

AUTHOR'S MANUAL OF THE MEDIA STUDIES JOURNAL

Technical notice:

When communicating with the Editorial team (when processing the papers), please use the MS Word 2000 software or higher. If you work with an older version, we would like to kindly ask you to inform the editor. Older versions, as well as other programs, work differently with certain typographical marks (such as quotation marks) and inserted changes and comments.

Columns:

STUDIES (empirical and theoretical papers)

STUDENT PAPERS (papers representing high-quality Bachelor's, Master's theses and PhD dissertations)

ESSAYS

REVIEWS (reviews of current Czech and foreign professional publications)

RESEARCH REPORTS (brief research data summary without any theoretical background)

NEWS (from conferences, research projects information, etc.)

Size of individual papers (number of signs including spaces)

Studies and papers: up to 38 pages, i.e. up to 70,000 characters incl. spaces and footnotes (English summary of up to 20 lines, and author's profile and contact information of up to 10 lines)

Student papers: up to 20 pages, i.e. up to 40,000 characters incl. spaces and footnotes (English summary of up to 20 lines, and author's profile and contact information of up to 10 lines)

Essays: up to 10 pages, i.e. up to 20,000 characters incl. spaces and footnotes (author's profile and contact information of up to 10 lines)

Reviews: 7 pages, i.e. 10,000–15,000 characters incl. spaces

Research reports: 7 pages, i.e. 10,000–15,000 characters incl. spaces (English summary of up to 20 lines, and author's profile and contact information of up to 10 lines)

News: 5 pages, i.e. 7,000–10,000 characters incl. spaces

Offering texts to the Editorial team:

- The authors submit their texts to the Editorial team both in electronic and printed form. The printed version consists of three copies of the text free of any author's identification. The author's name and contact information (address, email and phone) must include a covering letter. As for the electronic version, the author either sends their contribution in an MS Word file by electronic mail or hands it over on a floppy or CD.
- The editorial team shall consider as unethical behavior provided that the author offers the same text to another magazine while still being in course of the Media Studies review procedure.
- The author will be notified of the review procedure result within two months after submitting the text to the Editorial team.

File format:

- MS Word files in the RTF format

Text format:

- Double-spacing, block justification, Times New Roman font, size 12.
- Papers and studies requisites: headline (both in English and Czech), name, English headline, English summary, keywords in English and Czech, text, footnotes, references, and author's profile and contact.
- Subheadings must be separated by extra lines.
- Individual words must be accentuated by *italics* (do not use bold or underline functions).
- Do not leave out lines but separate paragraphs.

- Do not indent paragraph beginnings.
- Use footnotes.
- Do not place literature references in footnotes but in brackets in the text in accordance with the convention.
- List of references at the end of the paper must be provided with the heading **References** (bold).

Tables, graphs and pictures:

- Mark the exact table position in the text with the heading “PLACE A TABLE HERE” and place the table itself (e.g. Table 2 – Evaluation... (N=140), including notes) on a separate page.
- Mark the exact graph or picture position in the text with the heading “PLACE A GRAPH / PICTURE HERE” and send the number graphs and pictures as TIFF files.

Quotations:

- Use regular font with quotation marks.
- In case of longer quotations (approx. two lines and more) indent the line above and below and do not use quotation marks.
- If you leave out a part of the text in the quotation, use square brackets [...].
- Finish the quotation with a full stop first (be careful of the order of the full stop and quotation marks) and they provide the reference separately: “.....” (Bauman 1995: 62).

Other rules:

- As for dashes, if there is a dash between two words instead of a comma, use its long version with a space before and after, e.g. word – word; if the dash is, for instance, part of the proper name (such as Frýdek-Místek), use a short dash without any spaces; if the dash means from–to, use its long version without any spaces (in particular, this is the case of page numbers, e.g. pp. 132–133).
- As for numbers, do not shorten page numbers (e.g. write pp. 132–133, not 132–33), and write the dates in the full format (e.g. 16 April 2003).
- As for brackets, use regular round brackets; when you leave out a text section, e.g. in a quotation, use square brackets [...].
- If you wish to quote a single word, use simple quotation marks, such as “word ‘word’ word”.
- There is a space between a number and a sign, e.g. 100 %.
- Mark page number with pp., e.g. pp. 10.
- Unify writing and spelling of certain words in the text (e.g. using capital letters, such as Act on the Czech Television).

Reference literature and quotations list

I. Alphabetic list of reference literature and acknowledgments

Entry structure of book monographs, collections, and anthologies

1. Monograph written by one author

Bauman, Zygmunt. 1995. *Úvahy o postmoderní době*. Praha: SLON.

