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Studies in Russian, Eurasian
and Central European New Media

DI STYLE

This styleguide is meant to help you present your contribution according to the journal requirements. Please also fill in a document called ‘author questionnaire’ and submit it along with your contribution.

KEY CONVENTIONS

In this sections you will find information on the use of key conventions. If you have a query about something not listed in this section, please contact the editors. When submitting your text-based contribution, please use Times New Roman 12 pt with single line spacing and no other formatting (except italics), as the DI team will then typeset your text.

Spelling, transliteration and use of brackets (also see section on in-text references)

Use British spelling i.e., colour and not color.

For titles of art, literary works and similar creative works, you need to provide the title in the English translation followed by the original in [] in transliterated form where applicable. There is no need to italicise the original title. You can insert the original date of publication in (). For example, *The Brothers Karamazov* [Brat’ia Karamazovy]; Andrei Zviagintsev’s *The Return* [Vozvrashchenie, 2003]. Provide this information at first mention and use the English title thereafter.

All non-English language quotations should be translated into English. If you believe the reader will benefit from seeing the quotation in the original language please provide it (in the transliterated form—where applicable) in the footnote.

When listing the source text in the bibliography, list it in the language in which it was used in the contribution, that is, if you cite Foucault from a French publication, use the French title, and if you cite Foucault from an English sources, use the English title. If you cite from a source in a non-Latin alphabet, provide the source information in the transliterated form – please see the details below.

When using a term which is in a different language provide the term in italics (in the transliterated form, where applicable) followed by a translation into English in (). For example, Ledeneva examines *blat* (a system of informal networks) in the Soviet Union.

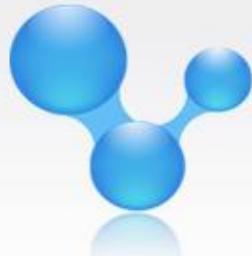
For transliteration from Russian, use the Library of Congress transliteration from Cyrillic, e.g. Rodziakhovskii for Родзяховский; Mol’ for Моль; Iaponets for Японец; etc., with the exception of those names that have an established form in English, for example Dostoevsky and Yeltsin, and not Dostoevskii and El’tsin. Please provide all transliterations using [].

For other languages that use non-Latin alphabet, you are free to use the transliteration system of your choice as long as it is consistent throughout the text.

Please use < ... > to indicate that you cut sections of original text in citations.

Punctuation

Do not use a comma before ‘and’ in a series of three or more (e.g., There were dogs, cats and mice.). Place the following punctuation symbols after quotation marks: . , ! ? (e.g. ‘Facebook rebellions’, ‘the



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ауқ Сәуләсі Еңбекшілер Ассамблеясі

Internet revolution', etc.)

Acronyms and abbreviations

Explain each and every acronym and abbreviation at first occurrence. For example, write World Intellectual Property Organization (WIPO) and WIPO thereafter. Avoid the use of full stops in acronyms/abbreviations with the exception of U.S. (United States). Do not use the abbreviation WWII; use World War I or World War II.

Terms and Conventions

Use the lower-case for 'internet'.

Use 'e-mail' and never E-mail, email or Email.

Use 'website' and not 'web site'.

Use 'Runet' and not 'runet' or 'the Runet'.

Note 'cyberspace' and 'internet' are not synonyms so use these terms accordingly.

Use BBC, The Daily Telegraph, Kommersant, Facebook, Twitter, Instagram, LiveJournal, Vkontakte, odnoklassniki.ru, etc., that is, do not italicise them. Use italics for titles of book, films, artworks and other creative artefacts.

Numbers and Dates

The numbers zero through twenty should be spelled out, for example, 'twenty three students', except when referring to data or measurements, such as '3 pixels', '8 percent', '3.3 pages per second', or '3.5 million'. A number at the start of a sentence should be spelled out, as in 'Twenty four search engines were examined'.

