

Feminist Media Studies
Instructions for Authors
Updated September 2009

Submission of Manuscripts

Authors should submit **one** electronic file copy (sent via email to the appropriate Editor) of their paper with a maximum length of 8,000 words, including notes and references. It needs to be accompanied by an abstract of the paper of no more than 200 words and a list of up to 6 key words, suitable for indexing and abstracting servicing and a brief biographical note of not more than 80 words about each author. Details should be given of the author's full postal and email addresses as well as telephone and fax numbers.

Manuscripts must conform to the Harvard reference style. The Harvard style uses the name of the author and date of publication as a key to the full bibliographic details which are set out at the end of the paper. Notes should be kept to a minimum and will be reproduced as endnotes. Tables, figures, illustrations and photographs with captions should be electronically supplied in a separate file with the paper, with a resolution of no less than 200 dpi. They can be submitted in hardcopy and clearly labelled; photographs should be high contrast black and white glossy prints. Permission to use illustrations must be sought from the copyright holder prior to submission of the paper. Permission must be granted in writing and accompany the illustration supplied by the author. Acknowledgement of source and copyright should be given in the caption. The desired position and size of the illustration should be indicated within the manuscript (e.g. <insert figure 1, size: half page, caption>). For further guidelines on the use of the Harvard reference style, additional notes on style, and directions on the use of illustrations, please see below.

Authors in **North America, Latin America and the Caribbean** should send their paper to Lisa McLaughlin, Editor, Feminist Media Studies, Department of Communication, Williams Hall, Miami University, Oxford, OH 45056, USA. Tel: +1 513 529 3547; Fax: +1 513 529 1835; email: mclauglm@muohio.edu

Authors in **Europe, Africa, Asia and Australasia** should send their paper to Cynthia Carter, Editor, Feminist Media Studies, Cardiff School of Journalism, Media and Cultural Studies, Cardiff University, Bute Building, King Edward VII Avenue, Cardiff, Wales CF10 3NB, UK. Tel: +44 (0)29 2087 6172; Fax: +44 (0)29 2023 8832; email: cartercl@cardiff.ac.uk

Authors in **North America, Latin America and the Caribbean** who wish to submit reviews and other contributions for the 'Commentary and Criticism' section should send their work to Kumarini Silva, Reviews Editor, Department of Communication, Northeastern University, 101 Lake Hall, 360 Huntington Avenue, Boston, MA 02115, USA. Tel. +1 617-373-4855; Fax: +1 617-373-8533; email: k.silva@neu.edu while authors in **Europe, Authors in Africa, Asia and Australasia** should send their work to Kaitlynn Mendes, Reviews Editor, Feminist Media Studies, Department of Media, Film, and Journalism, De Montfort University, The Gateway, Leicester, LE1 9BH, UK. Tel: +44 (0)116 207 8683; Fax: +44 (0)116 257 7533; email: kmendes@dmu.ac.uk

Submissions should be in English using American or British spelling and American punctuation. *Feminist Media Studies* will also review articles submitted in other languages, with the understanding that authors will provide an English translation if the article is accepted for publication. The journal cannot guarantee funding for translation but will collaborate with authors in their efforts to seek outside funding for this purpose.

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How to Prepare a Manuscript

Bear in mind the following points of style when preparing the manuscript.

Text

- All text should be double-spaced, 12-point Times New Roman.
- Use *Unjustified* mode and align text to the left, leaving the right margin ragged.
- Use *Normal* style for all text.
- Do not hyphenate words at the ends of lines. Do not use soft returns (Shift-Enter).
- Insert hard returns only at the end of each paragraph and heading.
- Insert a tab at the start of each new paragraph at .5 inches.
- Set the margins at 1.25 inches on the left and 1.25 inches on the right. (Go to File/Page Setup to set the margins.)

