

## The *Fibreculture Journal* (FCJ)

<http://fibreculturejournal.org/>

This document and the FCJ web site (especially <http://fibreculturejournal.org/policy-and-style>), contain most of the things you need to know about working with FCJ. It is important that you at least skim most of this document, and then carefully read the information relevant to your work with us.

If you have any further questions please don't hesitate to contact the Journal Editor, Andrew Murphie, at [fibreculturejournal@gmail.com](mailto:fibreculturejournal@gmail.com), or the Journal Manager, Mat Wall-Smith at [journalmanager@gmail.com](mailto:journalmanager@gmail.com).

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## General Description: the *Fibreculture Journal* as at April 2010

The general principles for overall processes of the *Fibreculture Journal* are:

- ☀ Most processes involve teams.
- ☀ There is a new form of organisation, in one which enables a smoother series of operations, and something of a standardisation of publication processes throughout. Tasks and requirements are also more fully spelt out.
- ☀ The publication of the *Fibreculture Journal* uses a WordPress Multiple User CMS. Journal issues can now be published in tandem with the development of a central discussion site. The discussion site also allows for the publishing of reviews of books or other media and events of interest, in something of a blog form. It also allows for links to other journals and organisations of interest and so on. Fostering discussion around refereed material is a key part of the Journal's activities, as is a more dynamic relation to other open access journals. The discussion is regulated (moderated and only those who apply can take part).
- ☀ Reviews are organised by a Reviews Editor (yet to be appointed). They are refereed, but are subject to guidelines (reviews that fail these guidelines will not be published). They are published on the central site as part of the main blog. Comments by approved discussants are allowed. Reviews may be of books, other sites, artworks, or events of interest to the journal.
- ☀ Discussion is moderated and participants have to agree to the conditions of discussion before participating. *The journal will reserve the right to exclude anyone from this discussion for any reason.*
- ☀ We have international editorial boards and committees with a view to publishing articles and issues from locations around the world.

- ☀ The Journal Management team works to make sure the journal is integrating the most effective means of distributing the data, making feeds available and so on. This will be constantly adapted as circumstances change. They also liaise with the like of the Directory of Open Access Journals, providing them with the appropriate metadata in XML form for each issue. They will also apply licensing, liaise with authors about which licensing they prefer, and take responsibility for design.
- ☀ The editorial committee has been expanded (quite a bit). Certain roles are allocated, although this may be done in some cases on a rotating basis, for example in supervising issues, on the management team (three year role), in acting as reviews editor (one year role), or in moderating discussion (one month rotating plus each managing editor moderates the discussion attached to their issue). *Please note in particular that a key role for the editorial committee members is that of the managing editor. The number of issues we can publish each year will be determined as no more than two thirds of the number of managing editors available from the committee. This means that managing editors can expect to supervise one issue every 18 months.*
- ☀ FCJ, now part of the Open Humanities Press, is working more both with OHP and with the other journals involved.

## How FCJ issues work

All issues of the *Fibreculture Journal* follow the same process:

- ☀ All issues are themed.
- ☀ All issues begin with a public call for papers. *The Fibreculture Journal* is reluctant to publish closed issues based on conferences, panel presentations, or the like. We may, however, publish issues based on a public call for papers in parallel to conferences and the like. These issues should follow the same process as all issues. They should begin with an expression of interest and, if accepted, a call for papers. *The Fibreculture Journal* reserves the right to choose between - and accept or reject - expressions of interest. The journal remains extremely grateful for the work of guest editors. However, it is also true that we often have more submissions of expressions of interest than we can publish during the course of the next year or two.
- ☀ Issues are preferably edited by two, or even three editors, whether these are guest editors or 'in-house' editors (we're not saying there cannot be single editors, just that we prefer a team). An expression of interest must first be submitted to the *Fibreculture Journal* executive editor who will take the submission to the editorial committee for consideration. The expression of interest should include: the theme of the issue, several hundred words describing the details and scope of the issue, a list of possible topics for authors, and a likely timeline.
- ☀ If the expression of interest is accepted, a call for papers is circulated by the issue managing editor, drawn from the editorial committee (see next point), or by the guest editors or journal editor. This call for papers will be drawn from the expression of interest.
- ☀ Issue editors, whether Guest Editors, or in house, perform the usual work of editing issues, from organizing submissions and peer review, to editorial work and final mark up, proofing and publishing on the site. At the same time, all issues are supervised throughout

