



AUTHOR GUIDELINES

<http://www.ledonline.it/index.php/transmedialiteracy>

1. ABOUT

The **International Journal of Transmedia Literacy** is a scientific international publication devoted to critical works on new narratives, social intercreativity, new forms of engagement, informal learning and cross-media education.

This Journal seeks to describe, analyze, reflect and discuss the concept of transmedia as a process of emerging literacy, taking into consideration the epistemological sphere of participation, production, and transmission of knowledge and culture, the crisis of authorship, the new dimension of participation and relationship offered by the Web, the liquid structures of narrative spaces and the intercreativity favored by network narratives and collaborative digital environments.

We welcome papers, comments, debates, interviews, as well as presentations, reports, and other news concerning relevant activities and events. We envision inter- and trans-disciplinary contributions and dialogue from a wide variety of approaches. Possible topics include but are not limited to: Cultural Productions, Crossmedia and New Authorship, Narrative Models and Processes of Transmedia Storytelling, Theories of Fiction/Representation, Reception Theory in Gender and Media Studies, Digital Rhetoric and Information Aesthetics, Transmedia Design, Participatory Cultures and Fan Cultures, Transmedia Education, Translation Studies for Transmedia Environment, Crowdfunding/Crowdsourcing Productions, Political Economy of Transmedia, Screenwriting and Semiotics of New Media. We especially encourage collaborative submissions from different disciplinary approaches, from both senior and junior scholars (including graduate students). All suitable submissions should address both academic and lay audiences as well as relevant stakeholders. Since the journal refers to an international readership of people from different disciplines, both inside and outside the academic community, contributors should keep in mind this heterogeneity of provenances and areas of expertise when writing.

The journal is issued every 6 months. Some issues will have a special thematic focus announced on the journal's website and through widely distributed calls for papers. Invited works will also be published.

2. SUBMISSION

Works submitted to the journal should be **original** and not under consideration for publication elsewhere. Submissions should show engagement with on-going intellectual debates and awareness of the current literature.

2.1. PEER REVIEW POLICY AND PROCEDURE

In submitting works to the journal, authors agree that their works may be published (if accepted).

Submission of a work does not guarantee acceptance.

All submitted works judged suitable for review undergo anonymous double-blind review.

Papers will be evaluated by at least **2 referees** and, following their indications, will be either accepted, or returned to the authors for corrections, or rejected.

The final decision is the responsibility of the editor, and will be given within **6 months of receipt**.

Invited papers will also be published: they will be evaluated as well by at least 2 referees and, following their indications, will be either accepted, or returned to the authors for corrections, or rejected.

2.2. PERMISSIONS FOR PUBLICATION

Figures can be reproduced only if they are free of copyright restrictions, i.e. if they are in the public domain or accompanied by permission from the rights holder. **Images downloaded from the Internet** always require authorisation unless expressly declared otherwise in the source.

Authors should identify **all materials and figures** that require permission for publication (figures, tables, text passages, that have already been published elsewhere) and **provide the written permissions for publication in the Journal (in both print and digital formats) on submission of the work to be published.**

No work with copyright permissions pending will be accepted. The sources of figures and tables reproduced from other publications must be cited.

3. TEXT ORGANISATION AND STYLE

3.1. PREPARATION AND FORMAL CRITERIA

Papers should be no longer than **8.000 words** including quotations, references, and footnotes, but not including tables or graphics, and bibliography.

An English abstract of no more than **300 words** summarizing the primary argument(s) and finding(s) should be included at the beginning of the paper.

7 keywords should also be supplied.

If the **title** contains fifty or more characters, submit a shortened version to be used as the **running head**.

Comments, debates, interviews, presentations, and reports should not exceed 5.000 words and are normally published by invitation, although we welcome recommendations and would be glad to accept submissions.

Works should be in **English**. Submissions should be checked by a **native speaker** prior to submission. Please provide a suitable statement.

Misprints should be eliminated. It is expected that authors submit **proofread** material.

The **hierarchy of headings** is very important, as is uniformity and consistency of the segmentation of the text into sections, sub-sections, and paragraphs. Headings should be numbered. Up to three levels of headings may be used (e.g. 1. 1.1. 1.1.1. 1.1.2. 1.2. - 2. 2.1. 2.1.1. 2.1.2. 2.2.). Further levels and blank lines which are not correlated to titles must not be used.

There should be uniformity and consistency in the use of **capitalization** for acronyms, institutions, etc. as well.

Avoid capitalization and small capitals for the names of authors. Upper and lower case letters are to be used.

There should be uniformity and consistency in the use of **bold, italic, underlining, and quotation marks**. **Avoid combined use of bold and italic** unless it is absolutely necessary. If possible, avoid the use of bold type and use italic instead. Avoid underlining. Please use **quotation marks** ("...") for quoted material up to 40 words.

Punctuation should be consistent, including where it is used in figures and numbering (thousands, decimals, etc.).

Quoted material of more than 40 words should be displayed as an indented block quote, with a blank line above and below, without quotation marks.

3.2. FIGURES, TABLES, AND FORMULAS

Photographs, drawings, graphs and graphics are all identified, and **numbered in an unique sequence**, as **Figures**.