Illustrations

- Permission to use illustrations must be sought from the copyright holder prior to submission of the paper. Permission must be granted in writing and accompany the illustration supplied by the author. Acknowledgement of source and copyright should be given in the caption. The desired position and size of the illustration should be indicated within the manuscript (e.g. <insert figure 1, size: half page, caption>).
- Tables, figures, illustrations and photographs with captions should be electronically supplied in a separate file with the paper. Resolution should be no less than 300 dpi and saved as a black and white Tif file (Jpeg compresses the image too much).
- Illustrations can be submitted in hardcopy as long as they are clearly labelled; photographs should be high contrast black and white glossy prints.

Italics/Underlining

Indicate italics by underlining. Underline all text you wish to italicize, including text in your reference list. Please do not use the italic function or font in your word processor; the intended italics will probably be lost if you do. When you use underlining, the publisher converts the underlined text to italics.

- Use underlining for titles of books, journals, newspapers, plays, films, long poems, paintings, television series, and recording albums. (Use quotation marks for titles of chapters, short stories, articles, short poems, individual television shows, and songs.)
- Use underlining for terms being defined, non-English words, and for drawing attention to words-as-words or letters-as-letters. (Note that you may want to use quotation marks instead of italics if the words or terms are ones from which you wish to distance yourself, but these should be kept to a minimum.)
- Avoid extensive use of underlining for emphasis.

Quotations

Please double-check the accuracy of your quotations against the original text. Leave quotations exactly as they appear in the original text—this includes punctuation.

- **Double/Single Quotation Marks:** Use double quotation marks for quoted material within the text. Use single quotation marks only for quotes within quotes. In such an opposition, “the ‘place’ accorded to the feminine remains constant, forever made to bear the composite marks of passivity, mystification, and vulgarity” (Patrice Petro 1986, p. 16).

- Ellipses: Do not use ellipsis points at the beginning or end of a quotation unless the sense absolutely demands it. E.g. Alison Light says, “It is not physical disguise so much as psychological disguise which is potentially pathological . . . It is within the charmed circle of insiders that the criminal must be sought” (1991, p. 94). NOT: Alison Light says, “. . . it is not physical disguise so much as psychological disguise which is potentially pathological . . . It is within the charmed circle of insiders that the criminal must be sought . . .” (1991, p.94).
- Block Quotations: Quotations of over forty words should be extracted and indented and no quotation marks used. Make the indentation by bringing the left indent to 0.5 inches on the horizontal ruler. Please do not create these indents with tabs. Please do not add extra hard returns before or after block quotations. E.g.

This viewing strategy reminds me of Valerie Walkerdine’s (1986) study of six-year-old girls and their education. While she was conducting this research in the Cole family home, they watched Rocky II on video. She writes:

I sit there, almost paralysed by the continued replay of round 15 of the final boxing sequence, in which Mr. Cole is taking such delight. Paralysed by the violence of the most vicious kind--bodies beaten almost to death. How can they? What do they see in it? . . . Much later, when beginning to do the work of analysis, I hired the video of Rocky II and watched it in the privacy of my office, where no one could see. And at that moment I recognized something that took me far beyond the pseudo-sophistication of condemning its macho sexism, its stereotyped portrayals. The film brought me up against such memories of pain and struggle and class that it made me cry. I cried with grief for what was lost and for the terrifying desire to be somewhere and someone else: the struggle to “make it.” No longer did I stand outside the pleasures of engagement with the film. I too wanted Rocky to win. (Walkerdine 1986, p. 169)

Make sure the punctuation just before the block quotation is appropriate. It can be a colon, a comma, or no mark at all. Note that no quotation marks should surround the block quote as a whole, so when there is a quotation within the block quotation, use double quotation marks (see the example above).

Lists: Use the bulleting or numbering function in your word-processing software to create lists.

Spelling: Use either American or British spelling consistently. Examples: use analyze, labor, and defense (American), or use analyse, labour, and defence (British).

Punctuation

Please follow American style for punctuation.

