**Studies in Communication Sciences (SComS)**

Submission guidelines with instructions for authors. This file can also be used as a template for the preparation of your manuscript.

**Title of the manuscript: Possibly with a subtitle**

**Abstract**

This is the abstract section of the manuscript: It consists of one paragraph only, giving a pertinent overview of the work and comprising between 150 and 200 words. To give an example, this is how a good abstract looks like in case of empirical studies: Many agree that this issue is particularly important. However, we do not know much about this specific question, although it matters a great deal, for these reasons. We approach the problem from this perspective. Our research design focuses on these cases and relies on these data, which we analyze using this method. Results show this and that. The findings have these broader implications. For more information, please consult the *Nature* [guide](https://www.nature.com/documents/nature-summary-paragraph.pdf) on how to build your abstract section. In case the manuscript is written in German, French, or Italian, please also provide an abstract in English. The same applies to the title of the manuscript and the keywords.

**Keywords**

keyword1, keyword2, keyword3, keyword4, etc. (maximum of 8 keywords, separated by commas, e.g., journalism, critical discourse analysis, populism, media effects)

**SComS Section**

Full papers in SComS are published in the *General Section* or in a *Thematic Section*. Please state for which section your submission should be considered. If you like to submit your paper for a Thematic Section, please state its title (e.g., This paper is submitted to the Thematic Section on “Critical Perspectives on Migration in Discourse and Communication”).

**1 Introduction**

Use single-spaced text, a 12-point font and italics, rather than underlining (except with URL addresses). Manuscripts should be a maximum of 9 000 words in length (including the abstract and all references, tables, figures, footnotes, appendices). However, exceptions to this maximum, duly reasoned and demonstrated, are possible. In this case, please add the explanation to “Comments for the Editor” when submitting your manuscript.

Moreover, authors can submit supplementary material that will be published as an online supplement. This supplementary material typically contains tables and figures with further results or information regarding the instrument and is formatted by the authors.

Make sure that your submission is anonymized: Please remove all author names and institutional information from your manuscript to enable blind peer review. If an author is cited, “Author” and year are used in the bibliography and footnotes, instead of author’s name, paper title, etc. The author’s name also must be removed from the file properties, which in Microsoft Word is found in the file menu.

**2 Structure: This is a heading (boldface, Times New Roman 12)**

The first heading is usually “1 Introduction” and the last one “# Conclusion” or “# Discussion and conclusion”. All headings and sub-headings should be clear and brief. They are written in lower-case letters. A maximum of three heading levels can be used to organize your text. Level 1 heading (see the heading of this section) should be left-justified, boldface, and in lower-case letters. Bold letters are only used in headings and subheadings, but not in the text. For emphasizing certain words or phrases in the text, please use *italic* letters.

**2.1 This is a sub-heading (boldface)**

Level 2 heading should be left-justified, boldface, and in lower-case letters.

*2.1.1 This is a sub-sub-heading (italic)*

Level 3 heading should be left-justified, italic, and in lower-case letters.

*2.1.2 This is another sub-sub-heading (italic)*  
Make sure that you only use sub-chapters and sub-sub-chapters when there are at least two (for example, 2.1.1 and 2.1.2).

**2.2 Conclusion**

The conclusion is the final section of the manuscript. Please sum up the main points of your analysis, discuss its implications and limitations and make suggestions for future research.

**3 Referencing style**

Articles shall be submitted using the APA reference style, 6th edition. APA style requires both in-text citations (e.g., Weber, Engebretsen, & Kennedy, 2018) and a final references list. So, for every in-text citation there must be a full citation in the reference list, and vice versa.

In parenthetical citations always place a comma between author and year (e.g., Lohmann & Riedl, 2018). When citing two or more works, arrange the in-text citations alphabetically in the same order in which they appear in the reference list and separate them with semicolons (e.g., Kösters, Obert, Begenat, & Jandura, 2019; Metag & Dalmus, 2019; Udris, 2019). In-text citations must list the author’s last name, date of publication, and page number(s) when applicable (e.g., Hibberd, 2019, pp. 383–385; Arlt, 2018, pp. 235, 239–240). Use an ampersand (&) for citations inside parentheses and the word “and” for citations outside of parentheses, as shown in the examples below:

* After the intervention, children increased in the number of books read per week (Smith & Wexwood, 2010).
* Smith and Wexwood (2010) reported that after the intervention, children increased in the number of books read per week.

**4 Further guidelines regarding formal standards**

Please consider the following guidelines regarding language, footnotes, dashes, hyphens, symbols, ellipsis, and block quotations.

**4.1 Language**

Manuscripts can be written in English, German, French, or Italian. If English is used: Spelling can be US or UK English so long as usage is consistent. Please make sure that your writing is correct and concise. In case the manuscript is written in German, French, or Italian, please also provide the abstract, title of the manuscript and keywords in English.

