

## Advice to authors on preparing a manuscript for *Journalism Studies/Journalism Practice/Digital Journalism*

**NB: Please follow any specific instructions for authors provided by the Editor of the journal**

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File 1: Title page (not for review):

**Please Include:**

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Give the names of all contributing authors on the title page exactly as you wish them to appear in the published article.

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### **ACKNOWLEDGEMENTS**

Not essential, but can acknowledge colleagues, etc.

### **FUNDING**

Details of any grants etc which have supported the research

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*Abstract in italics, no heading. Proper nouns are de-italicised (i.e. The Guardian).*

**KEYWORDS** alphabetical order; semi colon; separating; words

Please provide six to eight keywords.

### **Headings in bold, not italicised**

Text in normal font, proper names italicised (i.e. *The Guardian*). Single line space between each Heading, Sub Heading, Sub Sub Heading and text, both above and below.

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Quotes of less than four lines should appear as normal text without being inset.

There is no need for quotation marks around inset quotes; they should be used around short quotes in the text however.

*Sub Headings in Normal Font, Italicised, Not Bold, First Letter Caps*

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At the end of the article, after the **Conclusion**:

#### **NOTES– UPPER CASE BOLD**

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#### **REFERENCES– UPPER CASE BOLD**

In alphabetical order and including full first names of all authors, using Chicago style guide from Taylor and Francis. All must be cited in the text. **It is not a Bibliography.**

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## General Information

**Writing your article:** Advice on writing your article (abstracts, selecting key words, tables, figures, etc.) and how to anonymize your article for peer review is available [here](#).

**Notes:** Please do not use footnotes or endnotes package, as these have to be “de-formatted” before typesetting.

**Affiliations and Correspondence details:** Name(s), Department, Institution and email address. You may also include your own webpage URL if you would like it to be published. Full postal details are also needed by the publisher, but will not be published. (A telephone number is also useful for proofing queries; it will not be published.)

**Anonymity for peer review:** Ensure your identity and that of your co-authors is not revealed in the text of your article or in your manuscript files when submitting the manuscript for review.

**Tables and figures:** Indicate in the text where the tables and figures should appear, for example by inserting [Table 1 near here]. The tables and figure captions should be supplied at the end of the text (but in the same file). Figures should be supplied as separate files. Ensure you have permission to use any figures you are reproducing from another source.

**Running heads** and **received dates** are not required when submitting a manuscript for review.

If your article is accepted for publication, it will be copy-edited and typeset in the correct style for the journal.

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