- Use a single (not a double) space after a period, as well as after other punctuation (commas, colons, semicolons, question marks, etc.).
- Do not put a space in front of a question mark, or in front of any other closing quotation mark.
- Place punctuation inside of quotation marks, following American style. Example: “I’ve got female staff
- who take care of those jobs. I don’t need to do these things myself,” explained one 46-year-old participant. Note that the comma is inside the final quotation mark.
- Use serial commas; that is, place a comma after each element in a list. Example: The text promotes the concept of gender as something universal, stable, and voluntary. Note the comma after stable.
- Use periods after abbreviations. Examples: e.g., i.e., p., ed., Dr., etc.
- Use periods after titles and initials. Examples: W.E.B. DuBois, Dr. Romero, Mr. Rogers
- Do not use periods after countries, states, organization acronyms, or degrees. Examples: US, UN, UK, UNESCO, PhD, MA, BA

Capitalization

Please keep capitalization to a minimum.

- Where possible, use lower case for government, church, state, party, volume, etc.
- Note that north, south, etc., are only capitalized if used as part of a recognized place name.

Examples: West Africa, Southeast Asia, the West, the Third World. Use lower case for general terms.
Examples: eastern France, southwest of Kentucky, westerners, third-world feminists.

Em Dashes, En Dashes, and Hyphens

- Use three hyphens for an em dash, the long dash that sets off a phrase from the rest of a sentence. Example: The potential for exploitation is present---as it has been for a while---but the situation seems to be improving. Note that there are no spaces before, between, or after the hyphens. The publisher will convert the hyphens to em dashes.
- Use two hyphens to link number ranges. Example: pp. 24--8. The publisher will convert these hyphens to en dashes.
- Use two hyphens to connect two items linked in a political context and to link the names of joint authors. Examples: Labour--Liberal alliance, Rome--Berlin axis, Temple--Hardcastle project.
- Use one hyphen wherever you would normally use a hyphen, as in compound words. Examples: tongue-tied, prime-time television.

Numerals

In general, spell out whole numbers from one to one hundred. Examples: fourteen, twenty-two, ninety-nine. Also spell out whole numbers from one to one hundred that are followed by hundred, thousand, million, and so on. Examples: one hundred thousand, sixteen million.

- In general, use numerals for all other numbers. Example: 1,264.
- Use numerals for all measurements and ages. Examples: 12 km, 10 years old.
- Use numerals for all percentages. Spell out percent in the text following a numeral. Example: 20 percent, 84 percent. Use the percentage sign only in figures and tables.
- When using numerals, insert a comma for both thousands and tens of thousands, with no space following. Examples: 1,000 miles and 24,300 years old. Note that the first example is a numeral because it is used in a measurement.

Dates

- Place the month before the day in full dates. Examples: July 8, 1999 and on July 8.
- Do not spell out years or use an apostrophe for decades. Examples: 1943 and 1990s.
- Spell out centuries. Example: twentieth century (not 20th century).
- Insert a hyphen when a century is used adjectivally (e.g. twentieth-century art).

Tense

Be consistent in how you use verb tense throughout your article. Use the following guidelines.

- Use present tense when describing something within the world of a text, such as a recorded interview on videotape, a story from a film, or a claim in a journal article.
- Use past tense when describing something that happened in the "real world" in the past.
- When describing other people's work, use the past tense for their actions and the present tense for their results or conclusions. Example: Smith found that girls run faster...Note past tense found and present tense run.
- Ethnographic interviews and other spoken language that has been recorded can be considered either "text" or "real world," depending upon the context in which you use it. Please be consistent in using either present tense or past tense to introduce and discuss interviews.

How to Prepare Parenthetical Citations and a Reference List

Manuscripts must conform to the Harvard reference system. Harvard style uses the name of the author and the year of publication as a key to the full bibliographic details, which are set out in a reference list at the end of the article. Please do not use automatic reference list/citation programs. Enter citations and reference list entries manually. In the author-date (Harvard system), a textual citation generally requires only the name of the author(s) and the year of publication (and specific page(s) if necessary). This is true for all print references: books, book chapters, journals, magazines, theses, dissertations, and newspapers.

Examples:

It is futile to maintain that the sexes are interchangeable (Moir & Jessel 1991).

