

# IJMD

International Journal Media Discourse  
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## Style Sheet for contributors to The International Journal of Media Discourse

### 1. General Points

Your manuscript will be converted to .PDF at IJMD, which will include finalising the layout, adding details of the issue or volume, and editing any artwork you have included. Please help us by following the style guide below.

The work should be submitted as an Ms Word.doc.

Attach all final images where you would like them to be placed in your article, but also include these as high resolution images at 300dpi, appropriately named as separate files.

Please note: we may ask you to provide copyright clearance for all additional media.

### Submission of the Articles

Our guidelines for submission require all articles to be 6000-8000 words long.

### Essay submissions

Essay submissions can be 2000-3000 words in length.

### Book Reviews

Book Reviews can be 2000-3000 words in length.

If your article contains any special characters or symbols, please also submit a .PDF copy of the submission to ensure clarity in your layout.

Before submission, the work must be thoroughly proofed to ensure that typographical, grammatical or layout errors are corrected first. This will include all titles, sections, subsections, examples, tables, figures, notes, etc., which must be presented correctly.

### Special Attention

If you are not a native speaker of English, please have your work checked by someone who is.

You should check the references systematically to ensure that all works cited in the text are listed in the reference section, and vice versa.

You must obtain written permission for the use of all artwork (e.g., maps, figures, and images) for which the copyright is owned by others.

## 2. Layout of Copy

12pt Type, Times New Roman

All Copy Aligned to the Left

Single Line Spacing

A Single Line Space Between paragraphs

No indentation for a new paragraph

Quotations longer than three lines must be indented and placed in a paragraph of their own

For shorter citations, please 'apostrophes' to signify referenced material, for direct speech, common use phrases or sayings, use "speech marks".

Footnotes are permissible, but not for use for citations.

Please paginate your work to enable the review team to provide accurate feedback.

## 3. Referencing

IJMD uses the Harvard (Author, Date) system of referencing in the body copy.

Full references are to be included in the bibliography.

Please do not use endnotes for citations.

For bibliographical materials, please present your material as follows in alphabetical order:

Abercrombie, Nicholas, Hill, Stephen and Turner, Bryan S. (1980) *The Dominant Ideology Thesis*, Allen St Unwin: London.

Aula, Pekka (2010) 'Social media, reputation risk and ambient publicity management', in *Strategy & Leadership*, Vol. 38 Issue: 6 pp. 43 - 49.

Bell, Emily, Owen, Taylor, Khorana, Smitha, and Henrichsen, Jenn [editors] (2017) *Journalism after Snowden: the future of the free press in the surveillance state*, New York and Chichester, West Sussex: Columbia University Press.

Lai, Catherine (2017) 'No #MeToo in China? Female journalists face sexual harassment, but remain silent', 5 December 2017, at HKFP online, <https://www.hongkongfp.com/2017/12/05/no-metoo-china-female-journalists-face-sexual-harassment-remain-silent/> [accessed 23 April 2018].

\*\*For multiple references to the same author/year of publication, please present as Foucault (2008a: 32) for example.

For additional queries regarding layout and referencing, please contact the team directly [journal@imjd.org.uk](mailto:journal@imjd.org.uk).