



## Submission Guidelines and Style Guide for *Digital Icons: Studies in Russian, Eurasian and Central European New Media*

### General remarks

Articles should be concisely written. The length of articles should not exceed 50,000 characters (~7,500 words), and abstracts should be approximately 600 characters. Authors are asked to enclose basic information on their academic background, and should specify their institutional affiliation. Authors should strive for maximum clarity of expression, bearing in mind that the purpose of publication at *Digital Icons* is dissemination of knowledge on the development of the Internet in the region for both scholars and “non-specialists.” Articles should be free of jargon and include background information for those in other fields of study. Use italics for emphasis (but only sparsely).

### Translation and Transliteration

All quotations in Slavic languages should be translated into English (or German). British spelling is preferred, i.e., colour and not color; however, articles adhering to the American standard will be accepted as long as they are consistent throughout. For the Reference section you are free to choose whether you wish to translate titles of books and papers or provide them only in the original language. You are free to use the transliteration system of your choice as long as it is consistent throughout the text.

### Styles

For *Digital Icons*' editorial purposes, please adhere to these style guidelines when referencing the following:

#### *Acronyms:*

Explain each and every first occurrence. For example, write “World Intellectual Property Organization (WIPO)” and “WIPO” thereafter. Avoid the use of periods in acronyms with the exception of U.S. (United States).

#### *Commonly-Used Terms and Conventions*

Refer to electronic mail as e-mail or E-mail, but not email or Email. Use web site, not website. Capitalize Internet (not internet). Use “... , e.g., ...” and “... , i.e., ...” Use a comma before “and” in a series of three or more (e.g., There were dogs, cats, and mice.”).

#### *Numbers and Dates*

The numbers zero through nine should be spelled out except when referring to data or measurements, such as “3 pixels,” “8 percent,” “3.3 pages per second,” or “3.5 million.”

All whole numbers above nine should appear as Arabic numerals, such as 10, 11, 12, etc. All ordinal numbers should be spelled out, as in twentieth (including centuries, e.g., nineteenth century). A number at the start of a sentence should be spelled out, as in “Fourteen search engines were examined.”

Dates should be rendered as 5 March 1953, except cases where the date has particular significance (e.g., September 11).

#### *Percentages*

Spell out the word “percent” in the body of the text; however, the % symbol should be used with figures displayed in tables or within parentheses, e.g., “Tatars account for 10 percent of the region’s population” and “Active bloggers formed a majority (53%) of the community.”

#### *Citation Format*

Quotations of 50 words or less should be inserted in the regular text, marked by double quotation marks and with the source reference supplied after the quote or at the end of the sentence. Quotations in excess of 50 words should be indented and set off from the regular text, with the source of quotation added at the end. Those quotations require no quotation marks.

Citations within the manuscript should appear in the following ways:

#### *General Format*

The last name of the author of a cited work should appear in the paper, followed by the year of publication of the book, paper, report, or document, as in (Zvereva 2003). Direct quotes should also list the page(s), where applicable, e.g., (Borenstein 2006, 233-234).

If there are multiple references to authors with the same surname, initials should be used to differentiate between the authors, as in (C. Jones 1990; D. Jones 1985).

#### *Two Authors*

For references containing two authors, list the authors in order of their appearance in the original publication, followed by date of publication, as in (Dyakova and Trakhtenberg 1999, 125-126).

#### *Three or More Authors*

If a reference contains three or more authors, the citation should appear as (Rogers et al. 1980).

#### *Publications in Press*

Cite publications in press (i.e. those documents accepted for publication but not yet published) as (Schmidt, in press).

#### *Publications without Date*

Cite Internet publications without date as “no date” / “n.d.” (Kuritsyn, n.d.)

#### *Indirect Quotations*

A citation can refer to text written by one author embedded in the text of a book or paper written by another author, such as (Nosik qtd. in Kuznetsov 2004, 284).

### *Multiple Quotations*

Multiple citations can appear in whatever order the author deems relevant, such as (Konradova 2005; Schmidt 2005; Saunders and Ding 2006).

All citations in the course of the paper should be completely described in the References section. Works listed in the References section that are not cited in the course of the paper will be removed.

