

IJLM SUBMISSION GUIDELINES

Four sections make up each issue of *IJLM*: *Keywords*, *Missives*, *Formulations and Findings*, and *Knowing and Doing*. Please follow the appropriate submission guidelines for your submissions type.

KEYWORDS

4,000-6,000 word definitional essays on keywords shaping the landscape of learning and media by senior scholars. By invitation from the editors.

MISSIVES

Shorter essays or op-ed pieces (typically 1,200-3,000 words) on issues of a topical or timely nature. Contributors interested in writing for this section should submit a 3-500 word abstract on a proposed topic for review by the editors.

FORMULATIONS and FINDINGS

7,000-15,000 word papers with a research and/or theory orientation. Submissions must present original, unpublished research or experiences. Only original work that has not been published elsewhere will be accepted for publication. All such papers are subject to double blind peer-review.

KNOWING AND DOING

The journal's online format allows for publication of materials that exceed the boundaries of the printed page. Rich media contributions representing key research findings, contexts, audiences, or environments in learning and media are appropriate. Contributors are encouraged to work with existing platforms such as Flickr, Diver, or YouTube or to develop written contributions supplemented by the inclusion of data sets, video clips, simulations, or other interactive elements. Video, graphic, or photo essays are also acceptable formats. Contributors interested in writing for this section should submit a 500 word abstract on a proposed topic and format for review by the editors.

GENERAL GUIDELINES

All submissions must include a one paragraph abstract, not to exceed 250 words. All papers, abstracts, and proposals must be submitted electronically in Word and PDF format following CMS15 author-date (see **SAMPLE REFERENCES AND TEXT CITATIONS LIST** at the end of this document). Interactive and/or media rich submissions may be submitted as PDFs, URLs, or other electronic formats as determined through consultation with the editors.

Send all submissions to ijlm@mitpress.mit.edu

FORMAT

1. All MSS. must be submitted in Word format.
2. Supply a cover page including the title of the paper, each author's name, title, affiliation, mailing address, email contact, and any acknowledgments.
3. Include an abstract of not more than 200 words. Place the abstract on the first full pages of the MS., not on the cover page.
4. To ensure anonymous review, please do not identify yourself directly or indirectly in the paper or in any running elements in the body of the paper. Please also delete your author identification in the 'properties' menu of Word.
5. All MSS. must be double spaced throughout, including notes and references.
6. Margins should be one inch on all sides (A4 paper should have a 2-inch bottom margin).
7. All pages, including tables, appendices, and references, should be serially numbered.
8. Turn off all hyphenation and justification routines.
9. Format notes as endnotes not footnotes.

TABLES AND FIGURES

1. Each Table and Figure (graphic) should appear on its own page, and all tables and figures should be placed at the end of the MS., after the references. Each should bear an Arabic number and include a double spaced caption.
2. A reference to each Table or Figure should be made in the text.
3. See DIGITAL ART SPECIFICATIONS below.

DOCUMENTATION

In-text Citations

1. Use the "author-date" system keyed to a list of works in the reference list. In-text citations are in chronological, then alphabetical, order. List all authors up to three; use et al. for four or more authors. Examples: (Jones 1987); with two authors (Jones and Smith 1987); with four or more authors (Jones et al. 1987); with two or more works by one author (Jones 1987, 1989); more than one source cited together, (Jones 1987; Smith 1990).
2. Where appropriate, use "p." to denote page numbers, for example (Jones 1987, p. 115).

3. When the reference list contains more than one work of an author published in the same year, the suffix a, b, etc. follows the date in the text citation. For example, (Jones 1987a).

Reference List

1. Arrange citations in alphabetical order according to surname of the first author or name of institution responsible for the citation. List authors for each citation, even when the previous citation has the same author(s).
2. In listing more than one name in references always use a comma before “and” (Jones, David., Robin E. Smith, and Edward James).
3. Dates of publications should be placed immediately after authors’ names.
4. Multiple works by the same author should be listed in chronological order of publication. Two or more works by the same author in the same year are distinguished by letters after the date.
5. For specific reference styles see Sample References list below.

DIGITAL ART SPECIFICATIONS

Where images are present in *Keywords*, *Missives*, and *Formulations and Findings*, they must be supplied in print-appropriate formats, TIFF and EPS. Because contributions to *Knowing and Doing* assume a rich media format, specifications for each contribution will be determined in consultation with the editors.

- Prepare images at a dimension of 5 in x 7 in or 13 cm x 18 cm and at the appropriate resolution, 266-300 dpi for half-tones and 900-1200 dpi for line art and graphs
- When supplying a vector file (EPS) embed fonts.
- All rules should have a weight of at least ¼ point (0.0035 in.).
- Please run your figures through Digital Expert, a free online application:
<http://dx.sheridan.com/onl/index.php>

SAMPLE REFERENCES AND TEXT CITATIONS LIST

BOOKS

Notes: Either full given names or initials only are allowed, but one style should be designated. The latter is more common for natural sciences journals. These samples use full given names.

Sentence-style for titles is more common in references lists and is shown that here. Headline is acceptable if you wish.

Book with one author:

R: Sturkin, Martita. 1997. *Tangled memories*. Berkeley and Los Angeles: Univ. of California Press.

T: (Sturkin 1997)

Book with two authors:

R: Harnack, Andrew, and Eugene Kleppinger. 2000. *Online! A reference guide to using internet sources*. 3rd ed. New York: St. Martin's Press.

