



MEDIA@LSE
Department of Media and Communications

STYLE GUIDE MEDIA@LSE WP-SERIES:

Title, short title and abstract

Please provide a fully descriptive article title of not more than 50 words and an abstract of not more than 500 words.

Spelling

We are happy to use either UK or US spelling so long as spelling is consistent throughout the article.

Quotations

For quotations in the text single quote marks should be used, reserving double quotation marks only for quotes within quotes. Indent any quotations over 30-40 words in length, and remove quotation marks (no italic).

Headings

Please use no more than three levels of headings. Do not number headings or paragraphs. Try to make sure that two levels of headings are not used next to each other without text in between.

[HEADING 1: capital letters, bold, 12p]

[Heading 2: bold, 11p]

[Heading 3: italic 11p]

Lay-out

Use 1.5 spacing, outlined (except references) and use the font 'Georgia 11' for text and titles and 'Georgia 9' for references in the bibliography.

Tables and figures

Relevant tables and figures should be placed in the text. Each table and figure should be numbered, have a heading, and a note on sources.

Notes

Try to keep footnotes to a minimum and use only for essential contextual background, to provide details of variables or methods, or for similar material which, while essential, would none the less be disruptive of the flow of the main text, or of interest only to a minority of readers. Use footnotes rather than endnotes.

Acknowledgements should appear at the end of the article, before the references, rather than in a footnote.

Referencing

The first component of our referencing style is that the author's last name and date of publication are given at the reference point in the main text, enclosed in brackets:

(Downing, 2001)

If an author has more than one cited publication for the same year, add a, b, c etc to the date. Spell out the pagination for any chapter cited rather than using Ch.

Where two or three works are referenced at the same time they are enclosed within the same brackets and separated by a semi-colon:

(Downing, 2001; Bailey, *et al.*, 2008: 24)

The second component of our referencing style is a single complete list of references given at the end of the article, arranged in alphabetical order of the author's last name. The reference list must contain all literature cited in the main text and any occasional footnotes; it may not contain a reference unless the work has been explicitly cited.

The title of references in languages other than English should be translated and put in square brackets directly after the title (see example of reference for blog-post below).

The format of each reference starts with the last name of the author, followed by their initials, a full stop and then the date of publication in brackets. The entry then continues with different formats for books, chapters in edited books and journal articles as follows:

Book

Mouffe, C. (2005) *On the Political*, London: Routledge.

Benhabib, S. (ed.) (1996) *Democracy and Difference: Contesting the Boundaries of the Political*, Princeton, NJ: Princeton University Press.

della Porta, D. and Tarrow, S. G. (eds) (2004) *Transnational Protest and Global Activism*, Lanham, MD: Rowman & Littlefield.

Chapter in a book

Cammaerts, B. (2005) 'ICT-Usage among Transnational Social Movements in the Networked Society - to organise, to mobilise and to debate', in R. Silverstone (ed.) *Media, Technology and Everyday Life in Europe: From Information to Communication*, (pp. 53-72). Aldershot: Ashgate.

Journal article

Eum, S. Y. (2005) 'Public Opinion Formation in Online Discussion', *Information Communication and Strategy* 17(2): 1-24.

Paper presented

Deuze, M. (2007) 'Corporate Appropriation of Participatory Culture', paper presented at the 57th Annual Conference of the International Communication Association (ICA), San Francisco, US, 24-28/05.

Electronic journal article

Giroux, H. (2007) 'Beyond the Spectacle of Terrorism', *Situations: Project of the Radical Imagination* 2(1): 17-51, URL: <http://ojs.gc.cuny.edu/index.php/situations/article/viewArticle/153> [Last consulted DATE].

Web Source

Deacon, D., Wring, D., Billig, M., Downey, J., Golding, P. and Davidson, S. (2005) Reporting the U.K. 2005 General Election, URL: <https://dspace.lboro.ac.uk/dspace-jspui/handle/2134/3171> [Last consulted DATE]

Blog Post

Van Belberghe, L. (2006) Volgend jaar, de dictatuur? [Next year? A dictatorship], *Vrij Van Zegel*, 11 November, URL: <http://www.vrijvanzegel.net/blog2/index.php?/archives/96-Volgend-jaar,-de-dictatuur.html> [Last consulted DATE].

The author of a web page can be an individual or a corporate body. The publisher is the organisation responsible for maintaining the website or alternatively could also be the name of the blog.