2. Two-volume monograph written by one author

Habermas, Jürgen. 1981a. *Theorie des kommunikativen Handelns*. Bd. I. *Handlungsrationalität und gesellschaftliche Rationalisierung*. Frankfurt am Main: Suhrkamp Verlag.

Habermas, Jürgen. 1981b. *Theorie des kommunikativen Handelns*. Bd. II. *Zur Kritik der funktionalistischen Vernunft*. Frankfurt am Main: Suhrkamp Verlag.

3. Monograph written by two authors

DeFleur, Melvin L. – Ballová-Rokeachová, Sandra. 1996. *Teorie masové komunikace*. Praha: Univerzita Karlova, Karolinum.

4. Monograph written by four authors

Eco, Umberto – Rorty, Richard – Culler, Jonathan – Brook-Roseová, Christine. 1995. *Interpretácia a nadinterpretácia*. Bratislava: Archa.

5. Monograph with two or more publication places

McNair, Brian. 1999. *News and Journalism in the UK*. London, New York: Routledge.

McQuail, Denis. 1994. *Mass Communication Theory: An Introduction*. London – Thousand Oaks – New Delhi: SAGE Publications.

Hausman, Carl R. 1989. *Metaphor and Art: Interactionism and Reference in the Verbal and Nonverbal Arts*. Cambridge – New York – New Rochelle: Cambridge University Press.

6. Monograph written by two authors and published by two publishers

Gabrielová, Bronislava – Marčák, Bohumil. 1999. *Kapitoly z dějin brněnských časopisů*. Brno: Masarykova univerzita, Fakulta sociálních studií, Georgetown.

7. Publication without an author

Epos o Gilgamešovi 1976. Praha: Československý spisovatel.

8. Collection with a subtitle edited by two editors

Brockman, John – Matsonová, Katinka (eds.). 1996. *Jak se věci mají: Průvodce myšlenkami moderní vědy*. Bratislava: Archa.

Entry structure of contributions, articles, and studies

Paper / study in a collection without mentioning the editor

Gadamer, Hans-Georg. 1992. „Občané dvou světů.“ Pp. 143–153 in *Člověk v moderních vědách*. Praha: Filozofický ústav ČSAV.

Paper / study in a collection with two editors

Rorty, Richard. 1991. „Veda ako solidarita.“ Pp.193–208 in *Za zrkadlom moderny: Filozofia posledného dvadsaťročia*, ed. by Egon Gál, Miroslav Marcelli. Bratislava: Archa.

Paper / study in a journal

Hoffmannová, Jana. 1994. „Projevy taktu (a beztaktnosti) v televizních rozhovorech.“ Pp 194–201 in *Slovo a slovesnost* 1994, 55(3).

Contribution / article in daily press

Bělohradský, Václav. 1994. „Fakta jsou malé teorie, teorie jsou velká fakta.“ Pp. 8 in *Lidové noviny* 1994, 7(242).

II. Quotations

Entry structure of bibliographical references to the quotations in the text, e.g. in footnotes, provided that the bibliographical reference is included in the same sentence

(Bauman 1995: 62)

(Habermas 1981a: 45)

(Gabrielová 1999: 103)

(Brockman, ed. 1996: 50)

(Rorty 1991: 33)

(Bělohradský 1994: 8)

(srov. Bauman 1995: 62)

(viz Bauman 1995: 62)

Structure alternative of quotations in footnotes provided that the bibliographical reference represents a separate sentence

Bauman 1995: 62.

Habermas 1981a: 45.

Gabrielová, Marčák 1999: 103.

Brockman (ed.) 1996: 50.

Rorty 1991: 33.

Bělohradský 1994: 8.

Srov. Bauman 1995: 62.

Viz Bauman 1995: 62.

Online sources quotations

The date mentioned in the brackets after the reference is the date of the last consultation of the given source.

Should you quote classical formats (books and journals) having their Internet versions you have been using, please quote them in the above mentioned way, adding the Internet reference and the consultation date.

Novák, J. 2003. *Knihy*. Město: Nakladatelství. <http://www.odkaz.cz/odkaz.html> (1. 1. 2004).

Purely Internet sources

Website, server or portal name. 2003. <http://www.servername.cz/xyz.htm> (1 January 2004).

Undated Internet sources

Everything is the same as in the above mentioned examples, except the publication year which should be replaced with the following information in brackets:

(Undated.)