## **Reference Format**

General remarks concerning citation of Internet resources:

The date of the most recent retrieval of online documents is given in parentheses at the end of each bibliographical entry. Wherever possible, the date of the original publication is also indicated. Entries made under nicknames or pseudonyms are cited as such. Please indicate the name of the “real author” wherever possible (for example: Mr. Parker <Maksim Kononenko>. Vladimir Vladimirovich TM ...) “Traditional” norms of Internet writing, such as the purposeful use of lower case lettering should also be preserved.

References should take the following formats:

### **Books**

#### *Single Author*

Rimberg, John D. *The Motion Picture in the Soviet Union: 1918-1952: A Sociological Analysis*. New York: Arno Press, 1973.

#### *Multiple Authors*

Negt, Oscar and Alexander Kluge. *Public Sphere and Experience: Toward an Analysis of the Bourgeois and Proletarian Public Sphere*. Minneapolis: Minneapolis University Press, 1993.

#### *Chapters in Edited Volumes*

Hoffman, David Lloyd. “European Modernity and Soviet Socialism,” in *Russian Modernity: Policies, Knowledge, Practices*, edited by David Lloyd Hoffmann and Yanni Kotsonis. New York: Macmillan, 2000, pp. 245-260.

Schmidt, Henrike and Katy Teubener. “Our RuNet’?: Cultural Identity and Media Usage,” in *Control + Shift: Public and Private Uses of the Russian Internet*, edited by Henrike Schmidt, Katy Teubener, and Natalja Konradova. Norderstedt: Books on Demand, 2006, pp. 14-21.

### **Journal Articles**

#### *Print Journals*

Becker, Jonathan. "Lessons from Russia: A Neo-Authoritarian Media System," *European Journal of Communication* 19, no. 2 (2004), pp. 139–163.

Saunders, Robert A. and Sheng Ding. "Digital Dragons and Cybernetic Bears: Comparing the Overseas Chinese and Near Abroad Russian Web Communities," *Nationalism and Ethnic Politics* 12, no. 2 (2006), pp. 255–290.

#### *Online Journals*

Fishman, Mikhail. "Diktatura bol'shogo stilja." *Gazeta.ru*, 16 March 2005. <<http://www.gazeta.ru/column/fishman/253864.shtml>> (accessed 5 September 2005).

Kluver, Randy. "Globalization, Informatization, and Intercultural Communication." *American Communication Journal* 3, no. 3 (2000). <<http://acjournal.org/holdings/vol3/Iss3/spec1/kluver.htm>> (accessed 22 May 2004).

#### **Web Sites**

##### *No Author/Institutional Author*

Yandex. "Internet-torgovlya v Rossii: roznitsa," *Yandex Information Bulletin* (2007). <[http://download.yandex.ru/company/yandex\\_on\\_ecommerce\\_spring\\_2007.pdf](http://download.yandex.ru/company/yandex_on_ecommerce_spring_2007.pdf)> (accessed 11 August 2008).

##### *Single Author*

Doroshevich, Mikhail. "President Lukashenko supports ICT promotion," *e-Belarus.org*, 11 July 2003. <<http://www.e-belarus.org/news/200311071.html>> (accessed 21 August 2008).

##### *Multiple Authors*

Breidenbach, Joana and Ina Zukrigl. "Vernetzte Diaspora," *Politik-digital*, 21 February 2002 <<http://www.politik-digital.de/archiv/globalisierung/diaspora.shtml>> (accessed 22 November 2005).

#### **Other Sources**

##### *Papers Presented at Conferences*

Strukov, Vlad. "Will the Echo Effect Bring the Bounce Back? Internet Authorship and Censorship in Post-Soviet Russia." Presented at the Mass Media in Post-Soviet Russia International Conference, University of Surrey, Guilford, UK, 6-8 April 2006.

##### *Papers in Conference Proceedings*

Bucher, Hans-Juergen. "Is There a Chinese Internet? Intercultural Investigation on the Internet in the People's Republic of China: Theoretical Considerations and Empirical Results," in *Proceedings of the Fourth International Conference on Cultural Attitudes towards Technology and Communication*, Karlstad, Sweden (27 June-1 July 2004), edited by Fay Sudweeks and Charles Ess. Murdoch: Murdoch University, 2004, pp. 416-428.

