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Professor Dr George Gerbner
Cultural Environment Movement
P.O. Box 31847
Philadelphia, PA 19104
USA

*Sent by E-mail
Re-sent 8/10/97
Send tax-form?
Wait for response.*

Amsterdam, 21 July 1997

Dear Professor Gerbner,

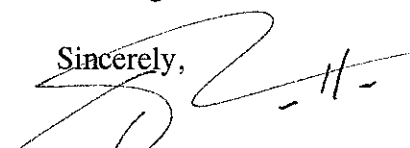
On behalf of Cees Hamelink I herewith confirm your willingness to contribute to Gazette's special issue on Communication and Cultural Rights which will appear in Volume 60, number 2 (the second issue of 1998). We are looking forward to receive your introductory article for this special.

The deadline of the CEM special is November 8, 1997. Unfortunately this deadline is strict. If possible it would be great if you could send your article any sooner.

I herewith send you our 'Instructions to authors' and a 'Consent to publish form' and kindly request you to return the signed form with the two hard copies of your article (including an abstract and five keywords) and a diskette (preferable in Word) to our editorial office. If you need more information please do not hesitate to contact us by email (the number is indicated above).

Looking forward to receiving your contribution,

Sincerely,



Claire van Putten

*Please my also
appear in the
Journal of
International
in 1998*

SAGE Publications

Editor notes to authors for articles submitted to Gazette

Manuscripts should be typed throughout with double-spacing and must be submitted in triplicate. (Manuscripts submitted on diskette as well should be labelled properly, giving exact details on operating system and software used).

The manuscript must contain:

- five keywords;
- an abstract of circa 100 words;
- a clear statement of the problem, which facilitates an analytical development;
- a description and account of used methods;
- conclusions and an indication of the general or specific nature of the research findings;
- a separate title page should include: the title of the contribution; the forename and surname of each authors; the name of the institute with which the author is affiliated, if any; your postal and email addresses/phone/fax for the next 6 months (if you will be away for a significant period of time, provide alternative contact details) and a few lines of autobiographical information.

1. Type double-spaced and without justification. Do not insert hyphen breaks or any other hard returns on your disk, except to indicate the end of a paragraph. If possible, use WORD 5.5; otherwise use another IBM-compatible system, and identify the system used on the disk when you send it in. As a last resort, if you must use a different system, then use a laser or ink-jet printer which can be electronically scanned.
2. Use English z spellings for European articles, American spellings for North American articles. Use standard English punctuation for both. Follow normal guidelines on non-sexist terminology.
3. Headings: bold for first-order; italic for second-order; italic with text run on after a full point for third-order headings. Do not centre or indent.
4. Indent paragraphs five characters (except the first paragraph after a heading). Do not insert extra space between paragraphs, except before a new heading (two extra spaces) and after a new heading (one extra space).
5. Use single quote marks for quotations; double for quotations within quotations. (Try to use quote marks not apostrophes.) Quotations of 40 words or longer should be typed indented, without quote marks, with an extra space before and after.
6. Notes should appear as endnotes, not footnotes. If possible do not use notes, and if you must have them, then minimize their use.

7. Bibliographic references should use the author-date system. Please follow the referencing style exactly and double-check that (i) all references in the text are identified in the bibliography; (ii) all works listed in the bibliography are mentioned in the text; and (iii) publication dates and author spellings are consistent throughout. The copy-editor will be checking, but corrections and queries are time-consuming and may delay publication of your article. Please use the following style for the bibliography:

Books

Van Zoonen, L. (1994) Feminist Media Studies. London: Sage.

Journal Articles

Fraser, N. (1989) 'Rethinking the Public Sphere: A Contribution to the Critique of Actually Existing Democracy', Social Text 25(6): 56--80.

Chapter in Edited Volume

Porter, V. and S. Hasselbach (1991) 'Beyond Balanced Pluralism: Broadcasting in Germany', pp. 94--115 in P. Dahlgren and C. Sparks (eds) Communication and Citizenship. London: Routledge.

8. Tables and Figures should be presented separately from the text, clearly titled and numbered. Identify their location with 'Table/Figure X about here' on a separate line in the text. Again, minimize their use.
9. Useful typographical distinctions include:
 - (a) when typing numbers remember to use the keys for 1 and 0, not lower-case 'l' and upper-case 'O';
 - (b) for hyphens use one dash [-] and no space either side; for en rules [1985-6, pp. 27-39] use two dashes [--] and no space either side; for em rules [the punctuation 'dash'] use three dashes with a space either side [---];
 - (c) leave only one space after any item of punctuation - full stops, commas, semi-colons, etc.
10. A difficult but significant typographical distinction is that between superior numbers used to indicate the presence of an end-note and superior numbers as used in mathematical expressions. To avoid confusion use on-the-line numbers in parentheses to signal your endnotes [then present them as a typed list at the end of text, as recommended in point 6 above]; save superior numbers for the real thing.
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