Figures can be reproduced only if they are free of **copyright restrictions** (see *Authors' Statement, Paragraph 2*). The **sources** of figures and tables reproduced from other publications should be cited.

Figures and tables should be **numbered consecutively** using two separate numerical sequences starting from *Figure 1* and *Table 1*. **References to figures and tables** should always be quoted in the chosen position within the text, in the following format (*see fig. 00 – see tab. 00*).

Figures (including graphs) will be reproduced without any additional adjustment, with the same **definition and quality** as the original. All figures must be suitable for black and white print reproduction; readability in **grey scale** should be checked and optimized before submission.

When **graphs** are produced in Word, Excel, yED, in order to maintain quality they should be supplied in **editable format** (not as image). All elements in **Word graphs** should be grouped by the Drawing toolbar.

Formulas should be supplied in MathType editable format (not as images or objects).

3.3. CITATION AND REFERENCE STYLE

References and footnotes should follow the **author-date system** of citing references, as described in *The Chicago Manual of Style*. 16th ed. Chicago: University of Chicago Press, 2010. Please refer to **instructions** and **examples** provided below and visit www.chicagomanualofstyle.org for further information.

3.3.1. FOOTNOTES

Footnotes should be **numbered** consecutively. **Numbers of footnotes** should always be positioned before the punctuation mark. Only when **at the end of the indented block quotes** they should be placed **after** the final full stop. Please use footnotes **sparingly**. **Do not use footnotes to provide reference citations** – these should be included in the text.

3.3.2. IN-TEXT PARENTHETICAL REFERENCING

For In-Text citations works should be cited as (**Author Last Name Year, Page Number**).

The (**Year, Page Number**) or (**Page Number**) alone can be used if understood from the context.

Avoid page number and cite as (**Author Last Name Year**), or (**Year**) if understood from the context, for general paraphrases.

The **names of authors** should appear in upper and lower case letters: **avoid capitalization and small capitals**.

Multiple citations should be in chronological order, and, if in the same year, alphabetical within year (e.g. Hartem 2004; Arkam 2005; Bolding 2005; Kent and Cowler 2006).

For works with **four or more authors** include all authors only in the List of References entry, while in the In-Text entry cite only the last name of the first author, followed by et al. (**First Author Last Name et al. Year, Page Number**) or (**First Author Last Name et al. Year**) for general paraphrases.

Audio visual media should be cited as (**Media Title Year**).

3.3.3. LIST OF REFERENCES

In-Text References should indicate a List of References at the end of the text. Every work quoted from or mentioned in the text should be included in the List of References section. Please **double-check** to be certain that all dates given in parenthetical citations and in the references section are identical.

There should be uniformity and consistency in bibliographical references. References should be complete.

The titles of **volumes** and **journals** should appear in italics.

The titles of **works** should appear in plain text, between double quotes ("...").

For books with **one author** use reverse name with comma. For books with **two or more authors** use same order as on title page (not alphabetical); only reverse name of first author.

If persons are **editors**, place a comma after the final name and add abbreviations ed. for single editor or eds. for multiple editors.

Specify **reprinted books**.

For **chapters, essays, or articles in edited books** please use primary sources.

URLs and the **DOI (Digital Object Identifier) number**, where available, should be used to provide access information for electronic materials.

Links should **not** be **underlined**.

For **audio visual media** should be created a separate section in the List of References.