### *Newspapers and Newswires*

MacLeod, Calum. "Web Users Walk Great Firewall of China," *USA TODAY*, 4 March 2006.

Associated Press. "Internet Access Lags in Rural Areas in Montana," 25 November 2008.

### *Interviews*

Badger, Anthony. Telephone interview by author, 18 April 2007.

### *Videos and Films*

*Ali G Before He Was Massiv*. Produced by Tony Moss and directed by Viv Ellis. 25 min. Chrysalis Entertainment, 2003. Channel 5 (UK).

## **Internet Resources**

### *Web Sites*

RIA Novosti. Homepage. <<http://www.rian.ru/>> (accessed 16 January 2006).

Biblioteka Moškova. "Blagodarnosti bibliotekarja." <<http://www.lib.ru/acknowledgement/>> (accessed 12 December 2008).

### *News Sites*

Newsru.com. "Bloggery ob'iavili vybory novogo prezidenta Medvedeva sostoiavshimisia: 'Preved, Medved!'" *Newsru.com*, 10 December 2007. <<http://newsru.com/russia/10dec2007/preved.html>> (accessed 15 September 2008).

Solash, Richard. "Kremlin 'Soft Power' Keeping Participatory Internet in Check," *Radio Free Europe*, 25 October 2008. <[http://www.rferl.org/content/Kremlin\\_Soft\\_Power\\_Keeping\\_Participatory\\_Internet\\_In\\_Check/1332812.html](http://www.rferl.org/content/Kremlin_Soft_Power_Keeping_Participatory_Internet_In_Check/1332812.html)> (accessed 06 November 2008).

### *Entries in Blogs and Online Forums*

Alik\_Manov. "Timur Kibirov. 'Skvoz' proshchal'nye slezy'. Vstuplenie: komentarij," *LiveJournal ru\_lit. Literaturnye spravki*, 12 March 2005. <[http://community.livejournal.com/ru\\_lit/206083.html](http://community.livejournal.com/ru_lit/206083.html)> (accessed 3 September 2005).

vodennikov. Various posts at *LiveJournal*. <<http://vodennikov.livejournal.com>> (accessed 15 September 2008).

## **Illustrations**

### *Photos, Graphics*

Teubener, Katy. Portrait of Vladimir Putin in a Russian Internet café. Photo taken in Novosibirsk, October 2005.

Androsov, Gennadi. "Poet v tualete," n.d.

For all images please indicate the source. You will be requested to demonstrate that you have the right to reproduce the image in your publication.

#### *Film stills*

Film still from Andrei Zviagintsev's *The Return* (2003).

#### *Photos, Banners, and Illustrations Cited from the Web*

Skazhi net "kuklam Barbi." Fan-Art, 2004. <<http://stopbarbie.org.ru/archives/000010.shtml>> (accessed 2 June 2004).

*Izyskannyj zhiraf*. Emblem of the Online Literary Award *Teneta*. Design by Maria Kazanskaja. <<http://www.teneta.ru/images/giraffe/index.html>> (accessed 27 July 2009).

#### *Screenshots*

Rambler.ru. Screenshot of Rambler.ru homepage, 2006. <<http://www.rambler.ru/>> (accessed 10 March 2006).

### **Submission Format**

Submit one complete copy of your manuscript, including tables and figures, for review purposes to the editor ([editor@digitalicons.org](mailto:editor@digitalicons.org)).

#### *Illustrations, Figures & Tables*

All illustrations should be included in the body of the text; however, authors may be requested to send these separate .GIF or .JPG files following notification of acceptance of the submission.

Figures and tables should appear in consecutive order in the text and be cited in the document consecutively.

#### *Word Processed Submissions*

Submissions will only be accepted in Microsoft Word (.doc) or Rich Text Format (.rtf).

All tables, graphics, and figures should be imbedded in the manuscript at that point in the text where they are discussed.

All pages should be numbered, starting with the title page.

Use the Times New Roman font (12-point).

Do not justify or break words at the right margin.

If you plan to submit a piece of work in a completely different format (for example, sound files, or interactive objects) please contact the editor to discuss format and delivery details.