the editing and production process by an experienced member of the *Fibreculture Journal* editorial committee. In short, this means that issues edited from outside the committee are guided by a “managing editor” from within the committee. Of course, if the issue is edited by a member of the FCJ committee, there is no need for a managing editor, although all issues must report back in process to the executive editor (to avoid duplication of articles and other problems). The editors of the issue, the issue manager, and the executive editor of the journal enter into an agreement concerning the timeline and necessary progress of the issue before a call for papers is circulated. Guest editors of a particular issue report to the issue manager on: ongoing progress of the issue, titles of article submissions to the issue, the refereeing process, the editing process. The managing editor also receives copies of submissions in their initial and final forms. Failure to do any of this may result in the cancellation of the issue. It should perhaps be noted that the managing editor is there to give advice and to make sure that the process seems in order. They are not expected to become a full part of the editorial team.

- ✻ Either the in-house issue editors, or the managing editor for guest edited issues, report to the executive editor on the ongoing editorial process.
- ✻ The issue editors (but not the managing editor) manage the actual process from the call for papers through to the submission of final copy to the journal manager (or to submission of final copy via the Content Management System).
- ✻ All submissions (with the exception of invited contributions or contributions e.g. translated from other sources, which will be marked as such) are *double blind peer refereed*. Refereeing is organised by the editors of the issue, with reporting of refereeing to the supervisor of the issue. Any conflicts of interest should be taken to the managing editor/executive editor.

- ☀ Following refereeing, editors negotiate article revisions by authors in the light of the referees' comments. They also negotiate a timeline for revisions and report to the managing editor on this. They are responsible for judging whether revisions have met the requirements of the referees.
- ☀ Issue editors are also responsible for the final editing of texts. *Issue editors will submit copy to the content management system used by FCJ, under the guidance of the journal manager.*
- ☀ The Journal Management Team will be responsible for any finalising of the production process. This includes the like of sending the appropriate XML document, containing metadata, to the Directory of Open Access Journals. The Style Managers, within the Journal Management Team, are responsible for any issues that arise concerning any ambiguities of FCJ style, and the approach to editing documents. It should perhaps be noted that this does not mean that the Style Managers will “come in” on the actual editing of issues.
- ☀ The editorial committee decides on the order of publication of issues. *This may change over time.* Generally speaking, however, we follow two principles. First, we publish issues as soon as possible after they are ready. Second, we try to leave at least a month between issues for breathing space.
- ☀ We publish with a CC-BY-NC-ND license. However, we are open to negotiation with authors.
- ☀ *After the publication of the issue, the issue editors, and hopefully authors, may participate in online discussion moderated by the journal for a specified period.*

## Statements of Principles and Interests

The FCJ Principles and Interests are summed up as “information and network media theory + criticism + transdisciplinary research + collaborative constitution”.

The broader description is:

The *Fibreculture Journal* is a peer reviewed international journal, first published in 2003 to explore the issues and ideas of concern to both the Fibreculture network.

In 2008, the *Fibreculture Journal* became a part of the Open Humanities Press <<http://openhumanitiespress.org/>>, a key initiative in the development of the Open Access journal community. The *Fibreculture Journal* now serves wider social formations across the international community of those thinking critically about, and working with, contemporary digital and networked media.

The journal encourages critical and speculative interventions in the debate and discussions concerning a wide range of topics of interest. These include the social and cultural contexts, philosophy and politics of information and network media technologies and events, with a special emphasis on the ongoing social, technical and conceptual transitions involved. More specific topics of interest might include:

- :: informational logics and codes
- :: the possibilities of socio-technical invention and sustainability
- :: the transdisciplinary impacts of new media technologies and events in fields such as education, the biosciences, publishing or knowledge management
- :: information and creative industries, media innovation, and their critique
- :: national and international strategies for innovation,



research and development  
:: contemporary media arts  
:: new forms of collaborative constitution made possible by  
contemporary media  
:: software and hardware develops in relation to the social  
:: networks  
:: media change, convergence and divergence  
:: the use of contemporary media in socio-technical  
interventions

The *Fibreculture Journal* encourages submissions that extend research into critical and investigative networked theories, knowledges and practices.

