

Editorial guidelines of the *Journal of Educational Media, Memory and Society*

These guidelines are designed to ensure high quality content of the journal as well as editorial independence, impartiality, transparency and integrity. They do so by outlining the mutual responsibilities of editors, reviewers and authors during the editorial process.

Editors will

- Ensure that journal manuscripts are reviewed with regard to their scholarly quality and that the review process gives unbiased consideration to each manuscript submitted while judging each on its merits without regard to ethnicity, religion, nationality, gender, age, disability, political alignment, sexual orientation, seniority or institutional affiliation of the author(s).
- Strive to find the most suitable reviewers for submitted manuscripts.
- Inform the reviewers of the review principles of the journal.
- Bear ultimate responsibility for publication of manuscripts.
- Accept proposals for revisions of published manuscripts and, if necessary, withdraw manuscripts.
- Take into consideration the assessment of peer reviewers when deciding whether to accept a manuscript. If disagreement arises the editors will take measures to establish an equitable agreement.
- Ensure that authors apply the editorial standards outlined in the journal styleguide.
- Strive to achieve a balance between authorial style and editorial standards, and add a brief justification of editorial changes which might affect content.
- Ensure that the standard house style is applied, including consistency in spelling, the use of capital and lower case letters, date formats (not ‘of 2003–2005’ but ‘from 2003 to 2005’), numbers, vocabulary consistent with the publication’s custom, such as ‘Second World War’ instead of ‘WWII’, ‘pupil’ (at school) vs. ‘student’ (at university), and write a comment to request an endnote if necessary.
- Ensure that gender-sensitive language is used (the Georg Eckert Institute has its own set of guidelines for this, to which the editing of our publications is subject).

Reviewers will

- Review manuscripts with regard to their scholarly quality while judging each on its merits without regard to ethnicity, religion, nationality, gender, age, disability, political alignment, sexual orientation, seniority, or institutional affiliation of the author(s).
- Apply their knowledge to provide recommendations to enhance the manuscripts.

- Report conflicts of interest to the editors.
- Report suspicion of plagiarism or violation of ethical principles to the editors.
- Contribute towards the decision to publish or reject manuscripts.

Authors will

- Read and follow instructions of the editors and reviewers during the editing process.
- Adhere to ethical guidelines in line with the Committee on Publication Ethics (COPE).
- Ensure that their manuscript has not already been submitted to other journals, and inform the editors if any part of the manuscript has already been published in any form.
- Inform the editors about conflicts of interest.
- Inform the editors about external financing of the research.
- Read and respect advice given by peer reviewers or justify rejection of advice.
- Provide transliterations of foreign language titles quoted in their work.
- Ensure that official names of works and institutions and abbreviations of these, including their English equivalents, are correct, and ensure the correct use of capital letters in these names and abbreviations.
- Ensure that artwork, images and tables are submitted in line with the image styleguide together with permissions to reprint these materials. This also requires that images and tables are consecutively numbered and placed in the correct position; that content is checked against text and captions and that numbers are formatted correctly and consistently.
- Consult and apply the styleguide to their article before submission and compile their own endnotes, including translation of non-English titles and formatting of references, citations, tables and illustrations in line with the styleguide.
- Ensure that the article is free of spelling and grammar errors, paying special attention to the correct use of noun forms, articles, pronouns, adjective and adverb forms, verb tenses (including gerunds), passives and modal auxiliaries, and avoiding unnecessary repetitions or abbreviations. If necessary, the manuscript must be corrected by a professional copyeditor in line with instructions contained in the styleguide.

For further information please consult the Berghahn Books Publication Ethics and Publication Misconduct Statement (https://journals.berghahnbooks.com/_uploads/jemms/jemms_ethics_statement.pdf). Chartered Institute of Editing and Proofreading, Proofreading or Editing? A Quick Guide to Using Editorial Professionals, London: CIEP, 2020.