

Guidelines for Evaluation of Manuscripts for

Medien & Kommunikationswissenschaft

1. Formal Requirements

Size and form of the text should comply with the "Guidelines for Contributors": Size should not exceed 20 pages with 1800 characters each, short summary should give sufficient insight into content of contribution (up to 15 lines), exact literary referencing.

2. Content

The following types of text shall be considered for publication in *Medien & Kommunikationswissenschaft*:

- Essays (appr. 15-20 pages) should pinpoint a moment of original theoretical work and/or offer a line of argument that elaborates theory;
- Reports (10-15 pages) should present findings on an identified problem of relevance to theory or media practice;
- Articles to be considered for the "Discussion" section should state positions and be able to foster discussion within a scientific discourse. Speculative reflections can be fruitful in this context.
- Literary reports/essays should systematically and comparatively summarise literature and/or a selection of literature on chosen topics and provide an overview of the state of theory and/or empiricism.

3. Basis for Evaluation

Medien & Kommunikationswissenschaft is open to different academic disciplines and methodological approaches. The evaluation should therefore consider whether the text is clear and coherent within the respective theoretical and methodological paradigm.

4. Writing the Evaluation

The evaluation should not only state the decision made regarding the manuscript, but should also justify the decision by referring to respective parts of the text. Where possible and useful, the evaluation should give concrete suggestions on how to rework the manuscript.

The two parts of the evaluation, i.e. the discussion of content and the decision, should be formulated in two separate paragraphs.

The evaluation should end with a recommendation to the editor, using one of the following designated categories:

- Acceptance without reworking or on the condition of minor revisions;
- Reworking: on the condition that specific revisions are made, the text will most likely be accepted;

- New submission: stating the possibility to submit a completely revised manuscript, without guaranteeing later acceptance;
- Rejection without possibility of new submission.

5. Editors' Decision

The editors will decide whether a manuscript will be accepted and when it will be published following a peer review procedure on the basis of external and internal evaluations.

The author will receive written notification of the editors' decision. In the event of a decision favouring revision, new submission or rejection, the editors will openly state the reasons for their decision. For this purpose, the anonymised evaluations will be forwarded, either fully or in excerpts only. The editors will thank peer reviewers for their work in the editorial of the journal without naming the corresponding manuscripts.