The Fibreculture Journal values academic scholarship in the field, and demonstrates this through the publication of refereed articles. The journal is fully supportive of Open Access communities and practices, and is committed to contemporary metadata provisions and uses. It is also open to expanded notions of scholarship which might include collaborative hypertexts, database compositions, and low-band electronic installations that experiment with the philosophy, politics and culture of information and communication technologies.

ISSN: 1449 - 1443

Published in Australia

Publisher: Fibreculture Publications/The Open Humanities Press

The journal is peer reviewed as per section 4.3.4 of the HERDC Specifications.

## Editorial Policy

This is a refereed journal.

The *Fibreculture Journal* reserves the right, as is common with refereed academic journals, to publish contributions based other sources (for example, translations), and invited contributions (including introductions to other articles). These will not be sent out for review unless the author so requests. They will be marked as “invited contribution”, “translation”, etc (indicating that they have not been refereed).

All other contributions in the 'Articles' section will be automatically sent out for double, blind peer review.

*The process of engagement between authors and editors is as follows:*

- ☀ An article is submitted, in the form outlined in our Guidelines for Submission, and we require that the author is not identifiable from the text, and that information about the author is provided in a front page, separate from the text of the article.
- ☀ The issue editors read the article, and decide whether its content is appropriate to the journal.
- ☀ Receipt of the article is acknowledged, and the issue editors notify the author either that it is not appropriate to our journal or that it will be sent out for refereeing.
- ☀ The issue editors approach possible referees from among the Board and list of other people who have indicated their willingness to act in this capacity: no article is sent until the referee has agreed to read it in the time allocated.
- ☀ The article (minus the identifying front page) is forwarded to two referees, with the journal's "Referee Report Form". The two referees independently read, assess and report on the article.

- ☀ The issue editors read these reports and decide whether or not to publish. If the decision is not to publish, the author is notified, and provided with reasons for the decision. If the decision is to publish, the author is provided with the referees' reports and is invited to resubmit after making any amendments required by the editors on the advice of the referees.
- ☀ The author rewrites and re-submits. The editors negotiate any further changes with the author until both are satisfied.
- ☀ Authors may be contacted during the layout, proofing and publishing processes.

## Editorial Roles and Responsibilities from 2010

1. **Founding Editor - *Andrew Murphie*** **Responsibilities:** general overall management of the *Fibre*culture Journal and central site for discussion. Supervision of all other roles. Forward Planning. Initial liaising with potential guest editors. Allocation of Managing Editors. Convening of the committee and teams. Liaising with external bodies (such as Open Humanities Press and DOAJ), promotion of the journal, formation of new connections with appropriate external bodies (e.g. Open Access organizations such as SPARC).
2. **Journal Manager - *Mat Wall-Smith*** **Responsibilities:** overall management of the management teams dealing with production side of the *Fibre*culture Journal.
3. **Editorial Committee**
  - a. **Management team: *Mat Wall-Smith, Lisa Gye, Chris Chesher, Michael Dieter (style)*** **Responsibilities:** Management of the technical side of both the *Fibre*culture Journal and the *Fibre*Arts Journal, as well as the central site catering to discussion and reviews. Management of design and style. Management of CMS installations, plugins, etc. Making sure the right license appears on articles. Updating of all information across the sites where appropriate. Keeping up with the latest forms of metadata and the distribution of metadata and integrating this into the working of the journals in an ongoing manner. Provisions of necessary information to external bodies (e.g. metadata in appropriate XML form to DOAJ concerning each issue). Setting up of appropriate analytics. Keeping us up to date and innovative.
  - b. **Reviews Editor** (1 year commitment): yet to be appointed
  - c. **General Committee Members** (see site for current committee): responsibilities include Managing Editor for 1 issue every eighteen months, as well as ongoing administration, refereeing and general work for the journal.

d. **Editorial Board** (see site for current members): responsibilities include overseeing the quality of publications and publication processes, liaising with the stakeholders in the general community, and providing higher level contributions to the direction, focus and functioning of the journal.

