

Style sheet for journalistik.online

Guide for contributors

1. Basic structure of an essay

Author's line (by 'first name last name'). For multiple authors, separate names with commas, list the last item in the enumeration with “, and”.

Headline – stir readers' interest

Subheadline – brief summary

Abstract (no more than 1.500 characters incl. spaces, no paragraphs, starting with “*Abstract:*”)

first body paragraph

first subheading

Please do not add any additional text hierarchy levels. Numbering subheadings is optional.

About the author (see section 4, “Bio”)

Bibliography

2. Manuscript size

A contribution should average 35,000 - 40,000 characters (including spaces) but be no more than 50,000 characters. Essay contributions range between 10,000 and 15,000 characters.

3. Language

Submissions may be made in German and English. Once a manuscript is accepted, authors are encouraged to provide a translation of their article and abstract into English or German, respectively. The same applies to the abstract of your contribution.

You are welcome to provide a German-English glossary of important technical terms used in your article.

4. Bio (About the author)

Each text that appears in *Journalistik* is accompanied by a short author's bio (ca. 700 characters); see the following sample:

Dr. Carolin Musterfrau (born in 1973) has been Professor of Communication Science at Ruhr University Bochum since 2017. She has also served as jury member for the Grimme Prize since 2014. Her research focuses on presentational formats on television and moving image formats on the social web. She majored in communication science with minors in mathematics and philosophy in Greifswald and London. Contact: carolin.musterfrau@rub.de

Please email your bio along with your contribution to the editorial office as a Word file.

5. Body text

- Font type and size as well as line spacing are discretionary.
- Don't indent lines and don't insert blank lines between paragraphs. Deactivate automatic hyphenation.
- Please do not use bold print or underline any text. Use italics for emphasis.
- Put direct and cited quotations in double quotation marks as follows: "Quote." For quotations within a quotation, your own emphases, non-actual or distanced speech, please use single quotation marks: 'Distanced speech'.
- Please cite titles of newspapers, magazines, films, and books (except acronyms such as SZ) etc. in italics throughout your article. For example: "In the German weekly *Die Zeit*, XY expressed the view that ..."
- Please observe the difference between dash (-) and hyphen (–).
- Please use footnotes rather than endnotes and use the automatic footnote function (do not number manually). Footnotes should be used sparingly and should not contain source references (see section 6. "Citations").

6. Citations

We use US citation conventions in a slightly modified form. The information should always be contained in the body text and not in a footnote.

Examples:

1. direct quote: ([name] [year]: [pages])

Example: (Winter 2020: 44)

2. indirect quotation: (see [name] [year]: [pages])

Example: (see Sommer 2019: 26ff.)

3. joint publication: ([name 1]/[name 2] [year]: [pages])

Example: (Herbst/Frühling 2018: 82ff.)

4. Multiple authors: ([name 1] [year]: [pages]; [name 2] [year]: [pages])

Example: (Müller 2015: 23; Meier 2005: 84)

5. Multiple works by one author: ([name 1] [year], [year])

Example: (Schmidt 2013, 2016a: 67, 2016b)

- Citing specific page numbers is important for direct quotations. If you merely want to refer to other books on the same topic, citing page numbers is optional.
- Please always integrate quotations into the sentence flow to ensure readability and clarity! Do not quote out of context or outside the punctuation marks, but rather integrate the quotation into the sentence structure. Example: It “is not very complicated” (Müller/Maier 1980: 24f.). If the source is cited at the end of the sentence, the period always follows the parenthesis.
- Please put direct and cited quotations in double quotation marks. Only indent or offset quotations that are longer than 5 lines.
- Please mark your own omissions or additions in square brackets: [emphasis mine, M.T.]

7. Spelling

- Please follow US spelling conventions. When you run a spellchecker, be careful not to change the spelling in original citations (e.g. older texts with obsolete spelling conventions).
- We also place great importance on uniform spelling of technical terms, designations, and names: Please use the search and replace function of your word processing program to ensure consistency!

8. Non-discriminatory language

We expect gender-equitable, non-discriminatory language. There are several ways to ensure gender-equitable language, such as avoiding gender-specific terms (e.g. “actor” rather than “actress”, “chairperson” rather than “chairman”), pronouns (use “he / she” or pluralize and use “they”) When writing about non-binary people, respect their pronoun preferences. Capitalize “Black”, “Latino”, “Native American” etc.

9. Bibliography

Please place the bibliography at the end of the text (see section 1). It must be arranged alphabetically according to author’s last name. Please list multiple publications by the same author in chronological order. Do not abbreviate first names.

Monographs

[author’s last name], [first name] (year): [title, italics]. [subtitle, italics]. [place]: [publisher].

Example:

Schierl, Thomas (2011): *Text und Bild in der Werbung. Bedingungen, Wirkungen und Anwendungen*. Cologne: Herbert von Halem.

Walter Lippmann (2018) [1922]: *Die öffentliche Meinung. Wie sie entsteht und manipuliert wird*. Frankfurt/M: Westend.

Langer, Inghard; Schulz von Thun, Friedemann; Tausch, Reinhard (2019): *Sich verständlich ausdrücken* (11th ed., first published in 1974). Munich, Basel: Ernst Reinhardt Verlag.

Anthologies

[last name 1], [first name 1]; [last name 2], [first name 2] (eds.) [(year)]:
[title, italics]. [subtitle, italics]. [place]: [publisher].

Examples:

Göttlich, Udo; Winter, Rainer (eds.) (2000): *Politik des Vergnügens. Zur Diskussion der Populärkultur in den Cultural Studies*. (2nd ed.)
Cologne: Herbert von Halem.