**4.2 Footnotes**

The consecutively numbered footnotes are used for short commentaries only. They are not meant for bibliographical information, figures, etc. Footnotes are treated like sentences. They begin with a capital letter and end with a punctuation mark. Each footnote number is to be placed after the end of the sentence.[[1]](#footnote-1)

**4.3 Dashes, hyphens, symbols, and abbreviations**

Use a space before a percent or currency sign (e.g., 57 %, 30 €) and between slashes (e.g., quality / broadsheet newspapers). Use hyphens (-) to indicate a word connection (e.g., data-driven surveillance). Use en-dashes (–) to indicate a period or range (e.g., 2016–2019) or a break in thought / interpretation (e.g., the factors ideology and the involvement of the USA – Germany’s most important partner – are also crucial).

Define abbreviations the first time they are mentioned in the abstract and in the text. For example: The Swiss Association of Communication and Media Research (SACM) was founded in 1974. In the past years, the SACM has intensified international co-operations.

**4.4 Ellipsis**

Use square brackets and spaces to mark an ellipsis (for example: He states that through framing “the media may shape public opinion […] in particular ways”).

**4.5 Block quotations**

Quotations of 40 words or more shall be structured as block quotes. This is an example:

As specific studies on Switzerland have shown, the situation is similar to that discussed in the international community, with the heterogeneity even increased by the presence of three main national languages […]. Research profiles of universities and research units cover a wide range of topics: mass communication, interpersonal communication, media history, language / social interaction, organizational communication and political communication […]. (Probst, Buhmann, Ingenhoff, & Lepori, 2019, p. 12)

**5 Tables and figures**

Tables and figures should be numbered in consecutive order and given a meaningful title. The titles are placed *above* the tables and figures and are written in sentence case. Both tables and figures should be included in the *main* *text* rather than at the end of the document. Tables should present new information rather than duplicating what is in the text. Readers should be able to interpret the table without reference to the text.

Articles contain no more than 6 display items (figures and / or tables). Exceptions are possible if duly justified.

In addition, figures should be submitted as separate files in a suitable size for printing. Pictures require a resolution of at least 300 dpi (preferred files: tif or jpeg). Line art should be supplied with a minimum resolution of 600 dpi (preferred files: eps or ai).

Color: Please note that images supplied in color will be published in color online and black and white in print (unless otherwise arranged). Therefore, it is important that authors supply images that are also comprehensible in black and white (e.g., by using color with a distinctive pattern or dotted lines). The captions should reflect this by not using words indicating color. All color art should be delivered as original source files and as pdf files (for viewing purposes only).

The following is an example of a figure published in SComS and created by Lohmann and Riedl (2018, p. 217).

Figure 1: The development of the total circulation of daily newspapers in Austria 2005–2015

*Note*: Average weekly (Monday–Sunday) distributed circulation (purchase and free of charge; excluding foreign circulation) in millions; \**Kronen Zeitung* is also included in “Newspapers for purchase”(Source: Österreichische Auflagenkontrolle, own calculations).

Table 1: Title of the table in sentence case

|  |  |  |
| --- | --- | --- |
| Example | Example 1 | Example 2 |
| 1 | Example 1 | Example 2 |
| 2 | Example 1 | Example 2 |
| 3 | Example 1 | Example 2 |

Note: Add any notes under the table (e.g., information regarding the source or explanations and examples how to read the table).

**Acknowledgements**

Add potential acknowledgments in this section. In case this information would jeopardize double-blind peer review, you can also add the acknowledgments after your article was accepted. This section (“Acknowledgements”) and the following sections (“Conflict of Interests”, “References”) are non-numbered.

**Conflict of interests**

State any potential conflicts of interest here or add the sentence “The author(s) declare(s) no conflict of interests”.

**References**

Articles must follow the APA reference style, 6th edition. See the [APA 6th Publication Manual](https://apastyle.apa.org/6th-edition-resources/) as well as the [APA 6th Blog](https://blog.apastyle.org/apastyle/archives.html).

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of the article in sentence case. *Journal in Title Case*, *Volume*(Issue), firstpage–lastpage.

Author, A., & Author, B. B. (Year). Title of the article in sentence case. *Journal in Title Case*. Advance online publication. <https://doi.org/doi:XXXexample>

Author, A. A. (Year). *Title of the book in sentence case*. Location: Publisher.

Author, A. A. (Year). Title of the chapter in sentence case. In A. A. Editor & B. B. Editor (Eds.), *Title of the book in sentence case* (pp. firstpage–lastpage). Location: Publisher.

Author, A. A. (Year). *Title of thesis in sentence case* (Type of thesis / dissertation). Faculty, University, Location.

Author, A. A. (Year). Title of the webpage. *Website*. Retrieved from [www.XXXexample.ch](http://www.XXXexample.ch)

Author, A. A. (Year, Month Day). Title of the news article. *News Outlet in Title Case*. Retrieved from [www.XXXexample.ch](http://www.XXXexample.ch)

1. Please also note that footnotes should be used sparingly. [↑](#footnote-ref-1)