# Guidelines

## General Guidelines for Authors

### Please read this guidelines thoroughly.

*We love your work (usually). However, the editors of FCJ do their work precisely out of love (they don't get paid). They can't and won't make up for your not having read this guide and fulfilled the necessary requirements for submission and publication. You also need to read the related documents carefully, including the style guide, and fill in forms for submission and final publication.*

The *Fibreculture Journal* encourages submission of articles on topics within its range of interests. However, it only accepts submissions in response to particular Calls for Papers.

Please note that:

1. You need to submit a form with your initial submission of an article (below).
2. You need to submit another form with your final copy (below).
3. All articles must be submitted in full FCJ style, or they may not be considered. Final copy not submitted in FCJ style will be returned to the authors.

More detailed guidelines and checklists for submission are provided along with the necessary forms.

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In general, the journal encourages critical and speculative interventions in the debate and discussions concerning a wide range of topics of interest. These include the social and cultural contexts, philosophy and politics of information and network media technologies and events, with a special emphasis on the ongoing social, technical and conceptual transitions involved. More specific topics of interest might include:

- :: informational logics and codes
- :: the possibilities of socio-technical invention and sustainability
- :: the transdisciplinary impacts of new media technologies and events in fields such as education, the biosciences, publishing or

- knowledge management
- :: information and creative industries, media innovation, and their critique
- :: national and international strategies for innovation, research and development
- :: contemporary media arts
- :: new forms of collaborative constitution made possible by contemporary media
- :: software and hardware develops in relation to the social
- :: networks
- :: media change, convergence and divergence
- :: the use of contemporary media in socio-technical interventions

The *Fibreculture Journal* encourages submissions that extend research into critical and investigative networked theories, knowledges and practices.

The Fibreculture Journal values academic scholarship in the field, and demonstrates this through the publication of refereed articles. The journal is fully supportive of Open Access communities and practices, and is committed to contemporary metadata provisions and uses. It is also open to expanded notions of scholarship which might include collaborative hypertexts, database compositions, and low-band electronic installations that experiment with the philosophy, politics and culture of information and communication technologies.

### **Specific Guidelines for Submission of Articles**

#### **1. Originality**

All manuscripts submitted to the *Fibreculture Journal* should be original and not be under consideration for another publication. Under no circumstances will the *Fibreculture Journal*/the editors accept articles under consideration elsewhere for publication. Be aware of this before you submit an article to Fibreculture Journal.

We cannot guarantee the publication of any piece submitted to the journal.

#### **2. Licensing**



Authors license publication in the *Fibreculture Journal* in print and electronic form. Publication is licensed by default with a Creative Commons CC-BY-NC-ND license, but we are open to negotiation.

### 3. Style

Please Note: Articles not conforming to the *Fibreculture Journal*'s style guide will probably not be considered. It is also the case that, although the *Fibreculture Journal* editors will often work to edit manuscripts, we are not able to publish articles that require extensive editing in order to conform to the standards of the journal.

Please see the web site for our Style Guide

<http://fibreculturejournal.org/policy-and-style/>

### 4. Word length

Articles and bibliographic essays should be between 5000 - 12,000 words in length.

If in doubt, consult the editors.

### 5. Procedures for Initial Submission

*Please note that the first thing that happens is that the issue editors read the abstract/article, and decide whether its content is appropriate to the journal.*

The main files for initial submission should contain nothing that identifies the author.

Please see the web site for detailed guidelines for submission:

<http://fibreculturejournal.org/policy-and-style/>

### 6. Checklist for Final Submission

- ☀ You have included a 40-150 word biography, placed after the text, and before Notes and References. This should give the kind of information that readers may wish to know, such as name, institutional affiliation, leadership roles, recent publications, research interests. For final copy, this paragraph should appear immediately after the last paragraph of the article.
- ☀ You have included an abstract *in a separate document*.