EXAMPLES

	IN-TEXT			LIST OF REFERENCES
	Direct quote		Paraphrase	
	<i>It has been argued that ...</i>	<i>Author argues ...</i>	<i>Author suggests ...</i>	
Book (One Author)	(Seacole 1988, 51)	(1988, 51)	(Seacole 1988)	Seacole, Mary. 1988. <i>Wonderful Adventures of Mrs. Seacole in Many Lands</i> . New York: Oxford University Press.
Book (Two Authors)	(Fysh and Wolfreys 1998, 21-25)	(1998, 21-25)	(Fysh and Wolfreys 1998)	Fysh, Peter, and Jim Wolfreys. 1998. <i>The Politics of Racism in France</i> . New York: St Martin's Press.
Book (Three Authors)	(Bagnall, Cribiore, and Ahtaridis 2006, 68)	(2006, 68)	(Bagnall, Cribiore, and Ahtaridis 2006)	Bagnall, Roger S., Raffaella Cribiore, and Evie Ahtaridis. 2006. <i>Women's Letters from Ancient Egypt, 300 BC - AD 800</i> . Ann Arbor: University of Michigan Press.
Book (Four or More Authors)	(Howling et al. 1993, 83-94,111)	(1993, 83-94,111)	(Howling et al. 1993)	Howling, Phyllis T., John S. Wodarski, P. David Kurtz, and James Martin Gaudin, Jr. 1993. <i>Maltreatment and the School-age Child: Developmental Outcomes and System Issues</i> . New York: Haworth Press.
Book (Edited)	(Duberman, Vicinius, and Chauncey 1989, 112-140)	(1989, 112-140)	(Duberman, Vicinius, and Chauncey 1989)	Duberman, Martin Bauml, Martha Vicinius, and George Chauncey, Jr., eds. 1989. <i>Hidden from History: Reclaiming the Gay and Lesbian Past</i> . New York: New American Library.
Book (Chapter in Edited book)	Feinberg 1974, 45)	(1974, 45)	(Feinberg 1974)	Feinberg, Joel. 1974. "The Rights of Animals and Unborn Generations." In <i>Philosophy & Environmental Crisis</i> , edited by William T. Blackstone, 43-68. Athens: University of Georgia Press.
Book (Reprint)	(Milligan [1929] 1970, 51)	([1929] 1970, 51)	(Milligan [1929] 1970)	Milligan, Lambdin P. (1929) 1970. <i>The Milligan Case</i> . Edited by Samuel Klaus. Reprint, New York: Da Capo Press.
Print Journal Article	(Rutkoff and Scott 1983, 187-188)	(1983, 187-188)	(Rutkoff and Scott 1983)	Rutkoff, Peter M., and William B. Scott. 1983. "The French in New York – Resistance and Structure." <i>Social Research</i> 50 (1): 185-215.
Online Journal Article with DOI number	(Olbrys Gencarella 2007, 273)	(2007, 273)	(Olbrys Gencarella 2007)	Olbrys Gencarella, Stephen. 2007. "Touring History: Guidebooks and the Commodification of the Salem Witch Trials." <i>Journal of American Culture</i> 30 (1): 271-84. doi: 10.1111/j.1542-734X.2007.00556.x.
Online Journal Article without a DOI Number	(Ampofo et al. 2004, 695)	(2004, 695)	(Ampofo et al. 2004)	Ampofo, Akosua Adomako, Josephine Beoku-Betts, Wairimu Ngaruiya Njabi, and Mary Osirim. 2004. "Women's and Gender Studies in English-Speaking Sub-Saharan Africa: a Review of Research in the Social Sciences". <i>Gender and Society</i> 18 (3): 685-714. http://www.jstor.org/stable/4149390 .
Movie	(<i>Zombieland</i> 2010)	(2010)	(<i>Zombieland</i> 2010)	<i>Zombieland</i> . 2010. Directed by Ruben Fleischer. Culver City, CA: Sony Pictures Home Entertainment. DVD.
Website	(Jack 2010)	(2010)	(Jack 2010)	Jack, Joe. 2010. "Sasquatch: the Cowichan People Gave Him the Name 'Thumquas'." <i>Coast Salish History</i> . Last modified January 30. http://www.joejack.com/sasquatch.html .

4. ONLINE SUBMISSION

4.1. OJS SUBMISSION PROCESS

In order to submit works to the Journal, and to check the status of current submissions, **authors need to register** – selecting **“Author: Able to submit items to the journal”** from the list “register as” – and login to the journal website. If already registered, authors can simply **log in to enter their reserved area** where they can **“Start a new submission”** or check **“Active submissions”**.

All submissions must be accompanied by the Authors’ Statement form signed by all the authors. **In case of more authors**, co-authors may sign different copies of the statement and send them to the Corresponding Author. **The statement/statements must be uploaded** (complete and duly signed) **by the Author or Corresponding Author together with the files being submitted** for publication.

Figures can be reproduced only if they are free of copyright restrictions. Check that **all materials and figures that require permission** for publication have been identified and **provide the permissions on submission of the work to be published.**

The online submission consists of **5 steps**.

All steps must be completed; when done, the author will receive a confirmation e-mail. If no confirmation is received then the submission is incomplete: please check that you have gone through with all the steps in the procedure.

If you need help please send an e-mail to ledonline-ojs@ledonline.it

4.2. FILE TYPES

All submissions must be in **Word** or **RTF** format.

A **PDF file**, generated from the final Word file on the same computer used to complete the work, should be supplied.

All **fonts** different from that used for the basic text must be listed and supplied.

All **figures** embedded should also be submitted in the original electronic format (**300 dpi** .TIF, .JPG, .EPS or .XLS).

The **Authors’ Statement form/forms** (complete and duly signed by all the authors) has to be submitted.

Publication permissions for any materials and figures that have copyright restrictions have to be submitted.

IMPORTANT NOTICE: Files maximum size allowed: 22 MB. Files exceeding this limit must be splitted in two or more files. Use section *Uploading Supplementary Files* to upload files after the first one.

4.3. ANONYMOUS FILES

To preserve the integrity of the peer-review process, every effort should be made to prevent the identities of authors and reviewers from becoming known to each other.

Check that the online instructions in **Ensuring a Blind Review** have been followed.

5. POST-ACCEPTANCE

PDF proofs for correction are sent to the Corresponding Author. Authors are responsible for the final **proof-reading**; the publisher is not responsible for any error not marked by the author on the proof.

Proof corrections should be returned to the Editorial Office within 10 days of receipt, or the article will be published without author’s corrections.

Corrections on the proof can only be accepted for misprints; **no changes are allowed** at this stage.

All accepted works will remain permanently published on the website.

Offprints can be ordered on the website of the journal, at this link: **Offprints**.

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