Schmidt, Josephine B.; Ernst, Julian; Rieger, Diana; Roth, Hans-Joachim (eds.) (2020): *Propaganda und Prävention. Forschungsergebnisse, didaktische Ansätze, interdisziplinäre Perspektiven zur pädagogischen Arbeit zu extremistischer Internetpropaganda*. Wiesbaden: Springer VS.

Articles from anthologies

[last name], [first name] [(year)]: [essay title]. [essay subtitle]. In: [last name], [first name] (ed.): [anthology title, italics]. [anthology subtitle, italics]. [place]: [publisher], p. [page] OR pp. [page]-[page].

Examples:

Früh, Werner (2006): Unterhaltung. Konstrukt und Beweislogik. In: Wirth, Werner; Schramm, Holger; Gehrau, Volker (eds.): *Unterhaltung durch Medien. Theorie und Messung*. Cologne: Herbert von Halem, pp. 25-46.

Beiler, Markus; Krüger, Uwe (2018): Mehr Mehrwert durch Konstruktiven Journalismus? Idee des Konzepts und Implikationen zur Steigerung des Public Values von Medien. In: Gonser, Nicole (ed.): *Der öffentliche (Mehr-)Wert von Medien. Public Value aus Publikumssicht*. Wiesbaden: Springer Fachmedien, pp. 167-191.

Articles from magazines

[last name], [first name]; [last name, first name] [(year)]: [title] In:

[journal name in italics], [volume] [(number)], p. [page] OR pp. [page]-[page].

Examples:

Kammann, Uwe; Seiler, Monika (2000): Wir kaspern uns zum Leben durch. In: *Tendenz*, 16 (3), p. 4.

Carlson, Matt; Usher, Nikki (2016): News startups as agents of innovation. In: *Digital Journalism*, 4(5), pp. 563-581.

Keinert, Alexa; Heft, Anett; Dogruel, Leyla (2019): Wie sehen News Entrepreneurs die Zukunft ihrer Profession? Vier Thesen zum Journalismus von morgen. In: *Journalistik. Zeitschrift für Journalismusforschung*, 3(2), pp. 171-188. DOI: 10.1453/2569-152X-32019-10134-en

Newspaper articles

[last name], [first name]: [title]. [subtitle]. In: [newspaper name in italics], [date], p. [page] OR pp. [page]-[page].

For dates, use the following format: 2 November 2020

Examples:

Laaff, Meike, Schulz, Michael: “Dem Vergessen eine Chance geben.” Interview with Viktor Mayer-Schönberger. In: *die tageszeitung*, 2/3 January 2010, p. 19.

Lobe, Adrian: Ausgrabungen im digitalen Raum. Erinnerung und Vergessen im Netz. In: *Süddeutsche Zeitung*, 27 February 2020, pp. 15-17.

Online articles

[last name], [first name]: [title]. [subtitle]. In: [website name in italics], [publication date]. [url] [(last access date)].

For dates, use the following format: 2 November 2020

Examples:

Bredow, Rafaela von; Hipp, Dietmar: Internet. Vergiss es! In: *Spiegel Online*, 14 December 2009.

<http://www.spiegel.de/spiegel/0,1518,667027,00.html#ref=rss> (30 January 2020)

Woolley, Samuel; Gorbis, Marina: Social media bots threaten democracy. But we are not helpless. In: *The Guardian*, last updated on 16 October 2017.

<https://www.theguardian.com/commentisfree/2017/oct/16/bots-social-mediathreaten-democracy-technology> (10 December 2018)

Fiedler, Carsten: Mein Blick auf den Journalismus. Zahlen lügen nicht. In: *journalist*, 3 March 2020.

<https://www.journalist.de/startseite/meldungen/detail/article/zahlen-luegen-nicht.html> (5 April 2020)

Other articles/brochures from the Internet

[last name], [first name] [(year)]: [title]. [subtitle], p. [page]-[page]. [url] [(last access date)].

For dates, use the following format: 2 November 2020

Examples:

Radicati, Sara; Khmartseva, Masha (2009): Email Statistic Report 2009-2013. The Radicati Group, pp. 3-6. http://www.radicati.com/wp/wp-content/uploads/2009/05/e-mail-statisticsreport-2009_brochure.pdf (23 April 2015)

Weblogs

[last name], [first name]: [title]. [subtitle]. In: [blog name in italics], [publication date]. [url] [(last access date)].

For dates, use the following format: 2 November 2020

Examples:

Tschermak, Moritz: “Waz” verbreitet Corona-Angst mit Clickbait-Paywall-Kombination. In: *BILDblog*, 4 April 2020.
<https://bildblog.de/120644/waz-verbreitet-corona-angst-mit-clickbait-paywall-kombination/> (5 April 2020)

Social media posts

Twitter:

Author [@Twitter handle] (year): [text] [[Twitter]], published on [date, time], online at: [URL] [(last access date)]

For dates, use the following format: 2 November 2020

Examples:

Süddeutsche Zeitung [@SZ] (2020): Bei der Tageszeitung “The Plain Dealer” in Ohio wurde die halbe Redaktion entlassen. Dann kam Corona – Frust, Ärger und auch die Kündigungen müssen warten.
<https://t.co/H5sB3KK7L3?amp=1> [Twitter], published on 3 April 2020, 03:08 a.m., online at:
<https://twitter.com/SZ/status/1246062130148913154> (05 June 2020)

Weblog comments:

“USA: Präsidentschaftswahlen 2020”. Comment from 5 March 2020. In: *IOFF - the Media Forum*. <https://www.ioff.de/showthread.php?436477-USA-Pr%C3%A4sidentschaftswahlen-2020&p=48596833&viewfull=1#post48596833> (5 April 2020)

10. Submitting your manuscript

Please save your text as a .docx document and email it along with any additional files (images, graphics, or high-resolution photos) to the editorial office at: redaktion@journalistik.online