Guidelines for Contributors

Text layout (contributors)

Headings

Each contribution is preceded by two single-spaced blank lines (11 pts) which are followed by the author's complete name in CAPS and **bold** (first name followed by family name) and the place name of his/her institutional affiliation in brackets (11 pts). After one blank line (11 pts), the title of the article is given (12 pts). Should the title spill over to the next line, there is an indent of 1.25 cm in the lines following the first line.

After two more blank lines (12 pts) the subheading '**Abstract:**' follows, then the text of the abstract (or the first subheading, etc.) follows.

Example:

JANE CONTRIBUTOR (University of Hard Knox)

The Title of this Article will be Very Long in Order to Demonstrate that the Second Line or
    a Subtitle is Indented

Abstract:

Abstract text. Abstract text. Abstract text. Abstract text. Abstract text. Abstract text. Abstract text. Abstract text. Abstract text. Abstract text.

Subheadings (12pts)

Subheadings are numbered consecutively and bold. They are preceded by two blank lines and followed by one (14 pts). All parts of speech are capitalised apart from articles, conjunctions, prepositions and particles.

Type area (Satzspiegel)

21 x 29.7 cm (width x height)
Using the A4 page format, the required type area can be 'produced' with the following margins (check 'facing pages'):

top margin	2.5 cm
bottom margin	2.0 cm
inside margin	2.0 cm
outside margin	2.0 cm
back margin (Bundsteg)	0.0 cm
header	1.27 cm
footer	1.27 cm

Standard type (font)

Arial in all cases.

Spacing

1.5-line spacing for the body of the abstract / text.

Tabulators

The standard tabulator position is 1.27 cm from the left margin.

Standard paragraphs (11pts)

Justified margins. One blank line between paragraphs. Please do not use tabs. No extra paragraph formatting.

Longer (block) quotations (11pts)

Quotations with more than 3 lines have a left and right indentation of 1.2 cm. Omissions within quotations are marked by [...].

If a full sentence is quoted, the last punctuation mark is included before the final quotation mark. If parts of a sentence are quoted, they should be integrated into the ongoing text, e.g. by adapting the capitalisation of the first word. Such changes are again marked by square brackets. In these instances, the final punctuation mark is not included in the quotation, as in the following example: Miller claims that "[t]his is the most important point".

Example:

Body text body text:

> Block quote block quote block quote block quote block quote block quote block quote block quote 'block quote block quote block quote' block quote block quote block quote block quote block quote block quote block quote block quote block quote block quote block quote block quote block quote. (Brian Rozema 2012)

Body text body text body text body text body text body text body text body text body text body text body text body text body text body text body text body text.

Endnotes (10pts)

Please use consecutively and **manually** numbered endnotes. In text two squared brackets contain the endnote number after the punctuation of the sentence.

Endnote numbers in the text appear after the punctuation mark in *all* cases.

The endnote text is separated from the main text by a page break. It is headed by '**Endnotes**', followed by another blank line before the first endnote. Heading and blank line are both 12pts. Endnote numbers appear on the normal line level in square brackets, i.e. not superior - [1] not [1]. The endnote numbers and text are 10pts with justified margins. One blank line between endnotes.

Example:

Endnotes

[1] See, for example, Susan C. Herring, Lois Ann Scheidt, Inna Kouper, and Elijah Wright "Longitudinal Content Analysis of Blogs: 2003-2004." *Blogging, Citizenship, and the Future of Media* edited by Mark Tremayne (New York and Oxon: Routledge, 2007) and Walker Rettberg op cit.

[2] See, also, Brenda Laurel "Computers as Theatre." *Reading Digital Culture*. David Trend ed. (Oxford: Blackwell Publishing, 2001) on the performance of self online.

Works Cited (10pts)

The works cited page appears <u>after</u> the endnotes. The 'trick' to make this possible is to manually enter endnotes and *not* to automatically use the Word endnote function. <u>This is very important for our further processing the article into the journal format</u>.

The heading '**Works Cited**' [12pts, bold] is preceded by a page break, and there is one blank line to separate it from the first item of the bibliography. Each item is indented by 1.27 cm from the second line onwards (hanging indentation). There is one blank line between the different items. Justified margins.
The works cited are listed alphabetically according to the authors' surnames.

The citation format used at FIAR is the MLA 7th Edition. For more help, see also <Son of Citation Machine (MLA 7th Edition)>.

Example:

Works Cited

Atwood, Margaret. "Atwood in the Twittersphere." *New York Review of Books*. 29 Mar 2010. Web. 10 Aug 2011.

Bauman, Zygmaunt. *The Individualized Society*. Cambridge: Polity Press, 2001. Print.

Bergholz, Susan. E-Mail Exchange. 24 Jul 2011.

Bolter, Jay David and Richard Grusin. *Remediation: Understanding New Media*. Cambridge, Massachussetts & London: The MIT Press, 2000. Print.

Boullosa, Carmen. "El día en que me asesinaron en Facebook ." *Nexos,* 3 Nov 2010. Web. 8 Apr 2012.

—. "Manifesto." *Carmen Boullosa.net*, 2011. Web. 4 Apr 2012.

boyd, danah. "Twitter: 'pointless babble' or peripheral awareness + social grooming?" *WordPress*, 16 Aug 2009. Web. 9 Aug 2011.

Gaspar de Alba, Alicia. "Cooking with Sor Juana: A Note from Sor Juana." *Blogspot*, 19 Sep 2008. Web. 4 Apr 2012.

Gibson, Stephanie B. "Introduction." *The Emerging Cyberculture: Literacy, Paradigm, and Paradox*. Ed. Stephanie B. Gibson. Cresskill, New Jersey: Hampton Press Inc., 2000. Print.

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