☀ Again, unfortunately, *we cannot accept articles for publication that do not fully conform with the FCJ Style Guide.* Make sure you fully consult the FCJ Style Guide online (<http://fibreculturejournal.org/policy-and-style/>). However, the main points are:

Notes are endnotes.

Endnotes are not embedded in the text (as would occur for example when using MS Word to insert a footnote or endnote). They are typed into the text in a normal manner.

Paragraphs are not indented, but marked by the space given by a double return.

Sub-Headings are in simple bold, without numbering.

The main body of the article is followed by the “Author’s Biography”, followed by “Notes” (if there are any), followed by “References”, all preceded by sub-headings with these titles in simple bold.

All other points regarding referencing, etc, can be found in the FCJ Style Guide.

☀ Contact the editors about any images or diagrams you require. *If these involve copyright or permissions, authors themselves must have obtained permission before we can publish.*

## General (and Simple) Format for All Articles

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### Visualization and Biofeedback in Several Species of Technologically Advanced Crustaceans

Janice Smith  
University of Mars, Solar System

#### Crustaceans Ahoy

Aasdasc sadfdasc asdfsadf asdbnoasc nbaqsdonhs vd aqdsfokws dvg  
axnxdfof fanscfopasdf ansodfi ascdnas[pe abdfasdnf asc baqsdfoha  
sfdgdblknvbnmerpihj awnsdfopk dwvcnpdas v vpdf wpf wvw.

abnsod aqbc xabcoxabfoasdbfh odsabvo fsdbogb wrigh epirgnj psfnb  
pfsknb psfnb psfn bpsfn bpsndf b.

#### Biofeedback and Relaxation Amongst the Lobsters of Mars

asndb asdnjo aqcnok casasdacvs sdnvbosdv sfob sdnvo dvnv vbosdnvb  
dfwgjefmbrgphm rt0p hnka dbasodh pfjn dnvpdfsnnv sdfngp fr gnpsdf  
vpdsnv pwrn vpwdn vpwdn vpwd vnw.

#### Author's Biography

Janice Smith is an ethologist with special interests in arthropods and inter-planetary dissensual metamodelization. She has published throughout the galaxy, - her latest book is *The Lobster Chain and Meteoric Disturbance*. She is currently Professor of Inter-species Relations at the University of Mars.

**Notes**

[1] absdjob asb db absdjob fgbaojb fgasbojg gad.

[2] asbdoibj asdbojb asdboasj asdboj.

**References**

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## Guidelines for Guest Editors

[these guidelines also apply to ‘in-house’ editors when editing an issue of the journal]

- ☀ Issues are preferably edited by at least two, or even three editors, although we will consider single editor issues. In either case, an expression of interest must first be submitted to the *Fibreculture Journal* executive editor who will take the submission to the editorial committee for consideration. The expression of interest should include: 1. the theme of the issue 2. several hundred words describing the details and scope of the issue, 3. a list of possible topics for authors, and 4. a likely timeline concluding with publication and online discussion.
- ☀ If the expression of interest is accepted, in the case of guest editors a managing editor is appointed from the FCJ editorial committee (see below). A call for papers will be circulated by all involved. This call for papers will be drawn from the expression of interest. The editors of the issue, the issue manager (in the case of guest editors), and the executive editor of the journal enter into an agreement concerning the timeline and necessary progress of the issue before a call for papers is circulated.
- ☀ All issues are supervised throughout the editing and production process by an experienced member of the *Fibreculture Journal* editorial committee. This means again that there is a member of the committee working as managing editor in the case of guest editors. Guest editors of a particular issue should report to the issue manager, or in-house editors report to the executive editor on: ongoing progress of the issue, titles of article submissions to the issue, the refereeing process (including, confidentially, names of referees, so that we do not end up using the same referees too often across issues), the editing process. Guest editors also send copies of

submissions for the issue to the managing editor, both in their initial and final forms. The managing editor is not responsible for the actual work of editing, and should not be expected to “come in” on this work. They are rather there to be consulted.

