Manuscript Submission Guidelines: *New Media & Society*

New Media & Society is an international journal that provides an interdisciplinary forum for the examination of the social dynamics of media and information change. *New Media & Society* engages in critical discussions of the key issues arising from the scale and speed of new media development, drawing on a wide range of disciplinary perspectives and on both theoretical and empirical research.

1. Peer review policy
New Media & Society operates a strictly anonymous peer review process in which the reviewer's name is withheld from the author and, the author's name from the reviewer. The guidelines for reviewers, broadly speaking, ask that they assess a manuscript's *appropriateness* for *New Media & Society*, its importance, its intellectual merit, its rigor, and quality of writing. Reviewers are asked to take not longer than 4 – 6 weeks to return a review to the editors who in turn usually take 2 weeks to make a determination about a manuscript. While every effort is made to expedite the review process, it may vary from manuscript to manuscript based on reviewers' responses.

2. Article types
New Media & Society engages in critical discussions of the key issues arising from the scale and speed of new media development, drawing on a wide range of disciplinary perspectives and on both theoretical and empirical research.

The journal welcomes contributions on:
Global and local dimensions of the relationship between media and social change
The individual and the social, the cultural and the political dimensions of new media
Contemporary as well as historical developments
Implications and impacts of, as well as the determinants and obstacles to, media change
Relationship between theory, policy and practice

Multidisciplinary perspective: *New Media & Society* publishes from both the social sciences and the humanities and includes contributions from communication, media and cultural studies, as well as from

sociology, geography, anthropology, economics and from the political and information sciences. Topics covered include (but are not limited to):

> Digitalization and convergence
> Interactivity and virtuality
> Consumption and citizenship
> Innovation, regulation and control
> The cultures of the Internet
> Patterns and inequalities of use
> Community and identity in electronic space
> Time and space in global culture and everyday life
> The politics of cyberspace

Reviews: New Media & Society includes a section in which books and other significant contributions to the field are reviewed. This includes both essay length and shorter contributions. For more information about reviews please contact book reviews Editor David Park (park ~at~ lakeforest.edu).

3. How to submit your manuscript

Before submitting your manuscript, please ensure you carefully read and adhere to all the guidelines and instructions to authors provided below. Manuscripts not conforming to these guidelines may be returned.

New Media & Society accepts online submissions only. Manuscripts should be submitted via the journal website: http://newmediaandsociety.com.

Authors are instructed to fill in a registration form; on completion, manuscripts can be uploaded. In the event of difficulty, authors may contact Steve Jones via email sjones~at~uic.edu.

Each manuscript should contain:

(i) Title page with full title and subtitle (if any). For the purposes of blind refereeing, full name of each author with current affiliation and full address/phone/fax/email details plus short biographical note should be entered separately on the site and not included in the manuscript itself. Manuscripts that do not follow this guideline may be summarily declined for consideration. Please include a statement confirming that all authors have agreed to the submission and that the article is not currently being considered for publication by any other print or electronic journal. Owing to the broad range of subject matter, authors are also encouraged to separately supply the names of one or more potential referees. Please include those in the "Comments to the editor" section, and if possible please include potential referees' email addresses.

(ii) Abstract of 100-150 words.

(iii) Compose up to 10 key words.

(iv) The target word count is 8000 words (all text, including notes, references, tables, charts, etc.). Submissions of more than a few hundred words beyond the target will not be considered. Text to be clearly organized, with a logical hierarchy of headings and subheadings, and quotations exceeding 40 words to be displayed and indented, in the text.

(v) Endnotes, if necessary, should be signaled by superscript numbers in the main text and listed at the end of the text before the references.

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Style: use a clear readable style, avoiding jargon. If technical terms or acronyms must be included, define them when first used. Use non-racist, non-sexist language and plurals rather than he/she.

Spelling: UK or US spelling may be used.

Punctuation: use single quotation marks with double quotes inside single quotes. Present dates in the form 1 May 1998. Do not use points in abbreviations, contractions or acronyms (e.g. AD, USA, Dr, PhD).

Revised manuscript: on acceptance of your manuscript for publication, authors will be asked to supply a further electronic copy of the final version. Graphics files should be supplied as TIFF or EPS files.

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5. Declaration of conflicting interests
Within your Journal Contributor's Publishing Agreement you will be required to make a certification with respect to a declaration of conflicting interests. *New Media & Society* does not require a declaration of conflicting interests but recommends you review the good practice guidelines on the SAGE Journal Author Gateway.

