

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 are intending to Edit an issue with us, or publish an article with us, it is important that you start by reading the General Description and Principles section on page 3.

If you have any further questions please don't hesitate to contact the Journal Editors, Su Ballard, Glen Fuller and Andrew Murphie, at fibreculturejournal@gmail.com, or the Journal Manager, Mat Wall-Smith at journalmanager@gmail.com.

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General Description and Principles: the *Fibreculture Journal* as at January 2014

The *Fibreculture Journal* was established by the Fibreculture community (and list-serve) in 2002. It began publishing in 2003, with a focus on digital and networked media, and transdisciplinary critique. It now has an additional focus on collaborative constitution. It has since published 22 issues on a wide range of topics, for example: new media and education, precarity, distributed aesthetics, mobility, interaction design, ubiquity, gaming networks, unnatural ecologies, speculative futures and trolls.

The journal is published independently and in partnership with Open Humanities Press'. We have been an Open Access publisher from the very beginning. The journal is based in Australia but publishes internationally, with an international Editorial Board, Editorial Committee and international authors and readers.

The journal now has three Editors: Su Ballard, Glen Fuller and Andrew Murphie. The Journal Manager is Mat Wall-Smith. Many of our issues are edited by Guest Editors who are prominent scholars in the relevant field(s). Guest Editors can propose issues to the *Fibreculture Journal* Editors and Committee, which are then accepted or rejected. Or, we may ask Guest Editors to work with us on particular issues. In all cases, Guest Editors work with at least one of our own Editors to develop issues. Both Guest Editors and the Editor they work with are named as issue editors on publication.

It is fair to say that the *Fibreculture Journal* is now one of the best known international journals in the areas of digital and networked media.

The general principles for the running of the *Fibreculture Journal* are:

- ☀ ***We work in editorial teams to develop issues and forms of communication that are field-defining.***
- ☀ ***We publish journal issues and occasional "projects" fostering new forms of scholarly communication.***
- ☀ Most processes involve teams.
- ☀ All processes are supervised by the Journal Editors, Journal Manager, Editorial Committee and Editorial Board.
- ☀ We run at a very low cost. We currently charge neither authors nor readers to be part of the journal. We are, however, considering the imposing of a very small fee on authors if their article is accepted for publication. This would indeed be a small fee and we again emphasise that it would be a publication fee, not a processing fee. It would cover the basic costs of the journal.

- ☀ Much of the work on the *Fibreculture Journal* is done without payment. This means that we are not a “service provider”. We are rather a well-organised community of scholarly communication. Editors and authors who work the with journal should be aware that although we provide as much support as we can—indeed we believe more than many commercial journals—we do have some strict requirements, both in terms of process and in terms of what we need editors and authors to provide to us. One aspect of this is that we require a high quality of submission: in terms of scholarly work; in terms of a professional level of writing quality, expression, spelling and grammar; in terms of copy-editing (which is to be done by the editor[s] of issues); and in terms of conforming to the journal’s style and other submission requirements. *We reserve the right to halt the publication of work—whether of individual articles, or entire issues or projects—at any stage in the process, if required guidelines and standards are not met.*
- ☀ In sum, the journal’s requirements are there to safeguard the quality of the journal’s published materials, in every sense, *and* to allow the journal to continue to function as a very low cost, Open Access, scholarly community Incorporated Association.
- ☀ We publishing original articles that are not under consideration elsewhere. Articles are double, blind peer refereed. (On the rare occasion that we publish anything that is either not original or not refereed we note this either on the individual article, or by placing such articles in a separate section, as is common practice with many leading refereed academic journals).
- ☀ Our general principle is that each issue will have an open Call for Papers. This is drawn up and managed by issue Editors. For this and many other reasons we seldom publish articles that arise from conferences, although we receive (and reject) a lot of requests to do so. We reserve the right to make an exception to this principle on occasion, if we are convinced that it is in the interests of the journal and if we feel other aspects of the FCJ processes can be followed (such as appropriate double, blind peer refereeing). On the rare occasion that we do publish issues based on conferences or the like, this will still usually involved an open CFP, although again we reserve the right to vary this on occasion. We do not publish issues arising from a single panel.
- ☀ Each issue has a Managing Editor, either one of the three journal Editors, or something else from the Editorial Committee. The Managing Editor is part of the Editorial team for that issue and will be named as an issue editor on publication. S/he has a number of responsibilities (see later in these guidelines). Generally speaking, as well as taking part in the editing process, they are the main point of contact with the journal for the other issue editors. The number of issues we can edit will depend in part on the

willingness of an appropriate person to take up this Managing Editor role for the issues involved.

