
ACTA UNIVERSITATIS SAPIENTIAE COMMUNICATIO

Acta Universitatis Sapientiae Communicatio is a peer-reviewed scientific journal published yearly. It aims at publishing theoretical and empirical research in communication studies, with a focus on information society issues. The journal is interested in all the variety of academic traditions in the field, and promotes dialogue between them. *Communicatio* invites academic researchers and other professionals of communication and media to disseminate new and original works. It publishes genuine, previously unpublished research: surveys, case studies, reports and reviews, on both applied and theoretical aspects of communication issues.

INSTRUCTIONS FOR AUTHORS

GENERAL INFORMATION

Acta Universitatis Sapientiae Communicatio publishes only original, previously unpublished papers in English.

Communicatio is published yearly, in November.

Please submit your manuscript until the 31st of May to the following electronic address: [acta.communicatio@sapientia.ro]

A confirmation letter will be sent to the Author. The journal is peer-reviewed and manuscripts will be sent to two professionals from the Editorial Board. The feedback is forwarded to the Author in eight weeks.

Please submit your manuscript together with the following information about you:

- the name and address of the institution (university, research institution etc.) where you work;
- your e-mail address.

Please send an abstract of about 150-200 words of your manuscript together with the article.

THE MANUSCRIPT SHOULD MEET THE FOLLOWING REQUIREMENTS:

Prepare your manuscript in MS Office Word A4 format, using the Harvard referencing system:

http://emte.files.wordpress.com/2014/01/harvard-referencing_2013.pdf

LANGUAGE

Manuscript should be in English. Please, if your native language is not English, supervise your manuscript by somebody who is fluent English speaker.

LENGTH

Articles should range from 4,000 to 10,000 words, including footnotes and references. Reviews and research notes should not exceed 4000 words. Abstracts should have 150-200 words.

PAGE SETUP

The page should be of A4 format, all margins set 2,5 cm.

FONTS AND STYLES

Please use for the body text Times New Roman 12 p fonts, with line space set at 1.5, paragraphs set to be justified.

The Footnotes should be written in Times New Roman, 10, Regular.

The References should be written in Times New Roman, 12, Regular and Italic.

The Annexes should be written in Times New Roman, 12, Regular.

For the titles use the following styles:

Title: Times New Roman, 14, Bold

Title(s) of section(s): Times New Roman, 12, Bold

Subtitle(s) of section(s): Times New Roman, 12, Bold, Italic.

The Abstract should be written in Times New Roman, 12, Normal.

Please write your name, academic affiliation and e-mail address on the first page of the article under the title of the manuscript using the following styles:

Name of the author(s): Times New Roman, 12, Bold

Affiliation of the author(s): Times New Roman, 12, Regular

Electronic address of the authors: Times New Roman, 12, Regular

TABLES, GRAPHS, FIGURES

Tables, graphs, figures etc. should be included within the body text designed to fit onto the page. Tables should be simple, vertical and horizontal lines should be used, avoiding any additional style. Please, use Times New Roman, 12, Regular fonts when fill in the table and mark totals and percentages, if any. Tables should be numbered continuously and titled with Times New Roman 12, Regular fonts.

Graphs and figures should be prepared in black and white (respectively in greyscale), numbered continuously and subtitled with Times New Roman 12, Normal fonts.

REFERENCES

Articles should be fully referenced and all sources must be properly acknowledged according to the Harvard referencing system detailed below:

http://emte.files.wordpress.com/2014/01/harvard-referencing_2013.pdf

Reference list

Books

– where 1st edition:

Baron, D.P., 2008. *Business and the organisation*. Chester: Pearson.

– where 3rd edition

Redman, P., 2006. *Good essay writing: a social sciences guide*. 3rd ed. London: Open University in assoc. with Sage.

– where multiple authors:

Adams, R.J., Weiss, T.D. and Coatie, J.J., 2010. *The World Health Organisation, its history and impact*. London: Perseus.

– where edited:

Keene, E. ed., 1988. *Natural language*. Cambridge: University of Cambridge Press.

Silverman, D.F. and Propp, K.K. eds., 1990. *The active interview*. Beverly Hills, CA: Sage.

– where multiple works by the same author, from the same year:

Soros, G., 1966a. *The road to serfdom*. Chicago: University of Chicago Press.

Soros, G., 1966b. *Beyond the road to serfdom*. Chicago: University of Chicago Press.

An intext reference for the above examples would read:

Organisations have been found to differ (Baron, 2008) when there...

Leading organisations concerned with health (Adams, Weiss and Coatie, 2010) have...

Research has shown that “writing matters for the community” (Redman, 2006, p.35).

The author (Soros, 1966b) explains the process of restructuring...

Book chapters

Samson, C., 1980. Problems of information studies in history. In: S. Stone, ed. *Humanities information research*. Sheffield: CRUS. pp.44-68.

Article in a journal

Boughton, J.M., 2002. The Bretton Woods proposal: a brief look. *Political Science Quarterly*, 42(6), pp.564-571.

Pearce, K.E. and Rice, R.E., 2013. Digital Divide From Access to Activities: Comparing Mobile and Personal Computer Internet Users. *Journal of Communication*, 63(4), 721-744. <<http://onlinelibrary.wiley.com/doi/10.1111/jcom.2013.63.issue-4/issuetoc>> [Accessed on 29 January 2014].

Conference proceedings

Brown, J., 2005. Evaluating surveys of transparent governance. In: UNDESA (United Nations Department of Economic and Social Affairs), *6th Global forum on reinventing government: towards participatory and transparent governance*. Seoul, Republic of Korea, 24-27 May 2005. New York: United Nations. pp.35-46.

Dissertations and theses

Richmond, J., 2005. *Customer expectations in the world of electronic banking: a case study of the Bank of Britain*. PhD. Anglia Ruskin University.

Archive material

Brown, P.S., 1915. *An address to the Farmer*. [manuscript] Holdbury Collection. 600. London: Holdbury Library.

Reports by organisations

Department of Health, 2001. *National service framework for older people*. London: Department of Health.

Coulter, A. and Collins, A., 2011. *Making shared decision-making a reality: no decision about me, without me*. London: The King's Fund.