T: (Harnack and Kleppinger 2000)

Book with three authors:

R: Schellinger, Paul, Christopher Hudson, and Marijk Rijsberman, eds. 1998. *Encyclopedia of the novel*. Chicago: Fitzroy Dearbord.

T: (Schellinger, Hudson, and Rijsberman 1998)

Book with more than three authors:

R: Follow AMA style. For works with four to six authors, list all names. For works with seven or more authors, list the first three followed by et al.

T: Only the first author followed by et al., Sechzer et al. 1996)

Contribution to a multiauthor book or conference proceedings:

R: Ellet, Elizabeth F. L. 1968. "By rail and stage to Galena." In *Prairie state: Impressions of Illinois, 1673–1967, by travelers and other observers*, edited by Paul M. Angle, 271–79. Chicago: Univ. of Chicago Press.

T: (Ellet 1968)

JOURNAL ARTICLES

Notes: In references lists, article titles are generally sentence style without quotation marks. Journal titles are generally headline style and italicized. For multiple authors follow guidelines for books.

Journal using volume and issue number (issue number and month can be deleted if the journal paginates continuously):

R: McMillen, Sally. 1994. Antebellum southern fathers and the health care of children. *Journal of Southern History* 60 (3): 513–32.

T: (McMillen 1994)

Journal without volume numbers:

Meyerovitch, Eva. 1959. The Gnostic manuscripts of Upper Egypt. *Diogenes*, no. 25:84–117.

Electronic journal or magazine:

R: Testa, Bernard, and Lamont B. Kier. 2000. Emergence and dissolvement in the self-organisation of complex systems. *Entropy* 2 (1): 1–25.
<http://www.mdpi.org/entropy/papers/e2010001.pdf> (accessed February 1, 2001).

T: (Testa and Kier 2000)

R: Reaves, Jessica. 2001. A weighty issue: Ever-fatter kids.” Interview with James Rosen. *Time*, March 14. <http://www.time.com/time/nation/article/0,8599,102443,00.html> (accessed July 10, 2001).

T: (Reaves 2001)

Online media associated with a journal article:

Van Leemput, Koenrad, Tim Van den Bulcke, Thomas d’Hollander, Bart De Moore, Kathleen Marchal, and Piet van Remortel. 2008. Web supplement to Exploring the Operational Characteristics of Inference Algorithms for Transcriptional Networks by Means of Synthetic Data. *Artificial Life* 14 (1): 49–63.
<http://www.mitpressjournals.org/doi/suppl/10.1162/artl.2008.14.1.49> (accessed March 7, 2008).

T: (Koenrad et al. 2008)

AUDIOVISUAL AND ONLINE MEDIA

Notes: Provide author, year, title, publisher where applicable, and publication details where provided. Always supply an access date for online content.

DVDs/videocassettes:

R: Hustwit, Gary (director). 2007. *Helvetica*. DVD. London: A Swiss Dots Production, in association with Veer.

T: (Hustwit 2007)

R: Handel, George Frederic. 1988. *Messiah, selections*. VHS. Atlanta Symphony Orchestra. Directed by Robert Shaw. Batavia, OH: Video Treasures.

T: (Handel 1988)

Audiorecording:

R: University of California Berkeley, Library. Media Resources Center. 1996. Free speech movement audiorecordings. <http://www.lib.berkeley.edu/MRC/FSM.html> (accessed October 5, 1999).

T: (University of California Berkeley 1996)

CD-ROM:

R: *Complete National Geographic: 110 years of National Geographic Magazine*. 2000. CD-ROM. New York: Riverdeep Learning Co.

T: (*Complete National Geographic* 2000)

Television or radio program:

R: Afghanistan: The great game. 1980. NPR. WBUR, Boston, February 8.

T: (Afghanistan 1980)

R: War against Iraq begins. 1991. Performed by Peter Jennings and Ted Koppel. *Nightline*. ABC. KGO, San Francisco, January 16.

T: (War against Iraq begins 1991)

Computer/video game:

R: *World of warcraft*. 2004. DVD-ROM. Blizzard Entertainment.

T: (*World of warcraft* 2004)

R: *SimCity classic live*. 2003. Online version. Electronic Arts.

http://simcity.ea.com/play/simcity_classic.php (accessed March 4, 2008).

T: (*SimCity classic live* 2003)

Online video:

R: Coulter, James (songwriter & performer), and Miriam Booth (videoproducer). 2006.

Code monkey [music video]. <http://www.youtube.com/watch?v=v4Wy7gRGgeA> (accessed January 31, 2007).

T: (Coulter and Booth 2006)

R: Pokemon craze. 1999. CNN Video Vault. October 5.

http://www.cnn.com/video_vault/index.html (accessed October 7, 1999).

T: (Pokemon craze 1999)

R: Lucasfilm, Ltd. [n.d.] Star Wars trailer. Star Wars Official Site.

<http://starwars.com/episode-i/news/trailer/> (accessed October 5, 1999).

T: (Lucasfilm [n.d.])

Podcasts:

R: Doe, John. 2005. *Uncommon powers*. Podcast. August 28. Radio National, ABC.

<http://www.abc.net.au/rn/podcast/default.htm> (accessed August 24, 2005).

T: (Doe 2005)