- ☀ The publication of the *Fibreculture Journal* uses a WordPress Content Management System. 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. In addition, it allows for links to other journals and organisations of interest and so on. Fostering discussion around refereed material is increasingly 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).
- ☀ We do not have a Reviews Editor so have published few reviews. We are however open to reviews. Reviews are not 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 of both issues and reviews is moderated (usually by the relevant issue editor[s]) 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 are planning to build other aspects to the journal's work. We are calling these "projects" and will sometimes announce Calls for Projects. Such projects will be managed, using various platforms, in a manner similar to the journal proper.
- ☀ 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, subject to cost. This will be constantly adapted as circumstances change. The team also liaises with the like of the Directory of Open Access Journals, providing them with the appropriate metadata in XML form for each issue. The team will also apply licensing, liaise with authors about which licensing they prefer, and take responsibility for design.
- ☀ The editorial committee has recently been expanded. Certain roles are allocated. *Please note in particular that a key role for the editorial committee members may include that of the Managing Editor. The number of issues we can publish each year will be determined by the number of FCJ Editors or Committee members willing to take on this role for an issue.*

- ☀ The Fibreculture Journal is published independently and in partnership with Open Humanities Press. FCJ works both with OHP and with the other journals involved as OHP Partners. We are open to innovative forms of publishing that promote vibrant and practice-defining scholarly communication.

How FCJ issues work in more detail

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

- ☀ All issues are themed (we no longer publish general issues).
- ☀ All issues begin with a proposal from the Editors who wish to edit the issue. This applies whether those involved are already part of the *Fibreculture Journal* Board or Committee or whether they are from outside the regular *Fibreculture Journal* organisation. Initial enquiries should be directed to the Journal Editors at <fibreculturejournal@gmail.com>. If the journal is interested, this should be followed by a proper proposal, which will mainly consist of a Call for Papers. The Call for Papers should include a detailed description of the topic, questions and relevance of the issue, followed by a suggested range of topics that might fall within the issue's purview. The CFP should include dates for abstract submission (we always begin with abstracts as it saves everyone time—the journal receives a great many submissions for any given issue). It should include a date for article submission, and then for *likely* publication date (although we cannot guarantee publication dates). It should also refer potential authors to the site link for the *Fibreculture Journal's* required style.
- ☀ 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.
- ☀ After the Editorial team is organised, the CFP will be distributed in an open manner. As mentioned above, 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.
- ☀ Issues are preferably edited by two, or even three editors, whether these are Guest Editors or 'in-house' editors.

- ☀ Issue editors, whether both Guest Editors and in-house, perform the usual work of editing issues, from organising submissions and peer review, to editorial work and final mark up, proofing and necessary contributions to publishing on the site. The *Fibreculture Journal* also considers the work of editing to extend to assistance in the development of articles/the issue as a whole (that is, editors are expected to do more than submit a CFP, referee and then publish).
- ☀ The Editors of the issue and the executive Editors 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 confer with the Managing (in-house) Editor 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. The Managing Editor is a full part of the editorial team. Although it should be noted that on many occasions the Guest Editors will be expected to take on the work of refereeing and so forth as much as, indeed possibly more than, the Managing Editor.
- ☀ After dealing with abstract submissions and requesting full articles, 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. Any conflicts of interest should be taken to the Managing Editor, or if they involve the Managing Editor, to the other Editors. We require the referee reports to be submitted on the provided form (included with this document) and according to the guidelines at the head of that form. All reports must be collected and archived together with copyright clearance forms and author agreements in Zip format. This package should be delivered to the Journal Manager prior to publication. Failure to provide documentation of the peer review process will result in cancellation of the Issue.
- ☀ Following refereeing, issue 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 editorial committee decides on the order of publication of issues. *This may change over time and issues are sometimes delayed.* 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.
- ☀ Issues One to TwentyOne were published by default and remain under a CC-BY-NC-ND license (Attribution-NonCommercial-NoDerivatives 4.0 International). All forthcoming issues will be published by default under a Attribution 4.0 International (CC BY 4.0) license (http://creativecommons.org/licenses/by/4.0/deed.en_US). Of course we are always open to discussion with individual authors regarding licensing requests.
- ☀ *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.*

Projects

From time to time FCJ may initiate experimental/innovative projects in scholarly/para-scholarly communication. We are open to Calls for Participation in Projects. Please contact the Editors. Each project will have teams and guidelines although the nature of both will depend on the project and be determined in consultation with the Journal Editors and the Editorial Committee.

