Author Guidelines and Checklist

Studies in Communication and Media (SCM)

SCM is the Open Access journal of the German Communication Association (DGPuK). The journal publishes manuscripts from all research areas of communication studies in German and English.

1 General information

Please address all editorial mail to:

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> Hochschule Wismar
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> 23966 Wismar
>
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Please hand in an anonymous version of your article that can be sent to the reviewers. The anonymous version should not contain any indications to the author within the text (including footnotes, references and literature).

In order to submit a manuscript to SCM, please register/login at http://ojs.nomos-journals.de/index.php?journal=scm&page=index.

2 Author guidelines

With their manuscript submission authors confirm to have considered our guidelines:

- Submissions to SCM must meet scientific and ethical standards. It must be clear that authors have made a thorough assessment of the research consequences, ethical and data protection aspects of their research projects, particularly considering the "Code of Ethics of the German Communication Association (DGPuK)" and the "Guidelines for Safeguarding Good Research Practice" of the German Research Foundation (for further information, see Section 6). Helpful guidance is also available on the website of the FeKOM project (Research Ethics in Communication and Media Studies).

- SCM only publishes original manuscripts that have not been published elsewhere. Translations of published articles have to be indicated. The editors decide from case to case, if a publication of a translation is possible.

- SCM does not accept manuscripts that are currently under submission elsewhere.

- Submissions should contain all relevant results and not only present parts of the results for strategic purposes ("salami-publishing").

- Copyright has to be considered.

- The publication has to be authorized by all co-authors. Changes of the author list have to be approved by the editors of SCM.

- Data presented in the manuscript has to be correct and transparent. Visualizations and other presentations of data have to comply with scientific standards. When required, original data should be made available for reviewers during the review process.

- If authors discover errors in their work after it has been published, these errors should be reported immediately; errors that are reported by third parties, have to be checked and if necessary corrected by authors

- Empirical studies must report established measures of reliability and validity.

- Studies must be independent. Funding must be reported.

- Intellectual property of all involved persons has to be indicated. Plagiarism of content, structure or research is not accepted.

3 Formats

SCM accepts the following formats:

- *Extended Paper:* long article, approx. 50 to 60 pages (about 180,000 characters with blanks).
- *Full Paper*: current empirical or theoretical work, approx. 15 to 20 pages (about 60,000 characters with blanks).
- *Research-in-brief*: short state-of-the-art reports, research reports of current research projects, essays, approx. 5 to 10 pages (about 30,000 characters with blanks).
- *Preregistered Reports (in the form of Extended Paper or Full Paper)*

All formats need to include a title, a short abstract and key words in German and English. If you do not speak German, we will gladly assist you with that.

If you submit an *Extended Paper* or a *Full Paper* in German and the submission is accepted after reviewing, we will ask you to hand in a significant, quotable Extended Abstract (3–5 pages) in English before publication.

The submission of an *Extended Paper* can also follow a two-step process: In this case, your first submission does not need to contain the complete text. Instead, you are able to hand in a significant abstract (approx. 20 pages). After acceptance, you will be asked to finalize and submit the Extended Paper (50–60 pages). The final version will be reviewed again.

4 Content of manuscripts

For **composing scientific manuscripts** (e. g. structure of scientific texts, tips for writing the introduction, theory, methods, and results sections, etc.), **helpful resources** can be found on the following websites:

- PLOS One Writing Center: https://plos.org/resources/writing-center/
- SAGE How to write a journal article: https://campus.sagepub.com/how-to-write-a-journal-article-1#how-to-write-a-journal-article-1/what-youll-learn

In addition, the following instructions should be considered when **composing manuscripts with empirical data**:

When using **survey data** the following information should be provided:

- Funding and responsible parties for conducting the survey
- Information on pretests
- Presentation of questions and answer options

- Definition of the population under study and description of the sample selection
- Dates of data collection
- Methods used to recruit the panel or survey participants
- Method(s) and modes used to administer the survey
- Sample size, sample composition, and a discussion of the precision of the findings (e.g., estimates of sampling error; description of variables used in all weighting or estimation procedures)
- Response rate