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

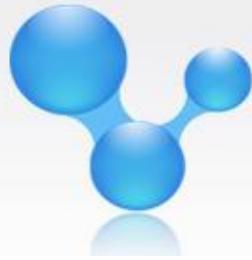
Percentages

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

Quotations

Quotations of 50 words or less should be inserted in the regular text, marked by single quotation marks. Use double quotation marks for quotations within quotations. For example, Simpson argues that 'neo-liberalism is "a culture of visibility" where everyone participates in production of images' (2014: 18). The source reference should be supplied after the quote or at the end of the sentence as in the example above.

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. These quotations require no quotation marks. For these quotations provide source reference at the end, after the full stop.



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IN-TEXT REFERENCES

All in-text references should be provided in (). Please do not use footnotes to provide references.

Publications

For publications that have an author: (Smith 2007: 15), where 15 refers to the page from which the citation is taken. If the page number is unavailable or irrelevant please use this format: (Smith 2007).

For a reference to a series of publications by the same author, use this format: (Smith 2007, 2009, 2010)

For references to texts produced by the same author in the same year, use this format: (Smith 2007a, 2007b)

For references to a few publications by different authors: (Smith 2007: 12; Strauss 2005: 13; Timberlake 2001: 29)

If a publication has multiple authors: (Sidorov et al. 2010: 46)

If a reference is made to a publication that does not have an author use the first two-three words of the title of the publication given in single quotation marks with ... indicating this is part of the title. For example, ('Paris Attacks...', 2015). In the bibliography section provide the full reference following this format: 'Paris attacks: Hollande to hold security meeting' (2015) *BBC*, <http://www.bbc.co.uk/news/world-europe-30774114> (12.01.2015).

Book titles/film titles/characters in film and television

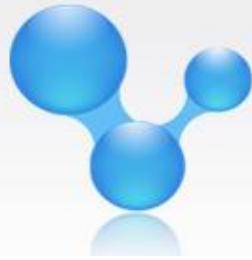
When giving the title of a book, use italics; also provide the date of publication at the first mention (e.g. 'In his *Hypnosis and Culture* (1997), Adamovich defines cultural discourse as...').

When using the title of a film, provide the title of the film (in English and the original title in transliteration, where applicable) followed by the date of release and the name of the director(s) in []: *Battleship Potemkin* [Bronenosets Potemkin, 1925, dir. Sergei Eisenstein]. Or you can incorporate this information into a sentence: 'In his *Battleship Potemkin* [Bronenosets Potemkin, 1925], Sergei Eisenstein depicts the events of the past'. Provide this information at first mention and use the English title thereafter.

When using the name of a character, provide the full name of the actor / actress in () at first mention: 'Ivanko (Dmitrii Budko) is a student in a provincial university'.

Forums and blogs

When referring to forum or blog posts, insert the username of author followed by the date of the post, using the same structure as with other references, for example, (apelsiny 2007). Where the identity of the blogger is known and must be revealed please identify it using []. In instances when the blogger's privacy must be protected, use the initial letter (e.g., a. 2007) and explain the privacy principle in a footnote.



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REFERENCE FORMAT

When listing sources at the end of your chapter, please do not use any special formatting like tabulation, or breaks at the end of the line. Just provide each reference as a single entry with no breaks. Separate one reference from another by pressing enter on your computer. This would help us avoid time-consuming editing of the bibliographies.

BOOKS AND OTHER PRINTED SOURCES

Single Author

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

Multiple Authors

Karatnycky, Adrian; Motyl, Alexander; Shor, Boris (eds.) (1997) *Nations in Transit 1997: Civil Society, Democracy and Markets in East Central Europe and the Newly Independent States*, London: Transaction Publishers.

Chapters in Edited Volumes

Hoffman, David (2000) 'European Modernity and Soviet Socialism', in Hoffmann, David; Kotsonis, Yanni (eds.) *Russian Modernity: Policies, Knowledge, Practices*, New York: Macmillan, 245-260.

Schmidt, Henrike; Teubener, Katy (2006) "'Our RuNet'?: Cultural Identity and Media Usage', in Schmidt, Henrike; Teubener, Katy; Konradova, Natalja (eds.) *Control + Shift: Public and Private Uses of the Russian Internet*, Norderstedt: Books on Demand, 14-21.

Academic Journals (Print and Online)

Provide URL and date of access only to those journals that do not have a printed version.

