

Studies in Media and Society (Volume 9)

Guidelines for Authors

Studies in Media and Society aims to promote research and practice related to media and society and widely disseminate the results of such work to society. The journal also engages in developing cross-cultural exchanges and fostering future generations of experts, journalists and researchers of media studies.

Studies in Media and Society is an open access journal, the contents of which may be freely read and downloaded without asking for prior permission from the publisher or authors.

I. Eligibility for Manuscript Submission

All scholars who meet one or more of the following conditions are eligible to submit manuscripts to *Studies in Media and Society*.

1. Those who are currently enrolled in a Masters or Doctoral course at the Graduate School of Languages and Cultures, Nagoya University;
2. Those who have been awarded a Masters or Doctoral degree from the Graduate School of Languages and Cultures, Nagoya University;
3. Present full-time, part-time and visiting faculty in the Graduate School of Languages and Cultures, Nagoya University,
4. Other persons who are granted permission by the Editorial Committee.

II. Types of Manuscript and Conditions for Publication

The types of manuscript which can be published in *Studies in Media and Society* are research articles, papers relating to media contents (such as magazine feature articles, production notes concerning a documentary film, a website), book reviews, study and practice reports (such as research notes and reports of symposia), interviews and other types of papers approved by the Editorial Committee. All manuscripts must be original work which has not been previously published in other journals or books and is not under review for publication elsewhere in any form, printed or electronic. All research articles and papers related to media contents will be subject to anonymous peer review. The Editorial Committee will decide without review

whether book reviews, study and practice reports, interviews, and any other types of papers approved by the Editorial Committee will be accepted for publication.

III. Rules for Composition and Formatting

1. Language

All manuscripts should be written in either Japanese or English.

2. Length

Research articles, study and practice reports and interviews should not exceed 20,000 characters in Japanese or 8,000 words in English including references, notes and footnotes. An abstract of 400 characters in Japanese or 200 words in English should be included on the first pages of research articles.

Note that the above character and word limits relate to all items to be included in the printed version of *Studies in Media and Society*. However, authors of research articles may also submit supplemental files (such as datasets or audio or visual material) which will be associated with the article on the homepage of the journal. In all cases where authors have used such supplemental materials, they are responsible for obtaining permission from the copyright owner where necessary.

Papers related to media contents and book reviews should not exceed 5,000 characters in Japanese or 2,500 words in English. Furthermore, papers related to media contents should not exceed 5 A4 pages.

3. Papers Related to Media Contents

Please contact the Editorial Committee in advance of submission for inquiries about style. Papers related to visual contents should be composed mainly of still images, and those related to website contents should be composed mainly of screen shots. In all cases where authors have used figures or photographs, they are responsible for obtaining permission from the copyright owner where necessary. The format of images should be PCT or BMP or JPEG, and the resolution should be at least 150 dpi.

4. Formatting

Research articles should be written in Microsoft Word, using 10.5 point MS Mincho font in Japanese, or double-spaced, 10.5 point Times New Roman font in English. Research articles and book reviews should be divided into sections with numbered headings using Arabic numerals. Authors should use a standard citation style such as is commonly used in their own field. Provided the article or review is written uniformly in a standard style, no specific style is required. Authors are responsible for the accuracy of all citations from reference sources.

5. Submission

All manuscripts should be printed on A4 paper. Authors must submit 3 copies of their manuscript. One copy should include the author's name and affiliation and the other two should be anonymous. All printed manuscripts should be submitted to the Editorial Committee by mail or by hand. In addition, an electronic version that includes the author's name and affiliation should be submitted to the Editorial Committee as an email attachment. However, authors who reside outside of Japan may submit manuscripts by email only if they wish. If authors submit their manuscripts by hand, this should be done during the opening hours of the Media Professional Studies Office, Room 302, North Building for Inter-Department Education, Nagoya University, Higashiyama Campus.

Authors must submit an application form together with their manuscripts for *Studies in Media and Society*. Authors whose eligibility for submission comes under categories 1 or 2 of section I above must also submit a recommendation form from their supervisor bearing their supervisor's signature. The application form and the recommendation form are available on the website of *Studies in Media and Society*. <http://www.lang.nagoya-u.ac.jp/media/pdf/application.doc>

In the case of authors whose native language is not Japanese or English, if the Editorial Committee decides that a submitted manuscript has not been sufficiently proofread by a native speaker, the manuscript will not be refereed or accepted.

IV. Reviewing

1. The Editorial Committee will appoint two referees per research article or paper related to media contents for reviewing.
2. The referees will submit the results of their review to the Editorial Committee together with their comments. Manuscripts will be evaluated according to the following four categories:
 - A) Accept (with some minor textual amendments);
 - B) Accept with minor revision (the manuscript will not be reviewed after re-submission);
 - C) Major revision required (the paper will be reviewed again after re-submission);
 - D) Reject.
3. Based on the two referees' individual reviews, the Editorial Committee will make a final decision based on the four categories listed above. The Committee will inform the authors of the result by the first Wednesday in November. If the Editorial Committee considers it necessary, they may appoint one more additional referees to review the manuscript before making their final decision.
4. A manuscript which is evaluated as C (Major revision required) will be required to be revised and resubmitted to the Editorial Committee. The resubmitted manuscript will be reviewed again by the

referees after re-submission to determine whether it should be accepted or rejected. Based on this second review, the Editorial Committee will make a final decision on whether the manuscript will be accepted or not by the second Wednesday in January. The Editorial Committee will inform authors of the final decision.

V. Unethical conduct

The Editorial Committee will screen for evidence of unethical conduct every time a manuscript is submitted. In any cases where the Editorial Committee identifies unethical conduct by an author such as plagiarism, the manuscript will not be published regardless of the review result. Moreover, such authors will not be permitted to submit a manuscript to *Studies in Media and Society* for a period of three years after the identification of such unethical conduct. If any unethical conduct is identified, the Editorial Committee will inform the author of it immediately.

VI. Copyright

The copyright of research articles, papers related to media contents, book reviews and so on published in *Studies in Media and Society* belongs to Media Professional Studies, Graduate School of Languages and Cultures, Nagoya University. Authors wishing to re-publish or translate a published article should contact the Editorial Committee. Under normal circumstances permission will be granted by the Editorial Committee.

If a manuscript is accepted for publication, the author will need to give his or her approval for public access to the manuscripts via the homepage of the Media Professional Studies, Graduate School of Languages and Cultures, Nagoya University and NACSIS-ELS (National Center for Science Information Systems-Electronic Library Service). The Editorial Committee will provide further information about this to those authors whose manuscripts are accepted for publication.

VII. Schedule

The due date for submissions is 30th of September (strictly observed). After reviewing all submissions and proofreading the accepted manuscripts, *Studies in Media and Society* is scheduled to be published at the end of the Japanese academic year (March 2017). Time for proofreading will be allowed in two stages, both of which must be completed within two weeks of receiving the manuscripts for proofreading.

VIII. Enquiries

For further information please contact the chair of the Editorial Committee.

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IX. Address for Submissions

Please send manuscripts to the following address:

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