It is futile to maintain that the sexes are interchangeable (Moir & Jessel 1991, p. 94).

Moir and Jessel (1991) have shown that it is futile to maintain that the sexes are interchangeable.

Moir and Jessel (1991, pp. 93-94) have shown that it is futile to maintain that the sexes are interchangeable.

In the first citation of an author, provide the first name as well as surname. Thereafter the surname only will suffice (unless the first name is needed to avoid confusion with another author cited, in which case it should be used throughout the article). If an additional work by the author is cited, the first name does not need to be repeated.

Buerk is not “the mediator” here, not the “professional broadcaster who acts as a link between ordinary viewers and the newsworthy worlds beyond their immediate experience” (John Hartley 1995, p. 90) . . . Hartley has argued that the “feminisation, sexualisation and privatisation” occasioned by the reporting of Princess Diana’s death demonstrates the tangible transformation of contemporary news, “a decisive shift from modernist (investigative, critical) towards post-modern (celebratory, emotional) journalism” (1998, p. 62).

Where more than one work is cited within one parenthetical citation, list the authors in alphabetical order.

In recent times the construct of white femininity, as it functions in social relations, has emerged as an important line of inquiry (Patricia Hill Collins 1999; Kate Davy 1997; Ruth Frankenberg 1993, 1996; Jacqueline Dowd Hall 1983; Aida Hurtado 1996; Vicente Rafael 2000), one that is still in need of further attention and exploration.

If an author has been cited previously and her name appears again within a citation that requires first names of other authors, then include all first names for consistency within the citation.

Since then, a number of researchers (see, for example, David Buckingham 1996, 1997; David Buckingham and Julian Sefton-Green 1994; David Gauntlett 1996; Marie Gillespie 1995; Chris Richards 1998; Julian Sefton-Green 1993) have elicited young voices and collaborated with youths to understand their relationships with mass media.

The first time a work is cited, provide the full names of every author, as in the following example. Please note that et al. is to be used only for four or more authors, and only in subsequent citations. Remember to use the serial comma.

This is interesting, given that respondents in *Women Viewing Violence* (Phillip Schlesinger, R. Emmerson Dobash, Russell P. Dobash, and C. Kay Weaver 1992), who had watched a reconstruction of the murder of a young woman hitchhiker on the show, questioned the need for the reconstruction to focus on the victim.

To cite an author’s words as they appear in another author’s work, use cited in, as in the following example.

“Sometimes her make-up was so dark that when she appeared on TV her eyes became invisible, engulfed by two coal black circles” (Davies cited in O’Brien 1999a, p. 80).

To make the origins of emphasis explicit, use *italics mine* (if the text was written) or *emphasis mine* (if the text was spoken).

Tulloch and Jenkins suggest that “many female viewers have a strong distaste for the violent generic form” (1995, p. 107; *italics mine*).

Michael Buerk, for example, comments that her murder was “a terrible price to pay for being lovely and famous, a terrible shock for you and me who knew her” (BBC Evening News 1999a; *emphasis mine*).

The date of the publication cited must be the date of the source referred to; when using a republished book, a translation, or modern version of an older edition, provide the date of the original publication, as well. Place the original date in brackets before the date of the source you used.

Sexuality became increasingly medicalized through the late nineteenth and early twentieth centuries (Frank Mort [1987] 2000).

To cite a source that is listed by the publication title in the reference list, use the title (or the first few words of the title, if that will not cause confusion) instead of the author's name.

This is significantly higher than for the female population of New Zealand as a whole, where only 16% of women over 15 years of age hold tertiary qualifications (Census of Population and Dwellings 1996, pp. 24--25).

The programme enabled her to become a kind of recognisable and national guardian of community values, and it provided a context in which she could explore what the BBC Evening News (1999a) called her "serious side, a natural empathy with victims, a calm authority with the audience looking for criminals."

If you are citing an endnote or footnote, you may draw attention to the location by including the note number in your citation.

