PAPER PREPARATION INSTRUCTIONS

Please follow these guidelines to prepare the final version of your article. Your paper will be returned if it is not prepared according to these instructions.

STYLE

1.   Your final version should be styled according to the provided template.

2.   Papers should be in 1-column format.

3.   All text should be in 12 pt. Times New Roman font and spaced at Multiple 1.3 throughout the entire article, including footnotes.

4.   Indent your paragraphs to .50"

5.   Insert a blank line space between paragraphs.

PAGE LAYOUT

1.   Use a PC (not a Mac) for your final version to avoid compatibility issues.

2.   Set the page layout as follows:

    Top and bottom margins: 1.7" (or 43.18 mm)
    Left and right margins: 1.25" (or 31.75 mm)
    Paragraph spacing: Multiple 1.3 throughout entire article
    Hanging indent: .50" (or 12.7 mm)

3.   Do not insert page breaks or section breaks in your final version.

4.   Do not add special borders in your final version.

ORGANIZATION

1.   Organize your paper in the manner specified in the provided sample.

2.   Reinstate the authors' anonymized names and references, where applicable.

3.   Add the author(s) name in CAPS and affiliation (Uppercase/lowercase) below the title of your paper.

4.   Add an abstract of **no more than 175 words** under your affiliation.

5. Add keywords under your abstract.

6. Convert all endnotes to footnotes.

7. Ensure that your article **does not exceed 9,000 words** (all-inclusive, including the title, author names, abstract, keywords, footnotes, image captions, references, and appendices).

NUMBERING

Do **not** insert page numbers in your paper.

TABLES

1. Tables should be centered and should be portrait format.

2. Insert tables in the placement you desire (not at the end of the document or in a separate file).

3. Captions for tables should be centered and placed on TOP of the table.

4. Captions should be in bold italic using headline-style capitalization (the first letter of each main word is capitalized). Example: ***Table 1. The Cat and the Mouse.***

5. The top and bottom of the table should have a rule (single line) spanning the width of the table and there should be a rule below the column heads before the data cells begin. With few exceptions, there should be no vertical rules or horizontal rules within the body of the table. Tables should not have shading.

FIGURES (including graphics and photos)

1. Figures should be centered and should be portrait format.

2. Insert any figures in the placement you desire (not at the end of the document or in a separate file).

3. Figure captions should be centered and placed UNDER the figure.

4. Captions should be in ***bold italic*** using sentence-style capitalization (only the first word of the caption is capitalized). For example:

Figure 1. The cat and the mouse.

LANGUAGE

1. Your paper must be in American English. Convert British spellings and punctuation to American spellings and punctuation. For example:

    > organise should be organize
    > whilst should be while
    > towards should be toward

2. Use the serial comma, which is the comma placed immediately before a coordinating conjunction (usually *and* or *or*) in a series of three or more items. Example: The study by Stacy, Newcomb, and Butler was cited.

3. Follow American-style punctuation. Use double quotation marks (except for quotes within quotes) and place any punctuation inside the quotation marks. Example: In 2016, Bernard published the article "Games Without Frontiers."

SECTION HEADINGS

Center all section headings. Use headline-style capitalization and 12-pt. **bold Roman** lettering.

SECTION SUBHEADINGS

Center all Level 1 and 2 subsection headings. Use headline-style capitalization and 12-pt. ***bold italic*** lettering.

HEADING LEVELS

Heading One: Centered, Bold, Title Case

Heading Two, Italicized, Bold, Title Case

Heading Three, Flush Left, Italicized, Title Case

ACKNOWLEDGMENTS

If you wish to add an acknowledgment, add it as footnote 1 (next to your name) on the first page of your paper.

TEXT

1. If there is a quotation, an in-text citation with the page number (or paragraph number if an online source) must accompany that quotation. The in-text citation should be placed immediately following the quotation, and you should have just one in-text citation for each quotation.

2. Quotations that run 40+ words must be block-indented to .50 left and .50 right, justified with a blank line space above and below the quotation. That is, they must appear as separate block quotations.

