DiSCo Journal Style Guide
Updated 08.06.2022

FORMAT OF SUBMITTED ARTICLES

- Submit drafts and final versions as Word or Google doc to editors@discojournal.com.
- No contribution will be accepted that has been published elsewhere, unless expressly invited or agreed by the managing editors.
- Papers and contributions accepted for publication are licensed under a Creative Commons Attribution 4.0 International License, unless otherwise noted. *Note: We allow re-publishing in other publications, but please notify the managing editors beforehand and for appropriate wording to credit DiSCo Journal.*
- Written pieces should be submitted in British English.
- Long-form pieces (essays, creative writing, interviews etc.) should not exceed 3,000 words. Project statements for visual and multimedia projects should not exceed 1,200 words.
- All submissions should be accompanied with an abstract (200 words max) and a short author bio (100 words max).
- All submissions should include 5 keywords associated with the piece
- All submissions should state which temporality your works falls under: Ode to the Past, Digital Present, or Nascent Future. We strongly encourage all contributors to frame their work through one of these categories.
- All submissions can have up to 15 images/files, up to 2 MB per file. We will upload videos to our Vimeo account for embedding.
- Use Roboto, 11 pt font, 1" margins, 1.5 spacing, left-aligned.
- Papers should also include a title, 14 pt font, in bold, left-aligned.
- Sub-headings should be 12 pt font, in bold, left-aligned.

REFERENCES, ENDNOTES + BIBLIOGRAPHY

- All in-text notes should use the Chicago Manual of Style and be listed as endnotes.

- A bibliography or reference list is not necessary, unless expressly mentioned by the managing editors.
- Keep explanatory notes to a minimum. We like concise writing :)
- If a reference does not have page numbers, list page number as 'np'.
- Consecutively repeating references can be listed as 'Ibid' with appropriate page number. The first reference should always be listed as a complete reference.
- Exhibition catalogues should be cited as a book.
- Film, TV and YouTube/online content should be cited as follows:
    - Film: DirectorFull Name, dir, *Film Title* (Place of Publication: Studio/Distributor, Release Year), ##:##. URL or Medium.
    - TV: DirectorFull Name, dir, *TV Title*. Season #, episode #, "Title of episode", Original Air Date, ##:##. URL or Medium.
    - YouTube/online videos: AuthorFull Name, 'Video Title' (YouTube video, running time, Publication Date), ##:##. URL.

IMAGES + FIGURES

- Authors are responsible for clearing all copyright issues and obtaining permission for all images and exact wording for captions.
- Images and figures should be sent as separate files via WeTransfer or Google Drive link (don't forget to set sharing to 'Editor') labelled with their corresponding figure number along with a figure list with captions as a Word or Google doc.
- Number all figures and images consecutively as 'Figure 1', 'Figure 2', and so on.
- Captions should be formatted as follows:
    - Figure #. ArtistFull name, *Title of Work*, Year, Medium [if applicable], Dimensions [if applicable]. Credit: [enter photo credit here, if applicable].
- Keep caption notes to a minimum. If it is crucial to have a note in the caption, place it before the identifying information (after Figure #, before ArtistFull name) in *italics* with a period at the end.