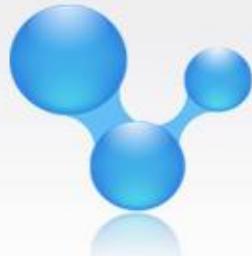
Becker, Jonathan (2004) 'Lessons from Russia: A Neo-Authoritarian Media System', *European Journal of Communication*, 19(2): 139-163.

Saunders, Robert A.; Ding, Sheng (2006) 'Digital Dragons and Cybernetic Bears: Comparing the Overseas Chinese and Near Abroad Russian Web Communities', *Nationalism and Ethnic Politics*, 12(2): 255-290.

Trubina, Elena (2010) 'Past Wars in the Russian Blogosphere: On the Emergence of Cosmopolitan Memory', *Digital Icons: Studies in Russian, Eurasian and Central European New Media*, 4: 96-114, <http://www.digitalicons.org/issue04/elena-trubina/> (12.12.2014).

Papers Presented at Conferences

Strukov, Vlad (2006) 'Will the Echo Effect Bring the Bounce Back? Internet Authorship and Censorship in Post-Soviet Russia' [Conference Paper], 'Mass Media in Post-Soviet Russia' International Conference, 6-8 April, University of Surrey, Guilford (UK).



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Newspapers and Online Media

MacLeod, Calum (2006) 'Web Users Walk Great Firewall of China', *USA Today*, 4 March.

'Internet Access Lags in Rural Areas in Montana' (2008) *Associated Press*, 25 November.

Gus'kov, Sergei (2015) 'Itogi goda: Fatalism', *Colta.ru*, 23 December, <http://www.colta.ru/articles/art/9659> (23.12.2015).

Interviews

Badger, Anthony (2007) 18 April. Telephone interview by Alex Cage.

If an interview is conducted via Skype, Google chat or other such web forums, use the same format as above, but replace 'telephone' with the appropriate medium. If the interview was conducted by the author of the chapter, please provide the author's name in the reference.

Films and Television Programmes

Popogrebskii, Aleksei (2010) *Kak ia provel etim letom*, Koktebel' Film Company, Russia.

Ellis, Viv (2003) *Ali G Before He Was Massiv*, Chrysalis Entertainment, Channel 5, UK.

INTERNET RESOURCES

When a website is mentioned in the text of the contribution but not quoted from, this website should not be listed in the bibliography, for example, 'Iskomoe.ru, the very first full-text search engine of the Orthodox Runet, was opened on 10 February 2004'. If this website is actually a type of media, its current title should be used with the URL provided in (), for example, *Studies in Russian, Eurasian and Central European New Media* (www.digitalicons.org).

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]). If you have to protect the identity of the individual/s, use the first initial of the username. Specific norms of internet writing, such as the purposeful use of lower case lettering should also be preserved.

When providing references to websites using URLs, please do not use (), or < > to indicate such references. Also please make sure these references do not appear as hyperlinks by deactivating them.

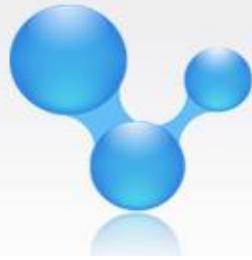
Provide the date of publication of the material where available.

Provide the date of access for all URL-based references like in this example: (21.01.2015).

If the URL of the source exceeds 1 line, use URL shortening services (for example, <https://bitly.com/> or <https://goo.gl/>) to create a short version of the URL. Keep a record of original URLs for your own purposes. So please do not use this URL:

https://ru.wikipedia.org/wiki/%D0%A1%D0%BF%D0%B0%D1%81_%D0%9D%D0%B5%D1%80%D1%83%D0%BA%D0%BE%D1%82%D0%B2%D0%BE%D1%80%D0%BD%D1%8B%D0%B9#/media/File:Christos_Acheiropoietos.jpg

Instead use its shortened version: goo.gl/8CTbOL



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Websites

No Author=Institutional Author

Yandex Information Bulletin (2007) <http://yandex.ru> (11.08.2008).