6. Other conventions
None applicable.

7. Acknowledgements
Any acknowledgements should appear first at the end of your article prior to your Declaration of Conflicting Interests (if applicable), any notes and your References. All contributors who do not meet the criteria for authorship should be listed in an `Acknowledgements' section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Authors should disclose whether they had any writing assistance and identify the entity that paid for this assistance.

7.1 Funding Acknowledgement
To comply with the guidance for Research Funders, Authors and Publishers issued by the Research Information Network (RIN), New Media & Society additionally requires all Authors to acknowledge their funding in a consistent fashion under a separate heading. All research articles should have a funding acknowledgement in the form of a sentence as follows, with the funding agency written out in full, followed by the grant number in square brackets:

This work was supported by the Medical Research Council [grant number xxx].

Multiple grant numbers should be separated by comma and space. Where the research was supported by more than one agency, the different agencies should be separated by semicolon, with "and" before the final funder. Thus:

This work was supported by the Wellcome Trust [grant numbers xxxx, yyyy]; the Natural Environment Research Council [grant number zzzz]; and the Economic and Social Research Council [grant number aaaa].

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This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

Please include this information under a separate heading entitled "Funding" directly after any other Acknowledgements prior to your "Declaration of Conflicting Interests" (if applicable).

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9. Manuscript style

9.1 File types
Only electronic files conforming to the journal's guidelines will be accepted. Preferred formats for the text and tables of your manuscript are Word DOC, RTF, or HTML.

9.2 Journal Style
New Media & Society conforms to the SAGE house style. A style guide specifically tailored to *New Media & Society* is online at http://nmsstyle/SAGEUK-NMSstyleguide.pdf. For EndNote users a stylesheet can be downloaded at http://newmediaandsociety.com/NMS.ens (thanks to Luke Justin Heemsbergen). Save to the appropriate folder (normally for Windows C:\Program Files\EndNote\Styles and for Mac OS X Harddrive:Applications:EndNote:Styles). Once you've done this, open EndNote and choose "Select Another Style..." from the dropdown menu in the menu bar; locate and choose this new style from the following screen.

9.3 Reference Style
New Media & Society adheres to the SAGE Harvard reference style. Click here to review the guidelines on SAGE Harvard to ensure your manuscript conforms to this reference style.

9.4. Manuscript Preparation
The text should be double-spaced throughout and with a minimum of 3cm for left and right hand margins and 5cm at head and foot. Text should be standard 10 or 12 point.

9.4.1 Your Title, Keywords and Abstracts: Helping readers find your article online The title, keywords and abstract are key to ensuring readers find your article online through online search engines such as Google. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting SAGE's Journal Author Gateway Guidelines on How to Help Readers Find Your Article Online.

9.4.2 Corresponding Author Contact details: Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately to the main text of the article to facilitate anonymous peer review.

9.4.3 Guidelines for submitting artwork, figures and other graphics: For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE's Manuscript Submission Guidelines at http://www.uk.sagepub.com/journalgateway/msg.htm. If, together with your accepted article, you submit usable colour figures, these figures will appear in colour online regardless of whether or not these illustrations are reproduced in colour in the printed version. If a charge applies you will be informed by your SAGE Production Editor. For specifically requested colour reproduction in print, you will receive information regarding the costs from SAGE after receipt of your accepted article.

Tables: tables should be typed (double line-spaced) on separate sheets at the end of the manuscript. All tables should have short descriptive captions with footnotes and their source(s) typed below the tables.

Illustrations: all line diagrams and photographs are termed 'Figures' and should be numbered consecutively and given short descriptive captions. Line diagrams should be presented as camera-ready copy or electronically as EPS files (all fonts embedded) or TIFF files (with LZW compression) for scanning. Photographs should preferably be submitted as TIFF files (with LZW compression, resolution x 2 line screen, e.g. 266 dpi for 133 line screen output).

9.4.4 Guidelines for submitting supplemental files: Please contact the editor for information concerning supplemental files such as data sets, etc.

9.4.5 English Language Editing services
Non-English speaking authors who would like to refine their use of language in their manuscripts might consider using a professional editing service. Visit http://www.sagepub.co.uk/authors/journal/submission.sp for further information.

10. After acceptance

10.1 Proofs
SAGE production staff will email a PDF of the proofs to the corresponding author.

10.2 E-Prints and Complimentary Copies

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We value your feedback to ensure we continue to improve our author service levels. On publication all corresponding authors will receive a brief survey questionnaire on your experience of publishing in New Media & Society with SAGE.

11. Further information
Any correspondence, queries or additional requests for information on the Manuscript Submission process should be sent to the Editorial Office as follows:

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