



*Mobile Culture Studies.
The Journal*

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Submitting to ›mcsj›

- A Submitting an Article
- B Submission Requirements
- C Submission Guidelines
- D Formatting the Article
- E Citations and References
- F Copyrights of non-textual element
- G Author's agreement
- H Review Process

Please review the following topics in preparing your article for submission. If you have any questions, or if you need assistance, please feel free to contact ›mcsj›.

A Submitting an Article

1. Articles should be formatted as described below.
2. An e-mail message with the article as an attachment to Mobile Culture Studies should be sent to the **Guest Editor** who is identified in the **Call for Papers**. Use "Submission" as the subject in the email address block. The message should include:
 1. the author's name
 2. the title of the article
 - 3a. if the article is **in English**:
an abstract of no more than 170 words respectively 1000 characters
 - 3b. if the article is in **another language**:
an abstract in English of no more than 150 words respectively 1000 characters;
and an extended summary in English of minimum 1000 words respectively 6070 characters
4. the article itself, its length as agreed with the Guest Editor, including the proposed illustrations with captions
4. any relevant information about the author, including institutional affiliation, mailing and e-mail addresses; you may choose to omit one of the address elements

Once you have prepared your paper observing the formatting, attach it to the e-mail message. An acknowledgement will be sent indicating that the paper has been received.

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All articles will be blind-refereed except when invited. The decision of the editorial board is final.

›mcsj› relies on the generosity of scholars who contribute their time to review articles, so we ask that authors do not submit their work to other journals at the same time.

C Submission Guidelines

Our submission guidelines have been carefully prepared to facilitate the editorial process of publishing articles in several languages online. Strict adherence to formatting guidelines (described below) has the following purposes: first, simple formatting allows the editors to concentrate on the content of articles submitted; second, it allows for reliable translation of authors' formatting to the downloadable document.

D Formatting the Article

Before submitting an article, the text should be formatted according to the following guidelines:

1. *Title/subtitle:*
At the beginning of the article, the title/subtitle, abstract and a list of key words should immediately precede the text. Please use section headings in bold type.
2. *Reference technique:*
Standard is author-date referencing in line. Guest Editors are entitled either to convert unsuitable notes into author-date references or to agree on differing rules.
3. *Notes:*
Notes are generally discouraged. Number notes sequentially in the article using Arabic numbers and place them at the end of the article. Notes can only be realised as footnotes. Notes don't absolve from the mandatory alphabetical reference list (see 4).
4. *Reference list:*
The alphabetical reference list in MHRA style is mandatory. Guest Editors are entitled to impose a different style sheet, if the linguistic context requires this. Samples of MHRA style are displayed below under Citations and References.
5. *Illustrations:*
Illustrations and figures relevant to the text have to be submitted in good quality, min. 600 dpi resolution and numbered as separate files, **not embedded in the text.**

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6. *Sound and video files:*

Sound and video files have to be delivered in good resolution and accompanied by an identifying text file for URN registration. Their use has to be based on CC BY 3.0 or other valid use permits.

7. *Format:*

Please submit texts in RTF or a compatible MS Word format. ODT is admissible only for plain text without notes and special features.

8. *Font:* should be 12 point Times or Calibri using regular and italic – no bold.

Please do not insert line breaks in the text or special spacing for formatting.

E Citations and References

References in articles submitted to MCS should conform to the author-date system, based on the MHRA style guide (see: <http://www.mhra.org.uk/Publications/Books/StyleGuide/quickstyleguide.html>).

Samples:

1. Book, independent title:

Grieco, Margaret. 1996. *Workers' dilemmas: recruitment, reliability and repeated exchange. An analysis of urban social networks and labour circulation* (Hove: Psychology Press)

2. Article in book/collection:

Thibaud, Jean-Paul. 2001. 'La méthodes des parcours commentés', in Grosjean Michèle, and Jean-Paul Thibaud, eds., *L'espace urbain en méthodes* (Marseille: Parenthèses), 79-99; ref. 84s.

3. Article in journal:

McCray, Talia. 2009. 'Engaging disadvantaged populations in transport studies: Linking modal use and perceptions of safety to activity patterns', *Research in Transport Economics*, 25(1), 3-7

4. Article in www:

Naukkarinen Ossi 2005. 'Aesthetics and mobility – a short introduction into a moving field', *Contemporary Aesthetics*, Special Volume 1 (2005) <<http://www.contempaesthetics.org/newvolume/pages/article.php?articleID=350>> [accessed 2007-06-26]

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G Author's agreement

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H Review Process

Contributions, submitted to be published within the sections miscellaneous and book-reviews, undergo a first review by the appropriate editors, guest editor and review editor.

If a contribution is submitted to be published in the thematic section, the guest editor of the respective issue is responsible for organising the subsequent review process. He/she decides if a contribution will be accepted or rejected; manuscripts by invited authors are not mandatorily peer reviewed.

Papers to be forwarded to peer review are made anonymous and sent to two independent reviewers. The review process shall take 3 months, leading to three different possible responses: (1) accepted; (2) accepted only on the basis of revisions; (3) unconditionally rejected. Based on the reviewers' recommendations, editors and guest editor decide if the contribution will be published or not. The guest editor informs the authors of the decision and its reasons. In the case of major revisions, the revised version will be re-evaluated by one of the reviewers.

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