

## **GUIDELINES FOR FULL PAPERS**

### **Format and structure**

1. Paper: A4 size (21x29,7 cm) portrait.
2. Top and bottom margins: 2,54 cm. Left and right margins: 3,17 cm.
3. No page or line numbers. No headers or footers.
4. Use Times New Roman 12, single spacing, text-align: justify.
5. Indent the first sentence of each paragraph with 1,27 cm.
6. Single space within each paragraph but double space between paragraphs.
7. Paper title: upper case (caps), bold and right adjusted.
8. Author(s) name, affiliation, city/country and e-mail: sentence case, bold and right adjusted.
9. Author(s) short biographical notes (up to 100 words) should be placed at the end of the paper (after the references).
10. Titles for main sections: upper case (caps), bold, centred and numbered (1, 2, 3). "Introduction" and "Conclusions" should be numbered as well, but the heading of the "References" section must not be numbered.
11. Titles for sub-sections: left adjusted, regular, sentence case and numbered (1.1, 1.2, 1.3).
12. Maximum number of pages is **15 (9000 words)**, including figures, tables, references etc.

### **Abstract and Keywords**

1. The abstracts should be short, clear, concise and not containing more than 150 words.
2. Keywords: 6 at maximum.

### **Tables and illustrations (figures)**

1. Each table/illustration should have a brief and clear title.
2. Tables/illustrations should be numbered in Arabic numbers according to their sequence in the text (1,2,3). The text should include reference to all tables/illustrations.
3. Tables/illustrations should be included in the text at the appropriate place.

## References

1. In the text, references should be cited using the author/date style following the APA Publication Manual, e.g. for single authors (Smith, 1982) or multiple authors (Black and Cooper, 1999; Nikolson et al., 1999). The main points are the following (for more details you can visit <http://www.apastyle.org/>).
2. Direct citations should always be placed in the text and followed by the exact reference and page number. For example:

In contrast, two-way communication and the right to communicate figure prominently in these models: “*Communication is ... seen as a two way process, in which the partners – individual and collective – carry on a democratic and balanced dialogue*” (McBride, 1980: 172).

3. The reference list, placed at the end of the text, must be in alphabetical order of authors.
4. The reference list’s indentation should be: special → hanging→ by 1,27 cm.
5. A referenced book should list author name(s), title of the book, publisher, place of publication, year of publication. For example:

Hardt, H. (2003). *Theories of the Press*. 2<sup>nd</sup> ed. Lanham MD: Rowman & Littlefield.

6. A referenced article should contain all authors’ names, title of article, name of publication, volume and number, inclusive page numbers and year of publication. Note the use of italics rather than underlining. For example:

Rosen, J. (1994). “Making Things More Public: On the Political Responsibility of the Media Intellectual”, *Critical Studies in Mass Communication*, 11(4): 363–388.

7. A references internet (online) article should contain author name(s), title of the article, title of the internet site, URL and date of access. For example:

Biggs, B.S. (1997). “Making news work on the Web”. *Wired* <http://www.wired.com/news/culture/0,7239-0.html> [Accessed the 12<sup>th</sup> of January 2009].

**PLEASE: attach the Paper as WORD document.**

**If you follow the instructions above, the typeface, style and basic layout of your paper should look like the following document.**

**Please read it carefully as it contains additional guidelines.**

# TITLE OF YOUR PAPER FLUSHED TO THE RIGHT

Mary Smith  
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Richard Cooper  
Your University/College/Company's Name  
City, Country  
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## ABSTRACT

Abstracts should not exceed 150 words. Use "Times New Roman", font size 12. Use single space within each paragraph but double space between paragraphs. Indent the first sentence of each paragraph with 1,27 cm. (1/2 inch) and justify the text. Do not use page headers or footers. Do not number the pages but make sure the pages are in the correct order. Pages will be numbered by the editors.

**Key Words:** identify and list key words (maximum of 6) which represent the content of your paper.

## 1. INTRODUCTION

The paper title, author names (full names *only*; titles, e.g. Assistant Professor and degrees, e.g. Ph.D. should *not* be included here), and authors' affiliations, cities, countries and e-mails must be flushed to the right as shown above. The author(s) short biographical notes (up to 100 words) should be placed at the end of the paper (after the references). The paper must not exceed 15 pages in total, this is a firm limit.

Tables and figures must appear *within* the text (*not* at the end of the text). Tables and figures should be numbered sequentially – e.g. Table 1, Table 2, Table 3, Figure 1, Figure 2 etc., and they should bear a title and source (if necessary). For example:

**Table 1**  
**Profile of typical journalism students using the internet on daily basis**

Profile	Frequency	%
<i>Sex</i>		
Male	128	43%
Female	172	57%
<i>Total</i>	300	100%

Appendices –if any– should appear at the end of the article after the list of references.

## 2. ADDITIONAL GUIDELINES

Papers should clearly describe the background of the subject, the authors work, including the methods used, and concluding discussion on the importance of the work. Technical/special terms should be explained unless they may be considered to be known to the broader media community. Acronyms should be written out at their first appearance.

The reference list, placed at the end of the text, must be single-spaced in alphabetical order of authors. List the authors' names exactly as written in the source cited. Use no abbreviations. See examples below.

### 2.1. Please be careful

All manuscripts must be prepared in English, French or Greek and be free of grammatical, spelling and/or punctuation errors. Please make sure your paper is thoroughly edited and proof read before submission. The editors are not responsible for correcting substantial errors. The scientific committee has the right to reject final papers that do not conform to these specifications. When the article is completed, submit it as a word document (not .pdf) to [media2009@panteion.org](mailto:media2009@panteion.org) on or before **March 30, 2009**.

## REFERENCES

- Benson, R. D., Neveu, E. (Eds.) (2005). *Bourdieu and the Journalistic Field*. Malden MA: Polity Press.
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- Weaver, D. (1998). *The Global Journalist*. Cresskill, NJ: Hampton Press.
- Weber, M. (1948). "Politics as a Vocation", pp. 77–128 in H. Gerth and C. W. Mills (Eds.) *Max Weber Essays*. London: Routledge.

## AUTHOR(S)

Author(s) short biographical notes (up to 100 words) can include titles, research interests etc.