When using data from **experiments** the following information should be provided:
- Participants and context: Eligibility and exclusion criteria for participants; procedures used to recruit and select participants; final number of participants
- Allocation method: Details of the procedure used to create the allocation sequence (e.g., randomization procedures)
- Information about pretest(s)
- Treatment: Description of the treatments in each experimental condition and, if applicable, a description of the control group; explanation of how and when the manipulations or interventions were performed; manipulation check
- A priori power analysis
- Documentation of group comparability (control of randomization)

When using data from **standardized content analyses** the following information should be provided:
- Description of how the analyzed content was collected or obtained
- Sampling procedure
- Information about pretest(s)
- Discussion of potential threats or concerns regarding the validity or quality of the content (e.g., online comments generated by bots, fake social media profiles, relevant content missing from the sources used)
- Description of how the analysis was conducted: In the case of automated coding, the software and parameters or decision rules used must be specified. In the case of human coding, the number of coders and their training and instructions should be provided.
- Inter-coder reliability or intra-coder reliability.

When using data from **standardized observations** information should be provided on the following:

- Information about pretest(s)

- Presentation of the observation protocol and categories

- Definition of the population studied and description of sample selection

- Date(s) of data collection

- Recruitment of participants

- Method(s) and modes used (e.g., overt, covert), data collection software used for digital trace data (e.g., web scraping, tracking tools)

- Sample size, sample composition, and a discussion of the precision of the findings (e.g., estimates of sampling error; description of variables used in all weighting or estimation procedures)

When using **qualitative data** information should be provided on the following (if applicable):

- Definition of the population under study and its geographic location

- Instrumentation used (e.g., interview guidelines, category systems), a description of the data collection strategies employed (e.g., focus groups, semi-structured interviews, content analyses), and the language(s) employed

- Description of any relevant stimuli, such as visual or sensory exhibits

- Time period and location of data collection

- Procedures used to select materials and recruit participants

- Number of participants and overview of relevant characteristics

- Information on quality criteria of qualitative research

- Information on data analysis

5 Manuscript layout

For your orientation: One page in SCM comprises approximately 3,000 characters including blanks. Please consider the required place for charts and figures.

Citation. Papers submitted to SCM need to be in accordance with the APA 7 standard.

Deviating from the APA guidelines, SCM recommends referring to specific page numbers for all references, not only for direct quotations. Please already consider the author guidelines in your original submission. Please use "double quotation marks" to indicate citations. Longer citations are intended and do not contain quotation marks. Omissions within citations are indicated by three points with blanks in between (Text . . . Text).

File format. Manuscripts should be submitted as a word file.

Figures. Figures should be available in popular program formats (.jpg, .tif, figures made in word or excel, no bitmap) and in print quality (300dpi). Please submit them separately.

Digital content. You are able to use links to deposited files, photos, films etc. Digital content can be deposited on the NOMOS servers, where it will be provided securely and for an unlimited amount of time (repository). Flash-animations are basically possible; the application should in every case be agreed upon with the editorial office; the technical enabling lies with the authors.

Footnotes. Please use footnotes sparingly and as comments. Footnote texts are positioned at the end of the page, not at the end of the text. The number of the footnote appears elevated within the text, continuing from 1 to n. Please position the footnote behind the last punctuation mark of a sentence. Exceptions are footnotes that refer to certain terms.

Emphasis. Exclusively italicized. Within quotations, the source of the emphasis needs to be clarified in the reference.

Numbers. Please use words for numbers up to twelve; exception: decimal numbers (e.g.: 10.2). Please insert separating characters before groups of three digits when using numbers higher than three digits (English texts: 1,000.000; German texts: 1.000,00). Within the text, use "percentage"; within brackets, use "%".

Abbreviations. English abbreviations are written without blanks between the characters (e.g. "i.e."), German abbreviations contain blanks (z. B. „d. h.").

Tables and figures. Tables and figures are labelled as such and continuously numbered (Figure 1; Table 1). Label and title are placed above (Table 1. Title); notes, descriptions, sources etc. are placed below figures and tables (*Note.* Text.).

References. Please list all cited references in a reference list. Consider APA standards (cf. http://www.apastyle.org). Please do not capitalize titles of books and journal articles; exception: names (e.g. *Publication manual of the American Psychological Association*). Use upper- and lowercase letters for journal titles (e.g. *Studies in Communication and Media*). German book and article titles must contain English translations within brackets (*German title*

[translated title]). Abbreviations within the reference list differ according to the manuscript's language (e.g. Ed./Eds. versus Hrsg.; p./pp. versus S.). Please also consider differences between hyphens (e.g. APA-Style) and dashes – containing blanks before and after the dash when used within text – or without blanks when used to indicate intervals (e.g. pp. 3–4).

