

# SUBMISSION GUIDELINES FOR PUBLICATIONS

*merz* | *medien + erziehung* (media + education) is the only independent journal in Germany, which focuses on relevant aspects of media education and media literacy from different perspectives. It covers the widest possible spectrum from the areas of media educational research and practice and reflects upon related disciplines, which are of importance considering media educational questions and discourses.

Every two months, *merz* reaches its subscribers as a print edition. Each issue deals with a current topic, which is comprehensively illuminated, on which theories and approaches, current studies and findings as well as practical project reports and experiences or interviews are presented. Additionally, the column *spektrum* (spectrum) gives an insight into the entire spectrum of the media pedagogical landscape: Current discussions, studies or projects are embraced here. The columns *medienreport* (media review) and *publikationen* (publications) are dedicated to the current range of media. Films, software, offers on the Internet or even events are presented and reviewed here, as well as new specialist books concerning media and education. The journal is completed by a *kolumne* (column), the category *aktuell* (news) with a *stichwort* (keyword) on new developments, phenomena or terms and a *nachgefragt* (short interview) with a person, representative of or directly related to current discourses, as well as *kurz notiert* (short reviews of current publications) and the column service with dates, announcements and calls for papers.

Online, the print edition of *merz* is regularly updated with recent news, dates, announcements and calls for papers. All articles from the column *aktuell*, the editorial and the abstracts and bibliographies of every contribution in the columns *thema* and *spektrum* are available online to the 10th of the month of the published issue. Furthermore the articles of the categories *aktuell*, the editorial as well as the abstracts and bibliographies of all topic- and spectrum-contributions can be viewed. Two months after the publication of the print edition, *medienreports* as well as reviews of publications and the column are published in full.

We are pleased to receive submissions on projects from research and practice, reviews, event notes and, of course, suggestions. Please feel free to send your ideas, abstracts and opinions to [merz@jff.de](mailto:merz@jff.de).

## TEXT TYPES AND OBJECTIVES

*Original texts* only are accepted. Submitted manuscripts are not to be published in any other way and must not be offered for publication to any other department until the internal review process has been concluded. Accepting the submitted manuscript, the publishing house acquires all rights concerning the release of the article within the journal *merz*. The editorial department shall decide on the acceptance of the manuscript and the date of publication on the basis of internal editorial reports.

Submissions for the topics *thema* and *spektrum* are based on **scientific standards** concerning structure and content. They aim to inform representatives from science, the field of media education and related disciplines, practitioners, especially from the fields of active media work in media education and other pedagogical fields of work, as well as students and those interested in the subject, about a theoretically researched phenomenon, practical experience (e.g. from media projects) or study results, and, if necessary, to disclose desiderata or unprocessed fields of practice in a comprehensible manner. The focus is

on the gain of knowledge for and the possible transferability to the fields of activity of the *merz* specialist audience. One-dimensional, institution- or product-focused, purely descriptive contributions are not suitable for these types of texts. Positioning without proof and comments should be clearly marked as such. Particular emphasis should be placed on reflection, contextualisation and critical classification of the described. For submissions for the column *spektrum*, the ability of the selection of topics to fit original, media pedagogical subject areas is not a mandatory prerequisite. In focusing on experiences or results of scientific studies or practical projects, the best possible use can be made of the available scope by reducing it to detailed descriptions of, among other things, methodology, initiation of projects and organizational, formal aspects, insofar as these do not represent any particular relevance for the focus and core statement of the contribution.

## CONTACT PERSONS

Each issue of the journal is managed by a specialist editorial team. The editors responsible for the entire issue are the *merz* editors. The editorial staff can be reached at [merz@jff.de](mailto:merz@jff.de) or +49 89 68 989 120 and is available to answer any questions.

## FORMALITIES

The **length of texts** in the column *thema* is 2,800 to 4,000 words (practical contributions 2,500 to 3,000 words, thematic contributions 3,000 to 4,000 words). For the section *spektrum*, texts of 2,500 to 3,000 words can be submitted as well. For smaller text types for the categories *medienreport* (950 to 1,000) or *publikation* (1,000 to 1,100), the print edition offers two pages each. A *kolumne* contains approximately 450 words, while a *stichwort* consists of approximately 300 words and a *kurz notiert* consists of 230 to 350 words.

**Manuscripts** must be submitted to the editors by e-mail. *thema* and *spektrum* articles must be accompanied by a short summary of the article in the form of an abstract with a maximum length of 150 words, which gives the reader a sufficient impression of the content of the article as an independent text.

In addition to the title of the contribution, the **title page** contains name, address, telephone number and e-mail address of all authors as well as a short CV each. If there are several authors, please indicate who is responsible for the correspondence.

**Tables, graphs and images** should be integrated into the main text and must also be submitted in separate (image) files (e.g. in png, tiff or jpg formats). Pictures and graphics to illustrate the contribution are welcome. These should also be submitted separately in tiff format, include a proposal for the caption and a reference to the image rights, and should have a resolution of at least 300 dpi.

Please use italic type for **highlighting proper names** like *Facebook* or institutes like *JFF – Institute for Media Research and Media Education*. For further highlighting please use single quotes instead of double quotes, which should be used for direct citation.

**Abbreviations** are not used in the text. This means “e.g.”, “incl.” or “f/m” must be written out as “for example”, “including” and “female/male”.

For the structure of the text **subheadings** are used, which lead logically and reader-friendly through the text.

Please transform footnotes into **endnotes** and use them rarely for better readability.

## REFERENCES AND CITATIONS

Please indicate **references** to other authors in the text with surnames and the year of publication. Two authors are both mentioned by name. For three or more authors, it is sufficient to name the first author, supplemented by "et al." Quotations must be enclosed in double quotation marks. Quotations in quotations are framed with single quotation marks. In-text citations shall quote the name(s) of the author(s) as well as date of publication, with page number(s) if appropriate.

Citation is **APA style**.

In the **bibliography**, the most important titles which are shown in the text are included (a maximum of twelve entries, please mark the most relevant titles if necessary). If the complete bibliography is longer, it can be called up online. The bibliography contains the first and last names of the authors. The literature must be sorted alphabetically according to the first author. In the case of several publications by one person, these must be listed in ascending order by year of publication. Several publications of the same year have to be listed with the addition a, b, et cetera according to the chronological order in the text after the year dates.

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