As Hinds and Stacey highlight in an endnote (2001, p. 171 n.2), the shifting relationship between feminism and femininity in popular culture and the way in which this relationship is no longer understood or represented as necessarily in conflict has been a central focus of the work of British feminists.

If the quotation is more than forty words, it becomes a block quotation. Place the parenthetical citation outside the last sentence.

However, discussions of the programme in the UK and US press have tended to read it as either a backlash text or as an articulation of a postfeminist sensibility and thus as a disavowal of feminism.

As this suggests, and as Amanda D. Lotz has observed:

Confusion and contradiction mark understandings of feminism in US popular culture at the turn of the 21st century. Surveying the terrain of both feminist theory and popular discussions of feminism, we seem to have entered an alternate language universe where words can simultaneously connote a meaning and its opposite. (2001, p. 105)

List of References

NOTE: A list of references contains details only of those works cited in the text.

Please ensure that dates, author names, and titles used in the text and parenthetical citations are consistent with those in the reference list. The content and form of the reference list should conform to the following examples.

Please note:

- Provide first name as well as surname for each author.
- Do not use et al. in the reference list; spell out each author's full name.
- Cite the date of the source used. When using a republished book, a translation, or modern version of an older edition, provide the date of the original publication, as well.
- Provide the exact title of the work. Type it in exactly as it appears on the title page of the work. Capitalize all titles.
- Provide translator and editor names (first name and surname) when they appear in the source.
- Page numbers are required for articles in journals.
- The reference list should be in Normal style, with a hanging indent of 0.5". Please do not use tabs or spaces to create the hanging indent---use the horizontal ruler to set the hanging indent.

Where there are two or more works by one author in the same year, these should be distinguished by using 2001a, 2001b, etc. List the full name of the author in each entry.

Chow, Rey (1990a) 'Violence in the other country: China as crisis, spectacle, and woman', in *Third World Women and the Politics of Feminism*, eds Chandra Mohanty, Ann Russo & Lourdes Torres, Indiana University Press, Bloomington, pp. 81--100.

Chow, Rey (1990b) *Writing Diaspora: Tactics of Interventions in Contemporary Cultural Studies*, Indiana University Press, Bloomington.

The reference list should include every work cited in the text. This includes videotapes, television broadcasts, tabloid articles, and any other sources that are quoted or paraphrased. All entries are integrated into one reference list, as in the following example.

- Schaffer, Kay (1998) 'Scare words: 'feminism', postmodern consumer culture and the media', *Continuum: Journal of Media and Cultural Studies*, vol. 12, no. 3, pp. 321--334.
- Steiner, Linda (1998) 'Newsroom accounts of power at work', in *News, Gender and Power*, eds Cynthia Carter, Gill Branston & Stuart Allan, Routledge, New York and London, pp. 145--159
- Sullivan, Mike & Hughes, Simon (1999) 'Assassinated', *Sun*, April 27.
- Tonight With Trevor MacDonald (video recording) (1999) ITV, April 26.
- Tribute to Jill Dando (video recording) (1999) BBC1, April 26.

Scholarly Print References

For a Book

The details required in order are:

1. name/s of author/s, editor/s, compiler/s (surname, and initials or given name), or the institution responsible
2. year of publication
3. title of publication and subtitle if any (all titles must be underlined or italicised)
4. series title and individual volume if any
5. edition, if other than first
6. publisher
7. place of publication
8. page number(s) if applicable

One author

Berkman, R. I. (1994) Find It Fast: How to Uncover Expert Information on Any Subject, HarperPerennial, New York.

Two or more authors

Moir, A. & Jessel, D. (1991) Brain Sex: The Real Difference Between Men and Women, Mandarin, London.

Cheek, J., Doskatsch, I., Hill, P. & Walsh, L. (1995) Finding Out : Information Literacy For the 21st century, MacMillan Education Australia, South Melbourne.

Editor(s)

Robinson, W. F. & Huxtable, C. R. R. (eds) (1988) Clinicopathologic Principles For Veterinary Medicine, Cambridge University Press, Cambridge.

