



Style Guide Russian-Cyberspace.org

General remarks

Contributions to Russian-Cyberspace.org (in English, German or Russian) may cover a broad range of topics related to the Russian-speaking segment of the Internet. We are especially interested in contributions devoted to questions of digital culture (literature, art, computer games), network society (social networks, e-politics, community building) and cultural identity (transnational communication, digital Diaspora). Suggestions from other thematic fields and disciplines are of course welcome too.

Articles should be concisely written. The length of articles should not exceed 50 000 characters, and abstracts app. 600 characters. Authors are asked to enclose basic information on their academic background, including a high resolution picture of themselves. Authors should strive for maximum clarity of expression, bearing in mind that the purpose of publication at Russian-Cyberspace.org is dissemination of knowledge on the development of the Russian-speaking Internet for both scholars and “non-specialists”. Articles should include background information for humanitarians in a variety of fields, and they should be free of jargon. Use *italics* for emphasis (but only scarcely). Please avoid footnotes.

Translation and Transliteration

All quotations in Slavic languages should be translated into English (German respectively). For the Reference section you are free to chose whether you wish to translate titles of books and papers or give them only in the original.

You are free to use the transliteration system that you prefer as long as you keep it consistent within the text.

Styles

For *Russian-cyberspace.org*'s editorial purposes, please adhere to these style guidelines when referencing the following:

- | | |
|------------------------|--|
| Acronyms | Explain each and every first occurrence.

For example, state <i>World Intellectual Property Organization (WIPO)</i> , allowing the use of <i>WIPO</i> later in the manuscript. |
| Electronic Mail | Refer to electronic mail as <i>e-mail</i> or <i>E-mail</i> but not email or Email. |
| Numbers | The numbers zero through nine should be spelled out except when referring to data or measurements, such as "The figure measures 3 pixels by 2 pixels". |

All whole numbers above nine should appear as Arabic numerals, such as 10, 11, 12,....

Ordinal numbers should be spelled out, as in *twentieth*.

A number at the start of a sentence should be spelled out, as in "*Fourteen* search engines were examined".

Percentages Write %, not *percent*.

Citation Format

Quotations, if not exceeding three lines, should be inserted in the regular text, marked by double quotation marks and with the source reference supplied. Quotations longer than three lines should be indented and set off from the regular text, with the source of quotation added at the end. Those quotations require no quotation marks.

Citations in the course of the manuscript should appear in the following ways:

General Format The last name of the author of a cited work should appear in the paper, followed by the year of publication of the book, paper, report, or document, as in [Zvereva 2003].

If there are several references to authors with the same surname, initials should be used to differentiate between the authors, as in [C. Jones 1990; D. Jones 1985].

Two Authors For references containing two authors, list the authors in order of their appearance in the original publication, followed by date of publication, as in [D'jakova, Trakhtenberg 1999, 125-126]

Three or More Authors If a reference contains three or more authors, the citation should appear as [Rogers *et al.* 1980].

Publications in Press Cite publications in press (i.e. those documents accepted for publication but not yet published) as [Schmidt, in press].

Publications without Date Cite Internet publications without date as "no date" / "n.d." [Kuricyn n.d.]

Direct Quotations Cite direct quotations as [Zajac 2005, 216].

Indirect Quotations A citation can refer to text written by one author embedded in the text of a book or paper written by another author, such as [Nosik, c.f.

Kuznecov 2004, 284].

Multiple Quotations

Multiple citations can appear in whatever order the author deems relevant, such as [Konradova 2005; Schmid 2005; Borodina, Chamraev 2004].

All citations in the course of the paper should be completely described in the Reference Format section. Papers listed in the References section that are not cited in the course of the paper will be removed. Citations to papers not found in References will be removed from the contents of the paper.

Reference Format

General remark concerning citation of Internet resources: The date of the most recent retrieval of online documents is given in parentheses at the end of each bibliographical entry. Wherever possible, the date of the original publication is also indicated. Entries made under nicknames or pseudonyms are cited as such. Please indicate the name of the 'real author' wherever possible (for example: Mr.Parker <Maksim Kononenko> (2005). Vladimir Vladimirovich TM ...) 'Traditional' norms of Internet writing, such as the extensive use of small letters, are also preserved.

References should take the following formats:

Books

by One Author

Zasurskij, I. (2001). Rekonstrukcija Rossii. Mass-media i politika v 90-e gody. Moskva: Moscow State University Press.

Perfil'ev, I. (2002). Territorial'naja organizacija rossijskogo internet-prostranstva. In I. Semenov (Ed.), Internet i Rossijskoe Obshhestvo, Moscow Carnegie Centre. Moskva: Gandolf. Online version, <<http://www.carnegie.ru/ru/pubs/books/66490.htm>> (12.09.2005).

by More Than One Author

Negt, O., Kluge, A. (1993). Public Sphere and Experience: Toward an Analysis of the Bourgeois and Proletarian Public Sphere. Minneapolis: Minneapolis University Press.