No Author

'What is Moscow Chattering About?' ['O chem govorit Moskva?'] (2010) <http://www.razgovorchiki.ru> (12.12.2010).

Single Author

Doroshevich, Mikhail (2003) 'President Lukashenko Supports ICT Promotion', *e-Belarus.org*, 12 November, <http://www.e-belarus.org/news/200311071.html> (21.08.2008).

Multiple Authors

Breidenbach, Joana; Zukrigl, Ina (2002) 'Vernetzte Diaspora', *Politik-digital*, <http://www.politik-digital.de/archiv/globalisierung/diaspora.shtml> (22.11.2005).

Blogs, Instagram and Social Media

Format postings on social media using the same principle as with the books and article above, for example:

Peters, Alice [@v_strukov] (2014) 'How Russian celebrate Christmas', *Twitter*, 7 January, <https://twitter.com/?lang=en> (02.03.2015).

Nosik, Anton [dolboeb] (2015) 'Florence versus Venice', *LiveJournal*, 27 December 2015, <http://dolboeb.livejournal.com> (28.12.2015).

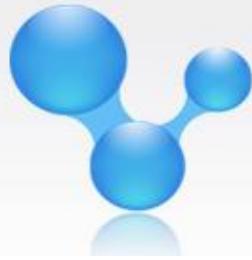
Online videos

MultiScali (2009) 'Wood Grouse. Against the Rules' [Fan-video], *YouTube*, <http://www.youtube.com/watch?v=gkStdF0FPX4> (12.11.2010).

USE OF IMAGES, TABLES AND FIGURES

If you plan to use images, screengrabs, figures, tables and other forms of data visualisation (DV), please contact with the editors to discuss their number. If using images and DV produced by other people, correct permission need to be obtained and supplied along with the submission. It is the responsibility of the author to obtain the correct permission for use of such images and DV for publication. The editors hold no responsibility for inappropriate use of copyrighted material by the authors. Screengrabs and film stills, or any other material available in the public domain for free circulation, do not require permission; however they need to be presented and referenced accordingly—please, see the sections below.

All images and DV should be presented in the submission using the **caption** section and the **source** section. The latter indicates the authorship of the reproduced image or DV and uses the following format:



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a) Source: Angela Smith. – This means the image was produced by Angela Smith who can also be the author of the chapter.

b) Source: Andrei Tarkovskii’s *Ivan’s Childhood* (1962). – This means the filmstill was obtained from a film by Tarkovskii.

c) Source: <https://twitter.com> (15.09.2012). – This means the screengrab was taken from the Twitter homepage.

The **caption** section gives the author an opportunity to provide commentary, explanation, or any other relevant information to be used along with the image or DV. In the caption section the author must identify the type of information used—image, table, etc.—and should number each type individually (Image 1, Image 2; etc. Table 1, Table 2; etc. and not this way: Image 1, Table 2, Image 3, Image 4, Table 5).

For example: **Image 1.** A screenshot of the ‘Russia Trends’ on Twitter as of 15 September 2012 at 6:30 p.m. of Moscow time.

Examples:

Table 1. Data obtained on 15 September 2012.

	12:30	13:30	14:30	15:30	16:30	17:30	18:30	
	13:00 Start of the march							18.00 End
2	маршмиллионов	маршмиллионов	тухлыймарш	тухлыймарш	тухлыймарш	тухлыймарш	тухлыймарш	
3				маршотсюда		марш5тысячотмы миллионов		
7							оккупантовмарш	
8							марш5тысячотмы миллионов	
9				марш5тысячотмы вмиллионов	марш5тысячотмы миллионов		маршотсюда	
10					маршотсюда	оккупантовмарш		

Source: Galina Nikiporets-Takigawa.

Image 1. Historical re-enactments in *Russian Ark*.