Sjostrand, S. (ed.) (1993) Institutional Change: Theory and Empirical Findings, M.E. Sharpe, Armonk, N.Y.

Sponsored by institution, corporation or other organisation

Australian Government Publishing Service (1994) Style Manual For Authors, Editors and Printers, 5th edn, AGPS, Canberra.

Queensland Tourist and Travel Corporation, Market Research Department (1991) An Examination of the Effect of the Domestic Aviation Dispute on Queensland Tourism, Queensland Tourist and Travel Corporation, Brisbane.

Series

Simons, R. C. (1996) Boo!: Culture, Experience and the Startle Reflex, Series in Affective Science, Oxford University Press, New York.

Edition

McTaggart, D., Findlay, C. & Parkin, M. (1995) Economics, 2nd edn, Addison-Wesley, Sydney.

Chapter or part of a book to which a number of authors have contributed

Bernstein, D. (1995) 'Transportation planning' in The Civil Engineering Handbook, ed. W.F.Chen, CRC Press, Boca Raton.

No author or editor

If no author is given, the title is used as the first element of a citation. Alphabetise the entry by the first main word of the title in the bibliography.

The CCH Macquarie dictionary of business (1993) CCH Australia, North Ryde, NSW.

For an Article

The details required, in order, are:

1. name/s of author/s of the article (surname, and initials or given name)
2. year of publication
3. title of article, in single quotation marks
4. title of periodical (underlined or italicised)
5. volume number
6. issue (or part) number
7. page number(s)

Journal article

Huffman, L. M. (1996) 'Processing whey protein for use as a food ingredient', Food Technology, vol. 50, no. 2, pp. 49-52.

Conference paper

Bohrer, S., Zielke, T. & Freiburg, V. (1995) 'Integrated obstacle detection framework for intelligent cruise control on motorways', IEEE Intelligent Vehicles Symposium, Detroit, MI, Piscataway, pp. 276-281.

Newspaper article

Simpson, L. (1997) 'Tasmania's railway goes private', Australian Financial Review, 13 Oct., p. 10.

For Non-Book/Multimedia Material

The details required are the same as for a book, with the form of the item (eg videorecording, tape, computer file, etc.) indicated at the end of the entry.

Get the Facts (And Get Them Organised) (videorecording) (1990) Williamstown, Vic., Appleseed Productions.

CDATA 91 With Supermap: Data For Australia 1995, release 2.1 rev., Hawthorne East, Vic., Space-Time Research.

For Electronic Resources

This could include sources from full text compact disk products, electronic journals or other sources from the Internet.

The basic form of the citations follow the principles listed for print sources (see above)

1. name/s of author/s
2. date of publication
3. title of publication
4. publisher/organisation
5. edition, if other than first

6. type of medium
7. date item retrieved
8. name or site address on internet (if applicable)

Examples

Weibel, S. (1995) 'Metadata : the foundations of resource description', D-lib Magazine, [Online] Available at: <http://www.dlib.org/dlib/July95/07weibel.html>

ASTEC (1994) The Networked Nation, Available at: http://astec.gov.au/astec/net_nation/contents.html

If no author is given, the title is used as the first element of a citation

Example

Hacker Attack (videorecording) (1995) Sydney, NSW., SBS.

Endnotes

Since citations are made in parentheses in the body of the article, endnotes should be used only for short textual notes that do not fit easily into the topic of a paragraph. Place all notes at the end of the article in a Notes section (just above the References section). Please do not use the automatic endnote function in Word; create notes manually.

Book and Video Reviews

Begin reviews using the following format for the text's basic information:

The Spectacle of Violence: Homophobia, Gender, and Knowledge

Gail Mason, 2002

Routledge, London

170 pp (paperback), ISBN 0-415-18955-1

Use page numbers for quotations from the book.

Double-check all quotations that you use.

Include your name and institution at the end of the review.

Checking Proofs

Authors are expected to correct proofs quickly. Any alteration to the original text is strongly discouraged.

Authors should correct typesetter errors in red; minimal alterations of their own work should be in black.

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