Papers in Journals

Print Journals

Zvereva, G.I. (2003). "Prisvoenie Proshlogo" v postsovetskoj istoriosofii Rossii (diskursnyj analiz publikacij poslednikh let). In Novoe literaturnoe obozrenie, 59, pp. 540-556.

Online Journals

Fishman, M. (2005). Diktatura bol'shogo stilja. In Gazeta.ru, 16 March, <<http://www.gazeta.ru/column/fishman/253864.shtml>> (05.09.2005).

Websites

Kaspe, I. (2005). Dom na ehkrane: atributy i simvoly domashnego prostranstva v internet-sredakh. In Russian-cyberspace.org, <http://www.ruhr-uni-bochum.de/russ-cyb/library/texts/ru/kaspe_home.htm> (15.01.2006).

By More than One Author

Breidenbach, J., Zukrigl, I. (2002). Vernetzte Diaspora. In Politik-digital, 21 February, <<http://www.politik-digital.de/archiv/globalisierung/diaspora.shtml>> (22.11.2005).

Papers in Edited Volumes, Conference Proceedings

McQuail, D. (1994). Mass Communication and Public Interest: Towards Social Theory for Media Structure and Performance. In D. Crowley, D. Mitchell (Eds.), *Communication Theory Today*. London: Polity Press, pp. 41-254.

Bucher, H.-J. (2004). Is there a Chinese Internet? Intercultural investigation on the Internet in the People's Republic of China: Theoretical considerations and empirical results. In F. Sudweeks, C. Ess (Eds.), *Proceedings of the Fourth International Conference on Cultural Attitudes towards Technology and Communication* Karlstad, Sweden, 27 June-1 July 2004. Murdoch: Murdoch university, pp. 416-428.

Internet Resources

Websites

RIA Novosti (2006). Homepage, <www.rian.ru> (16.01.2006).

Entries in Blogs, Forums

alík_manov (2005). Timur Kibirov. "Skvoz' proshhal'nye slezy". Vstuplenie: kommentarij. In LiveJournal ru_lit. Literaturnye spravki, 12 March, <www.livejournal.com/community/ru_lit/206083.html> (03.09.2005).

r_1 (2005). Posetiteljam staroj konfy Politru. In LiveJournal, 27 April, <http://www.livejournal.com/users/r_1/1586288.html> (03.09.2005).

Znatok.ru (2003-1). Diskussija, 2 April, <<http://znatok.ru/archive/1/3/wind-zygozone-13539.html?sid=79673D354C7249448277BCFF7DF28332>> (03.09.2005).

Illustrations

Photos, Graphics

Katy Teubener (2005). Portrait of Vladimir Putin in a Russian Internet café. Photo taken in Novosibirsk, October 2005.

Gleb Androsov (n.d.). Poet v tualete.

Photos, Banners, Illustrations cited from the Web

Runet.ru (2004). Banner “Reklamu svoju razmesshaj na “Runet”, <<http://www.runet.ru>> (03.12.2004).

Skazhi net “kuklam Barbi” (2004). Alenka chocolate. Fan art, <<http://stopbarbie.org.ru/archives/000010.shtml>> (02.06.2004).

Screenshots

Rambler.ru (2006). Homepage, Screenshot, <<http://www.rambler.ru>> (10.03.2006).

For further examples see the Reference section of “Control + Shift. Public and Private Usages of the Russian Internet”, <http://www.ruhr-uni-bochum.de/russ-cyb/library/texts/en/control_shift/Bibliography.pdf>.

Submission Format

Submit one complete copy of your manuscript, including tables and figures, for review purposes to one of the editors.

Illustrations, Figures & Tables

- All illustrations should be sent as separate .GIF or .JPG files, clearly labeled simply as figure1.gif, figure2.gif, etc. with their location marked in the manuscript in this fashion: Insert figure1.gif Here, Caption (for example) = This is the first figure in my paper.
- Figures and tables should appear in consecutive order in the text and be cited in the document consecutively.

Word Processed Submissions

- All tables and figures should be imbedded in the manuscript at that point in the text where they are discussed.
- All pages should be numbered, starting with the title page.
- Use only a basic, widely available font like Courier or Times New Roman 12 point.
- Do not justify or break words at the right margin.

The *Russian-cyberspace.org* style guide represents an adopted version of the guidelines for authors by the web-magazine First Monday, <<http://www.firstmonday.org/guidelines.html>>.

Questions!?! Please contact us -

The editors, January 2008