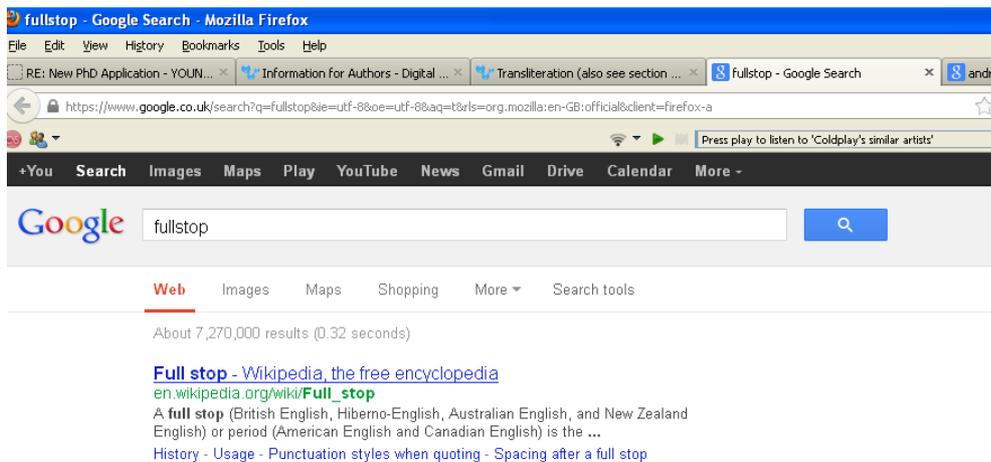


Source: Aleksandr Sokurov’s *Russian Ark* (2002).

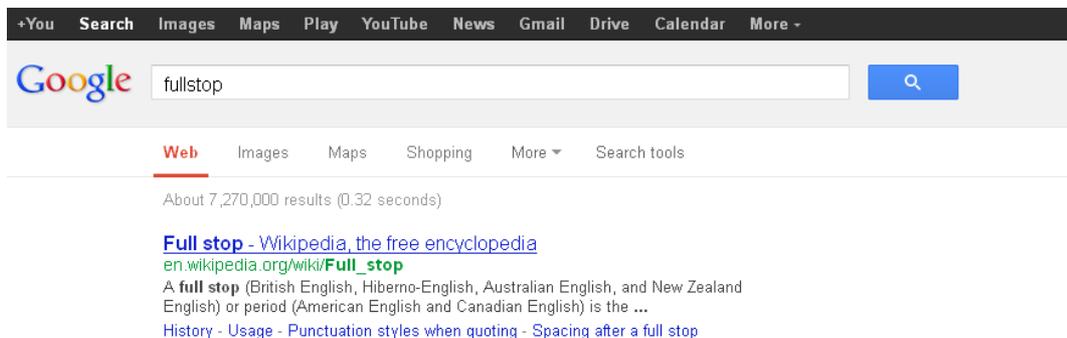
Use of screengrabs

When using screengrabs the author must ensure they adhere to the following format.

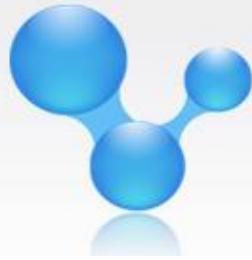
1) The screengrab should **not** show the user interface. The example below shows **incorrect** use of screengrabs:



This is **correct** use of the same screengrab:



2) The screengrab should **not** focus on just one element, for example, a photograph, but rather show the whole environment in which a desired element appears. The example below shows **incorrect** use of screengrabs:



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Do you know your place?
Take the class calculator

This is **correct** use of the same screengrab:

The screenshot shows the BBC website interface. At the top, there is a navigation bar with the BBC logo, a 'Sign in' button, and links for News, Sport, Weather, iPlayer, TV, Radio, and More. A search bar is also present. Below the navigation bar, the weather for London on Wednesday, 3 April is displayed, showing temperatures for Wednesday (5°C/1°C), Thursday (4°C/0°C), and Friday (8°C/1°C). The main content area features a large image of the three people in 1920s attire, with the text 'Do you know your place? Take the class calculator' overlaid. To the right of this image is a news article titled 'SSE fined record £10.5m by Ofgem'. Below the headline are several news snippets under 'BBC NEWS' and 'LOCAL NEWS'. To the right of the main image is another news article titled ''Mourinho might make Chelsea return'' with a sub-headline 'BBC SPORT'. Below this are more sports news snippets. On the left side of the page, there is a sidebar with a 'like Chelsea' button and a list of sports-related links.