3. APA does NOT recognize "ibid." in in-text citations, so please do not use ibid.

4. Please sweep your in-text citations, quotations, and references to ensure they are APA (6th edition) compliant. Please refer to the attached bib sheet for guidance.

5. In-text citations where multiple authors are listed must be listed alphabetically. Example: (Albi, 1999; Castells, 2008; Faulhaber, 2008; Smith, 2012; Zhang, 2014)

6. IMPORTANT! Page ranges and date ranges should be set with en dashes (–) **NOT** hyphens. Examples: January 4, 2015–February 10, 2015, (pp. 1410–1430)

7. Paragraphs should be set justified.

8. When using dashes in your manuscript to set off parenthetical material, please set with em dashes (—) with no spaces, NOT hyphens or en dashes. Example: John—blood dripping from his nose—stepped into the room.

9. Please capitalize Internet.

MATH/STATISTICAL COPY

1. Use a space around operators in equations. Example: $a + b = c$.

2. Italicize all statistical symbols except for vector symbols, which should set in bold, and Greek letters, subscripts, and superscripts, which should remain in standard roman font. Examples: $M_{girls} = 3.72$ and $M_{boys} = 2.76$; x^2; $M = 4.55$, $SD = 0.65$

3. Use an uppercase italicized N for the total number of participants; use a lowercase italicized n for subsets of participants. Example: $N = 130$, $n = 25$

REFERENCES

Checklist of just few important rules to follow, but please follow the Reference Guide provided:

1.	If the reference listing ends with a URL, do NOT add a period to the end of the listing.

2.	Page ranges and date ranges should be set with en dashes – (not hyphens). Examples: January 4, 2015–February 10, 2015, (pp. 1410–1430)

3.	Titles of articles and chapters in books (Roman) and books (italicized) should appear in sentence-style capitalization (only the first word of title and subtitle and proper nouns are capitalized). Example: *To kill a mockingbird: A book by Harper Lee.*

4.	There should be NO space between doi: and the number (e.g., doi:12345667)

5.	Italicize the volume number of journals in reference listings.

6.	Include the city and state of U.S. publishers, or city and country for international publishers.

7.	Foreign-language articles and book titles must include their English translation inserted in brackets [ ] following the title. Example: Kutil, F. (1982). *Narodna revolucija u igranim programima Televizije Zagreb* [The people's revolution in fictional programs of TV Zagreb]. Paris, France: UNESCO.

8.	Periodical and journal titles should be in italics using headline-style capitalization (each main word is capitalized). Example: *International Journal of Communication*. And titles should be spelled out; do not abbreviate (e.g., *International Journal of Communication* NOT *IJoC*).

9.	Cross-check each in-text citation against the corresponding reference listing to ensure the dates and author name spellings are correct and that page numbers cited correspond to page numbers given in the reference. Make sure that each in-text citation has a corresponding reference and each reference has an in-text citation.

10.	Insert a blank line space between each of your reference listings.

11.	References should be flush-left.

12.	Remove any reference software links such as Zotero or Endnotes.

FINAL CHECKS

1.	Ensure that your article does not exceed 9,000 words (including the abstract, keywords, footnotes, images with captions, references, and appendices).

2.	Double-check your article's title in the system's metadata to ensure it matches your final version. Please make necessary corrections in the metadata as necessary.

3.	If you have any general questions on formatting, please go to IJoC's website at http://ijoc.org to see examples of any of the already published articles.

4.	Proofread your paper before resubmitting.

5.	When ready to resubmit, go to your account and click on the title of your paper. Be sure that the title of your paper MATCHES the title in the IJoC platform. If it doesn't, change it in the metadata.

6.	To upload your final version, go to the Summary screen > Review Screen > Scroll all the way down to "Editor Decision" to locate "Author Version." You'll see "Upload Author Version." Follow the prompts to upload your revised manuscript. Do not upload your revised paper as a new submission under a new account.

7.	Finally, please alert Kady Bell-Garcia (bellgarc@usc.edu) that you've uploaded your revised version for final review. Please specify the journal and ID# of your paper. (A summary of revision is not needed.)