- ☀ Editors make an initial assessment concerning whether an article’s content is appropriate to the journal, and at a level worth sending out for refereeing.
- ☀ Editors should return any submissions not conforming to *FCJ* style.
- ☀ All submissions are double blind peer refereed. Refereeing is organised by the editors of the issue, with reporting to the supervisor of the issue. Any conflicts of interest should be taken to the managing editor.
- ☀ Following refereeing, editors negotiate reviews by authors in the light of the referees’ comments. They also negotiate a timeline for revisions and report to the managing editor on this.
- ☀ Issue editors are also responsible for the final editing of texts. *Issue editors will submit copy to the content management system used by FCJ, under the guidance of the journal manager.*
- ☀ Issue editors should also provide appropriate metadata for each issue, and each article, to the Journal Management Team (for example, appropriate tags or descriptors).
- ☀ The editorial committee decides on the order of publication of issues which may change over time. Generally speaking, however, we follow two principles. First, we publish issues as soon as possible after they are ready. Second, we try to leave it leas a month between issues for breathing space.
- ☀ We publish with a default CC-BY-NC-ND license, but are open to negotiation.
- ☀ *After the publication of the issue, the issue editors may participate in online discussion moderated by the journal for a specified period.*

## Guidelines for Managing Editors in the Case of Guest Editors

- ☀ All guest edited issues are supervised throughout the editing and production process by an experienced member of the *Fibreculture Journal* editorial committee. The editors of the issue, the issue supervisor, and the executive editor of the journal enter into an agreement concerning the timeline and necessary progress of the issue before a call for papers is circulated.
- ☀ The Managing Editor is the main point of contact for issue editors with the journal. S/he provides feedback to issue editors, and conducts ongoing monitoring of process, progress and quality as the issue is brought together and published. S/he also reports back to the Founding Editor and to the Committee on the progress of the issue.
- ☀ The editors of a particular issue report to the issue supervisor on: ongoing progress of the issue, titles of article submissions to the issue, the refereeing process, the editing process. The managing editor also receives copies of submissions in their initial and final forms. Failure to do any of this may result in the cancellation of the issue.
- ☀ It should perhaps be noted that the managing editor is there to give advice and to make sure that the process seems in order. They are not expected to become a full part of the editorial team.
- ☀ The managing editor also gives advice to the issue editors during the final uploading of content for the issue.
- ☀ Finally, they manage, with the issue editors, the online discussion for a defined period (perhaps a week or two) following the publication of a particular issue.

## Style Guide

See the web site at:

<http://fibreculturejournal.org/policy-and-style/>



## Guidelines for Participating in Online Discussion

- ☀ We welcome participants in discussion relating to the *Fibreculture Journal*. Discussion can respond to article published, reviews, and general issues relevant to the territories of the journal.
- ☀ Participants agree to the conditions of discussion before participating.
- ☀ All participants must register with the journal's central site.
- ☀ Discussion will be moderated.
- ☀ Discussion on particular issues are for a limited period.
- ☀ Discussion is expected to be civil, issue-based, and relevant (although *FCJ* covers a wide territory).
- ☀ *The journal reserves the right to exclude anyone from this discussion for any reason.*

## Managing Online Discussion - Guidelines

- ☀ Managing online discussion requires a hands on approach, usually some stoking of the fires, and follow through. Those managing the discussion should also moderate the discussion.
- ☀ Discussion on particular issues are for a limited period.
- ☀ Discussion is expected to be civil, issue-based, and relevant (although *FCJ* covers a wide territory).
  - ☀ *The journal reserves the right to exclude anyone from this discussion for any reason.*
- ☀ Discussion management should quickly use the above right to exclude anyone indulging in personal attacks, or anyone suspected of trolling.

## Design Principles and Guidelines

- ☀ All Fibreculture sites, including articles now need to include the OHP logo, the LOCKSS logo and a CC license logo (CC-BY-NC-ND) and link.
- ☀ Every article, including the back issues, needs a number, clearly marked on the article. This takes the form <FCJ-351>.
- ☀ A key part of design is meta-data: e.g. we need clear metadata for every page, article.
- ☀ All articles need to have appropriate metadata in the Head so that they are listed the higher in search engines.
- ☀ The journal needs to keep up with the latest in feeds and the distribution of metadata, aggregation, etc, and build this into the design appropriately.
- ☀ All links out should open a new window.