6 Notes on ethical and data protection aspects

Submissions to SCM must meet scientific and ethical standards. It must be clear that authors have thoroughly assessed the research consequences, ethical and data protection aspects of their research projects, particularly considering the "Code of Ethics of the German Communication Association (DGPuK)" and the "Guidelines for Safeguarding Good Research Practice" of the German Research Foundation. Supplementary information and links can be found on the website of the FeKOM project (Research Ethics in Communication and Media Studies). The following principles are of central importance:

- The personal rights of persons involved in scientific studies were observed at all times.

- Informed consent was obtained from study participants. If consent could not be obtained for methodological reasons, other means of protecting personal rights were used.

- The principle of voluntariness was observed for participation in the studies.

- As a matter of principle, procedures were used to ensure the anonymity of those studied. If data were processed electronically, careful precautions were taken against unauthorized access to data, and the information obtained from the persons studied was treated confidentially.

- Possible risks for participants (e.g., due to expected negative effects of stimulus material used in experiments, e.g., violent or pornographic content, hate speech; exposure to psychologically stressful topics in interviews or physical interventions, e.g., blood sampling) were kept as low as possible. Participants were informed about potential risks and measures to avoid harm.

- Special precautions were taken to protect participants in studies involving vulnerable groups (e.g. minors, patients).

- Deliberate deception or misleading of participants was avoided as far as possible. If it was not possible to fully inform the participants about the aim of the study, this was ensured in the debriefing.

- Risks for the researchers themselves (interviewers, coders) were also kept as low as possible. If physical or emotional stress was to be expected that went beyond what was reasonable on a daily basis, strategies were used to minimize the risks (e.g., training). The researchers were informed in advance about the possible risks.

For research projects involving vulnerable groups, high risks for participants and researchers, deception or restrictions with regard to compliance with personal rights and data protection rights, SCM recommends obtaining an ethics vote from an appropriate ethics committee and documenting it in the article. Please indicate whether the research project has been reviewed by an ethics committee and provide the name of the committee and the confirmation number, if applicable. Please explain the background if an ethics vote was not obtained.

7 Checklist

This list serves to ease the cooperation between you and the editorial office and to guarantee a fast and uncomplicated reviewing and publishing process. The earlier a submission corresponds with the formal guidelines, the earlier it can be passed on to reviewers and – later on – to the publishers. Therefore, please browse and check the list below before submitting your manuscript.

　　　　For any further questions, suggestions or critique please contact the editorial office! Thank you for your cooperation!

7.1 Manuscript length

▪ Extended Paper: max. 180,000 characters with blanks ▪ Full Paper: max. 60,000 characters with blanks ▪ Research-in-brief: max. 30,000 characters with blanks	◯

7.2 Additional information

Author information: Names, titles, institutions, addresses, mail, ORCID	◯
Abstract in English and (if possible) German	◯
Title in English and (if possible) German	◯
Up to five Keywords in English and (if possible) German	◯
Submit anonymous manuscripts (also for resubmissions and revisions)	◯

7.3 Structure

Visible structure of the manuscript using paragrahs and sections (1, 1.1, 1.1.1, etc.)	◯

7.4 Citations and footnotes

Consider the standards of the American Psychological Association (2019). Information is available at www.apastyle.org.	◯

7.5 Tables and Figures

Submit tables in Word- or Excel	◯
Figures as .jpg or .tif-files (300dpi).	◯
Tables and Figures are labelled as such and contain notes and sources. Table1. Title 			
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		| *Note.* Text. Source, 2006, p. 42	◯

7.6 References

List of all references cited within the manuscript	◯
Consider APA standards (cf. http://www.apastyle.org)	◯

7.7 Additional instructions

Emphasis in *italics*	◯
Citations in "double quotation marks". Long citations without quotation marks and intended.	◯
Basic type size: 12 point, Times New Roman	◯
Line spacing: double	◯
Text alignment: left	◯
Please do not use style sheets	◯