

HOW TO SUBMIT

This document provides some information about what and how to submit to *spheres*. We hope it covers all of your questions. If that is not the case and you are considering contributing to *spheres*, please feel free to get in touch with the editors at editors@spheres-journal.org.

SUBMISSIONS

All contributions should be submitted to editors@spheres-journal.org.

All submissions must be written in English and should not have been published, or submitted for publication and still under review, elsewhere. Translations of work published in languages other than English will be considered for publication.

TYPES OF CONTRIBUTIONS

spheres encourages contributions in a variety of formats including articles, notes, interviews, book reviews, photo or video essays and other experimental modes of representation.

Articles

spheres publishes theoretical and empirical articles, which should be no longer than 5.000 words. Submitted articles are open peer reviewed.

Responses, Book and Project Reviews

Each article is complemented by at least one response between 1.000 and 2.500 words. *Spheres* also publishes book reviews of recent and classic publications as well as of activist projects. Reviews should also be between 1.000 and 2.500 words. If you would like to suggest a book or a project for review, please contact our reviews team at editors@spheres-journal.org.

Other Media

In order to exploit the potential of the digital format of *spheres*, we also encourage the submission of other media, such as photo essays, montages, short video clips and other artworks. Such formats enable the exploration of alternative representations and articulations of knowledge about and in digital cultures.

Any media should be accompanied by a title, an alternative text, and where necessary a copyright notice.

GUIDELINES FOR SUBMISSION

Since *spheres* is run by a collective who organize the whole review, production and publishing process of the journal, we ask you to follow our guidelines in preparing your manuscript for submission.

Format

As a rule, keep your formatting simple. Please write directly in the provided word-file and use its format templates. Please use a maximum of two levels of headings and try to get by with only one. Emphasis and titles in the text should be *italicized*, not underlined. If you need to ‘dissociate’ yourself from a particular word or concept, please use single quotation marks. Please use both *emphasis* and ‘dissociation’ with care and only when really needed.

Abstract and Biographical Note

Your submission should include an abstract, keywords and a biographical note. You may also include pictures or videos. The abstract should be no longer than 250 words for articles, and is not required for comments or book reviews. The biographical note can be up to 100 words. It should include personal and/or professional information about yourself and your email address.

Language and Spelling

Numbers up to twelve should be written in words, except for measurements and currencies. If a sentence begins with a number, it is usually written out, regardless of its size. Numbers with five or more digits should have a point before the thousands digits (“45.000” or “123.456” but not “2000”). Metric measurements are preferred. Percentages should be written “per cent” (not “%”). Dates are reported as “September 11, 2001”. Write “1990s” (no apostrophe) and not

“nineties”; “18th” and not “eighteenth” century.

Titles and headlines should be capitalized except conjunctions, articles, and prepositions (e.g. “*This Is a Title or a Headline*”)

The most pragmatic and fail-safe way to equally treat men and women in language is the continuous mentioning of only the male or female form. A note at the beginning of the article communicates that both men and women are meant. Another way to solve this is mentioning both designations.

Quotations

We use double “quotation marks” only, with “the exception of ‘quotes’ within quotes”, with punctuation marks “outside the quotation marks”, unless they are a part of it. We use the Oxford referencing style. References are given in footnotes at the end of the sentence after a full stop.

“Quotations that are longer than two lines should be put into an indented block using the format template ‘spheres_quote’ like in this paragraph. The quotation should end with a full stop before the reference.”

If parts of an original quote are being left out or something is added to it, it is necessary to mark that. Omissions are illustrated by square brackets and ellipsis (“[...]”). Before and after the square brackets should be a normal blank space if they represent one or more words. In case of left out word parts, the square brackets should directly follow the word. In case of adding or omitting letters, word or phrases square brackets should be used. Exception: if there is actually a speech pause – e.g. in an interview – only ellipsis without square brackets are used. If there are original emphases in the quoted text they have to be adopted in the quote as well and be marked with the note “emphasis in original”.

REFERENCES AND FOOTNOTES

The first time a source is cited, the footnote must provide full bibliographic details. The footnotes for subsequent references to the same source do not repeat all the details again but use a shortened form. In footnoting a repeat citation, use “Ibid.” and the page number if the page number is different from the earlier footnote (e.g. “Ibid., p. 17.”). If you use two or more different publications by the same author then, use the full reference (e.g. “Michel Foucault, *The Archaeology of Knowledge*, p. 17.”). If you give more than one reference in the same footnote please separate them with a semicolon. If there are three

authors/editors or more, please only refer to the first and add “et al.” afterwards.

Unless it is a direct quotation, references to literature should be marked with “cp.”. Please indicate the year of the original publication in square brackets – e.g. if you use an English translation from a book originally published in a language other than English.

Footnotes should always start with a capital letter. There should be full stop after each footnote.

Please adapt these style guidelines:

Books

Michel Foucault, *The Archaeology of Knowledge*, London, New York NY, Routledge, 2002 [1969], p. 17.

Clay Shirky, *Here Comes Everybody: The Power of Organizing Without Organizations*, London, Allen Lane, 2008.

Tristan Thielmann and Erhard Schüttpehlz (eds.), *Akteur-Medien-Theorie*, Bielefeld, Transcript, 2013.

Journal Articles

Yochai Benkler, “Open Wireless vs. Licensed Spectrum: Evidence from Market Adoption”, *Harvard Journal of Law and Technology*, 26 (1), 2012, pp. 71–163.

Jodi Dean, “Why the Net Is Not a Public Sphere”, *Constellations*, 10 (1), 2003, pp. 95–112.

Christian Fuchs, “Labor in Informational Capitalism and on the Internet”, *The Information Society*, 26, 2010, pp. 179–196.

Book Chapters

Matteo Pasquinelli, “Google’s PageRank Algorithm: A Diagram of the Cognitive Capitalism and the Rentier of the Common Intellect”, in Konrad Becker and Felix Stalder (eds.), *Deep Search: The Politics of Search Beyond Google*, Edison, Transaction, 2009, pp. 152–162.

Conference Papers

Mark P. Brigham, “The Becoming of Becoming”, paper presented at the 17th EGOS Colloquium, Lyon, France, July 5–7, 2001.

Report, Group Author

Parliamentary Standing Committee on Public Works, *Proposed Common Use Infrastructure on Christmas Island*, Parliament of the Commonwealth of Australia, Canberra, 2002.

Newspaper Articles

Richard Booth, “WikiLeaks: What Happens Next?”, *Financial Times*, December 7, 2010, p. 16.

Webpages and Websites

To indicate a website please refer to the URL in the following way, including information on author and title of content as well as date of access where possible and necessary:

Name Surname, “Title of the Article”, *Title of the Journal*, Year of Publication. Available at: URL [accessed Month Day, Year].

Thomas Lee, “West Bank / West End”, 2001, discussion thread posted December 3, 2001 at 20:13 to *anticolony* webboard. Available at: <http://www.c6.org/evol/anticolony/board/read.php?f=1&i=1&t=1> [accessed December 15, 2002].

Partnership@work (2002) “Partnership – mini case studies: Co-operative Bank”. Available at: <http://www.partnership-at-work.com>.

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