## Copyright Guidelines

- ☀ We publish with a default CC-BY-NC-ND license. The issue editors must obtain permissions and choices of license from the authors (using the appropriate form).
- ☀ Issue editors are responsible for getting signed permissions (the authors' final submission form), which include the authors' choice of license.
- ☀ The Managing Editor and Journal Management Team are responsible for putting the right license onto the article involved.

## Reviewing for the *Fibreculture Journal* - Guidelines

- ☀ Reviews will be organised by a Reviews Editor, the Journal Editor or a member of the Editorial Committee.
- ☀ They will not be refereed, but will be subject to these guidelines (reviews that fail these guidelines will not be published).
- ☀ They will be published on the central site as part of the main blog.
- ☀ Comments by approved discussants will be allowed. Reviews may be of books, other sites, artworks, or events of interest to the journal.
- ☀ Reviews should be between 500 and 1500 words and should be submitted within two months of the receipt of the book (in the case of books).
- ☀ Reviewers should also be willing to take place in online discussion relating to their review for a specified period (usually one to two weeks).
- ☀ In writing reviews, try to be engaged and descriptive first. FCJ readers want to know about the material/events being reviewed. Reviews should give as full a picture as possible of the work being reviewed, its contexts and backgrounds and so on.

# Forms

## Referee's Report

### Guidelines

Thank you for acting as a referee for The *Fibreculture Journal* (<http://journal.fibreculture.org/>).

1. Check that the contribution is already in house style. You do not need to take this into account in your evaluation: if we decide to publish, the editor will negotiate this with the author.
2. Please list your recommended amendments/revisions on the attached form. If you prefer, a hardcopy of the contribution can be returned to us with comments added in pen, but please DO NOT amend the electronic copy.
3. Your comment in the section headed 'report' will be forwarded to the author. Your comments in the section headed 'For the editor' will not be forwarded to the author.
4. In deciding on your recommendation, please take the following into account:

How suitable is the article for *FCJ's* audience?

How well does the piece meets the *Fibreculture Journal's* brief and interests?

How far does the piece acknowledge current debates in the field, demonstrate a knowledge of the fields involved, and how well does it contributes to these?

How well-written is the piece?

On completion please forward your report by mail or email to the editors of the specific journal issue involved.

REFEREE'S REPORT

(Please fill in the details in the space provided):

Referee's name:	
Date of response:	
Title of article:	

Summary recommendation: (please place a tick in the relevant box)

1. Accept without amendment	
2. Accept with minor amendments as listed in the report	
3. Support publication, but only after revisions as recommended in the report	
4. Reject, for the reasons given in the report.	

Report:



For the Editor:

## Issue Editor Agreement Form

I, <first name><last name>, agree to edit the issue titled <title of article> for publication in the *Fibreculture Journal*.

I agree to:

- ☀ the development of a timeline and plan for the necessary progress of the issue before a call for papers is circulated.
- ☀ undertake all the actual editorial duties for this issue, from the assessment of submissions, to working with authors, to the editing of final copy and publishing.
- ☀ work with a managing editor, if I am a Guest Editor, appointed from the FCJ editorial committee.
- ☀ if I am a Guest Editor, to report to the managing editor/if I am an “in-house editor, to report to the executive editor on: ongoing progress of the issue, titles of article submissions to the issue, the refereeing process (including, confidentially, names of referees, so that the journal does not end up using the same referees too often across issues), the editing process.
- ☀ send copies of submissions for the issue to the managing editor/ executive editor, both in their initial and final forms.
- ☀ make sure that all submissions are double blind peer refereed by experts in the fields involved, reporting any conflicts of interest to the managing editor.
- ☀ negotiate revisions by authors in the light of the referees’ comments. They also negotiate a timeline for revisions and report to the managing editor on this.
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*The Fibreculture Journal*

c/- The School of English, Media and Performing Arts

Faculty of Arts and Social Sciences

The University of New South Wales

Sydney, 2052

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## the *Fibreculture Journal* - Online Discussion Agreement

*{this should preferably pop up as an agreement with a check button when people register for the discussion}*

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