D'Erasmus, "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

First note citation (fixed archive)

54. Mitchell Green, "Speech Acts," *The Stanford Encyclopedia of Philosophy (Spring 2009 Edition)*, ed. Edward N. Zalta, <http://plato.stanford.edu/archives/spr2009/entries/speech-acts>.

Later citations

55. Green, "Speech Acts."

First note citation (dynamic or undated source)

56. Hallym Academy of Sciences, "Compilation of the Historico-Philosophical Encyclopedia of Basic Concepts in Korean Humanities and Social Sciences," <http://has.hallym.ac.kr> (accessed 15 September 2011).

Later citations

58. Hallym Academy of Sciences, "Compilation."

ARTICLE SUBMISSION CHECKLIST

- ❑ **Copyright assignment form** is signed and submitted (*no later than the final revised article submission*);
 - ❑ **Cover sheet** is included and provides:
 - **Title** of the article;
 - An **abstract** (no more than 100 words) that is a summary or overview of the entire article and does not duplicate verbatim sections of the main text;
 - Six to eight **keywords** in alphabetical order and separated by commas (only proper names capitalized);
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 - A position and affiliation for each author;
 - Total **word count**, the number of tables and/or figures included, and any acknowledgments.
 - ❑ For any **figures**:
 - **Placement** indicators and **captions** (with source/copyright information) have been provided in the main text for all figures and tables;
 - Separate files are provided (clearly named and consecutively numbered) and in the **required format** with all accompanying **permissions** included.
-

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;
- 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;
- Contractions and abbreviations such as e.g., i.e., etc., and et al. are not used in the main text;
- Every quotation is cited.