

***Journal of Educational Media, Memory, and Society* Submission Guidelines**

The editors welcome contributions that speak to [the journal's rationale](#). Authors should submit articles formatted as Microsoft Word files to the editors at journal@gei.de. Research articles should generally be around 7,000 words (including notes).

Essays for the “Forum” section should generally be around 3,500 words (including notes); otherwise, the Forum essays follow the same style guide as research articles. The “Forum” section of the journal welcomes essays on current debates and controversies around educational media in all regions of the world.

All contributions must be original work. Translations (or paraphrased translations) of work already published elsewhere will not be accepted.

Contributors who do not write primarily in English should have their work corrected by a professional copyeditor for English language texts.

Submission and Review Process

The *Journal of Educational Media, Memory, and Society* 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 publication and the anonymous referees' comments, or a summary thereof.

Publication

Manuscripts accepted for publication that do not conform to the style guide may be returned to the author for amendment. Manuscripts may also be returned if they are longer than the advised word length or if greater conciseness in the writing is required. The editors also reserve the right to alter usage to conform to the style guide issued by the publishers. Authors may not supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors may purchase print copies at a reduced price or purchase offprints.

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Articles must include placement and captions for all figures. Captions should include the title and/or description of the piece, the source (was it created by the author, someone else, scanned from a book?), and permission status (courtesy of...). If there is a requirement, ensure the correct permission wording is used.

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Referencing and Style

The *Journal of Educational Media, Memory, and Society* style guide uses the latest version of *The Chicago Manual of Style (CMS)*. Please note that the journal uses US punctuation and spelling, following *Merriam-Webster's Collegiate Dictionary*.

The *Journal of Educational Media, Memory, and Society* follows the in-text author-date reference system. Every article must include a complete reference list with full documentation at the end. Any notes should be presented as endnotes (using Microsoft Word's automatic endnote function) and kept brief and to a minimum.

Reference List Examples

School Textbooks (in separate "List of Textbooks Cited", preceding the main reference list)

Due to the differences between countries and regions in the availability of author information for textbooks, please list textbooks by title and year of publication first, followed by author information as available. For the in-text references, please give the title and year, without the author (*Istorija Rossii, 2023*). Where no author and/or publisher is available other than the ministry of education, please list the MoE as the author and/or publisher accordingly.

Istorija Rossii 1914-1945 gody [History of Russia 1914-1945]. 2023. V. R. Medinskij and A. V. Torkunov. Moscow: Prosveshchenie.

Tarikh Filastin 10 [History of Palestine, Year 10]. 2008. Ramallah: Ministry of Education.

Book with one author/editor

Wagner, Roy G. 1981. *The Invention of Culture*. Chicago: University of Chicago Press.

Book with multiple authors/editors

Lemon, Lee, and Marion Reis, eds., 1965. *Russian Formalist Criticism: Four Essays*. Lincoln: University of Nebraska Press.

Book Chapter

Allen, Michael. 2002. "The Impact of Digital Technologies on Film Aesthetics." in *The New Media Book*, ed. Dan Harries, 109–118. London: BFI.

Journal Article (must include DOI)

Sabbadini, Andrea. 2011. "Cameras, Mirrors, and the Bridge Space: A Winnicottian Lens on Cinema." *Projections* 5(1): 17–30. <https://doi.org/10.3167/proj.2011.050103>.

Translations

Cortázar, Julio. 1969. *Cronopios and Famas*, trans. Paul Blackburn. New York: Phaidon.

Non-English publications

Please transliterate all titles of works written in languages that use non-Latin alphabets

Wereszyncki, Henryk. 1977. *Koniec sojuszu trzech cesarzy* [The end of the Three Emperors' League]. Warsaw: PWN.

Chen, Pingyuan. 2002. *Qiangu Wenren Xiake Meng* [A time-honored knight's dream of literatis]. Beijing: Xinshijie Chubanshe.

Article in a newspaper or magazine

Johnson, Kevin C. 2007. "Dissecting Torture." *St. Louis Post-Dispatch*, 26 October.

Paper presented at a meeting or conference

Luostarinen, Tomi. 2010. "Demystifying 2D to 3D Conversions." Paper presented at fmx conference, Stuttgart, 4 May.

Archive materials

Dedyk, Claudia. 1933. Linguistics Memos, Rossiskii Gosudarsvenyi Isoricheskii Arkhiv [RGIA], fond 1129, opis 1, delo 491, 11 February, 74–83, 116–119. Russian State Historical Archives, St. Petersburg.

Egmont Manuscripts. n.d. Phillips Collection. University of Georgia Library, Athens.

Websites and blogs

Access dates must be provided where no date of publication is available.

Marshall, Ruth. 2011. “Falling on the Sword of the Spirit.” *Immanent Frame*, 28 February.
<http://blogs.ssrc.org/tif/2011/02/28/falling-on-the-sword-of-the-spirit>.

WHO (World Health Organisation). 2000. “Committee on Technical Barriers to Trade—Notification—Mexico—Tequila.” <http://docsonline.eto.org/TBT/Notif.00/168> (accessed 9 April 2000).

Online video

Rubinstein, Arthur. 2011. “Rachmaninoff Piano Concerto No. 2, Op. 18, I Moderato.” Video, 10:16. Uploaded 8 November. <http://www.youtube.com/watch?v=0Vv0Sy9FJrc&list=PLDB11C4F39E09047F>.

For more help with references, please see the full style guide here:

https://www.berghahnbooks.com/uploads/authors/doc_style_US.pdf

Article Submission Checklist

- Copyright assignment form must be signed and submitted (no later than the final revised article submission)
- All text, including headings, notes, and references, is in 12-point Times New Roman and double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;
- 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*;
- Your article should be submitted with the following elements in order:
 - **Title** of the article;
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 - 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;
 - Five to eight **keywords** in alphabetical order and separated by commas (with only proper nouns capitalized);
 - **Full article text**
 - **Acknowledgements**, including any funding details
 - A **bio** of no more than 100 words for each author (including an ORCID and institutional affiliation if applicable);
 - Complete **contact information** for each author (mailing address, phone number, and email);
 - **Endnotes/references** (please ensure that your references match the style of the journal)
 - Any endnotes should be integrated using Word's endnote tool. Please do not format your notes in an automatically numbered list.
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