

Guidelines for Authors and Editors

December 2018

SERIES TITLE

Media Geography at Mainz

SERIES EDITORS

Veronika Cummings (Mainz, Germany)

Anton Escher (Mainz, Germany)

Chris Lukinbeal (Tucson, USA)

Stefan Zimmermann (Göttingen, Germany)

MANAGING EDITOR

Elisabeth Sommerlad (Mainz, Germany)

e.sommerlad@geo.uni-mainz.de

PUBLISHER

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All submitted manuscripts have to meet our guidelines. The lead editor or the lead author of a volume is responsible for collecting all chapters and other information required. He will then submit all separate files (Microsoft Word documents) at once.

Please note that we will produce a camera-ready copy of your manuscript. This process will not include any proofreading. Please hand in a final and proofread version of your manuscript.

I GENERAL INFORMATION

- ❖ Text should be formatted in Times New Roman in 12-point font size and with 1,5 line spacing.
- ❖ Avoid abbreviations where possible.
- ❖ Avoid the following throughout the text: abbreviations, underlining, bold type
- ❖ Use Microsoft Word 2010 or newer versions with the page size set to A4 (21 x 29,7 cm).
- ❖ Use en-rules for dashes and between numbers.
- ❖ Use hyphens for linking parts and parts of words (e. g.: camera-ready).
- ❖ Deactivate syllabification (will be enabled when we format the drafts for the camera-ready manuscript).
- ❖ The camera-ready copy will be reduced to 85 % at the print shop, so the measurements of your copy will not be those of the finished book.
- ❖ All authors and volume editors are responsible for clearing the rights for all materials used (illustrations/photos/screenshots/etc.).

II HEADINGS

- ❖ Chapters of anthologies: There are first-order, second-order and third-order headings. Please do not use more than three heading-levels and mark second and third-level headings (1; 1.1/1.2). The chapter title counts as the first level. If there is a 1.1 to your chapter then 1.2 has to exist as well.
- ❖ Provide a shortened title that can be used as running title for each page (max. 50 characters including blanks): first-order heading or, in anthologies, shortened chapter title.

III REFERENCES: CITATION IN THE TEXT

- ❖ Use the appropriate typographic style of double quotation marks (e. g. “...” for English texts). Make sure not to use foot and inch marks to indicate quotation.
- ❖ Indent all quotations that are longer than three lines 1 cm from the left margin.
- ❖ Avoid footnotes for citation information on quotes and paraphrases; give the according information in parentheses instead. Footnotes can be used, however, for adding specific content-related information, if necessary.
- ❖ Quoted authors should be written in small capitals (no capital letters, please!).
- ❖ Use en-rules between numbers (e. g.: 15–20) and leave no blanks between parenthesis, number and en-rule.
- ❖ References should be indicated in the text by giving the author’s name, the year of publication and, if cited literally from the original work, page numbers of the quotation:
... (SMITH 2010)
... as SMITH (2010, 12) points out..
“...” (SMITH 2010, 12–13)

- ❖ Three or more authors: (SMITH et al. 2010, 12–13)
- ❖ Titles of films should go in italics (e.g. *Planet Earth*) in the running text, but not in captions.
- ❖ Check each reference in the running text (and footnotes) to ensure that it is listed (with the same spelling and year) in the list of references.
- ❖ Check each entry in the list of references to make sure that at least one reference appears in the running text (or footnotes). Do not include works that are not cited.

IV REFERENCES: BIBLIOGRAPHY

- ❖ References are listed in alphabetical order in one complete list at the end of each chapter of an anthology and at the end of the complete manuscript of a monograph. Exceptions from that guideline should be made for lists of films or TV series discussed in your chapter.
- ❖ If two or more works of one author are cited, they are listed in chronological order, beginning with the oldest date of publication.
- ❖ If there are two publications by the same author of the same year, mark each one by adding a and b in the reference section and also in the running text and footnotes (e. g.: (SMITH 2010a, 12) and (SMITH 2012b, 20)).
- ❖ Use small capitals for names of authors and editors (no ordinary capital letters!) and normal letters for names of organizations and institutions.
- ❖ Use en-rules when writing page numbers (15–20) and leave no blanks between bracket, number and en-rule.
- ❖ Deactivate hyperlinks and underlining when listing internet sources.
- ❖ The most common examples are listed below. For all other cases, please refer to the latest MGM volume or to style guides such as the MLA Handbook or the Chicago Manual of Style.

Monograph

BEST, S. and D. KELLNER (1991): *Postmodern Theory*. New York.

AUTHOR, A. and A. AUTHOR (YYYY): *Title of the book*. Place of publication.

Work in an anthology

AITKEN, S. and L. ZONN (1994): Re-Presenting the Place Pastiche. S.C. AITKEN and L. E. ZONN (Eds.): *Place, Power, Situation and Spectacle: A Geography of Film*. Maryland, 3–25.

AUTHOR, A. and A. AUTHOR (YYYY): Title of the Text. E. EDITOR and E. EDITOR (Eds.): *Title of the Book: Subtitle of the Book*. Place of publication, Page number–page number.

Article in a journal

AITKEN, S. and D. DIXON (2006): Imagining Geographies of Film. *Erdkunde* 60 (4), 326–336.

AUTHOR, A. and A. AUTHOR (YYYY): Title of the article. *Title of the Journal* Volume (Number), Page number–Page number.

Internet source

WYATT, E. (2007): 'The OC': A Fast Start, A Faster Finish. *New York Times*, January 6, 2007. <http://www.nytimes.com/2007/01/06/arts/television/06josh.html> (accessed November 14, 2010).

U.S. Census Bureau (2000): American Factfinder. <http://factfinder.census.gov> (accessed September 1, 2011).

AUTHOR or organization (YYYY): Title or article or internet page. *Title of blog/newspaper*. URL (accessed Month Day, Year).

V ILLUSTRATIONS

- ❖ Do not include your illustrations in the text, as Microsoft Word very often automatically reduces size and resolution of images when they are included in the text. Please attach all figures in jpg or tiff format in a separate folder. Please mind that all images need to be of sufficient resolution (minimum 300 dpi), straight alignment and of the final frame/format.
- ❖ Name the files of your illustrations (e.g.: author_figure1) and mark the designated positions in the text (e.g.: place Figure 1 here).
- ❖ If there are captions to your figures, please include them beneath your remark to the position of the figure in the text. Please make sure that either all of your figures have captions included, or none.
- ❖ Illustrations should not be framed.

VI ADDITIONAL INFORMATION FOR THE LEAD EDITOR / LEAD AUTHOR

- ❖ Please provide the following information:
 - Title of the volume
 - Names of editors of the volume in the order they should appear on the cover
 - Names of the chapters and their authors in the correct order (table of contents); if requested, also chapter categories (see MGM 1)
 - Cover illustration; title of cover illustration; name of photographer/Copyright holder
 - Blurb for back cover and PR (1100–1250 characters including blanks)
 - Full postal addresses of all authors and editors of the volume
 - Short biography of all authors and editors (see MGM 4)
- ❖ Make sure that either every author or none includes an abstract of his or her chapter.
- ❖ Please contact the managing editor when all chapters and illustrations have been submitted in their final versions. Access to the University file sharing system can be granted for upload as needed. Please make sure to provide precise file names, e.g.: chapter-1_name of author_short title of chapter
- ❖ If you wish to proceed with different or specific editorial/layout/formatting rules, do not hesitate to contact the managing editor so that we can talk about other options.