Statements of 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.

The Fibreculture Journal is published independently and (since 2008) in partnership with the Open Humanities Press <<http://openhumanitiespress.org/>>. OHP is a key initiative in the development of the Open Access journal community within the humanities.

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.

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Publisher: Fibreculture Publications

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









Editorial Policy

1. This is a refereed journal.

2. 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. Such articles will either be marked as “invited contribution”, “translation”, etc (indicating that they have not been refereed), or placed in special sections of an issue.

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

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

-  An abstract is submitted in response to a CFP.
-  If this abstract is accepted, a full article is submitted, in the form outlined in our Guidelines for Submission. 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. In short, submissions are vetted for quality and relevance before the refereeing process.
-  Receipt of the article is acknowledged, and the issue editors notify the author either that it is not appropriate for our journal/the issue involved 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. At this point Editors work with authors to develop the text as required.
-  The author rewrites and re-submits. The editors negotiate any further changes with the author until both are satisfied. If the issue editors, or the executive editors of the journal, are not satisfied with the revisions the article can be rejected at any stage of the process.



Authors may be contacted during the layout, proofing and publishing processes.

Editorial Roles and Responsibilities from 2013

1. **Journal Editor**—*Su Ballard, Glen Fuller, Andrew Murphie* **Responsibilities:** general overall management of the *Fibreculture 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). Convening of the Executive Committee and membership of the Incorporated Association.
2. **Journal Manager**—*Mat Wall-Smith* **Responsibilities:** overall management of the management teams dealing with production side of the *Fibreculture Journal*.
3. **Editorial Committee**
 - a. **General Committee Members (see site for current committee):** responsibilities include working with the Journal Manager when required, as occasional Managing Editor for issues, as well as ongoing administration, refereeing and general work for the journal.
 - b. **Editorial Board (see site for current members):** responsibilities include overseeing the quality of publications and publication processes, refereeing articles, 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.

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.

4. Specific Guidelines for Submission of Articles

Originality

All manuscripts submitted to the *Fibreculture Journal* should be original, not previously published either offline or online, 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.

Licensing

Authors license publication in the Fibreculture Journal in print and electronic form. Content published from 2013 onward is licensed by default with a Attribution 4.0 International (CC BY 4.0) Creative Commons Licence. Prior to 2013 we published by default under a CC-BY-NC-ND (Attribution-NonCommercial-NoDerivatives 4.0 International) license. We are always open to negotiation on licensing.

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

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

Word length

Articles and bibliographic essays should be between 4000 - 12,000 words in length. We are open to other articles lengths or formats, upon negotiation, and depending on quality.

If in doubt, consult the issue editors.

Procedures for Initial Submission

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

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

Please see the web site for detailed guidelines for submission:

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

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

Visualization and Biofeedback in Several Species of Technologically Advanced Crustaceans

Janice Smith
University of Mars, Solar System

Crustaceans Ahoy

Aasdasd sadfdasc asdfsadf asdbnoasc nbaqsdonhs vd aqdsfokws dvg axnxfod
fanscfopasdf ansodfi ascdnas[pc abdfoasdnf 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 rtOp hnka dbasodh pfjn dnvpdfsnv sdfngp fr gnpsdf vpsdnv
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 Issue Editors

- ☀ 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 editors 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). They will become a part of the editorial team for the issue and also communicates with the Editors of the journal and the Journal Manager. 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 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 leasded a month between issues for breathing space.
- ☀ Issue 1 to 21 were published with and remain under a CC-BY-NC-ND license (Attribution-NonCommercial-NoDerivatives 4.0 International). From 2013 we will publish by default under an Attribution 4.0 International (CC BY 4.0) Creative Commons License. We are however open to negotiation on the matter of licensing.
- ☀ *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

- ☀ All guest edited issues include an experienced member of the *Fibreculture Journal* editorial committee on the issue editorial team.
- ☀ The Managing Editor is the main point of contact for issue editors with the journal. S/he provides feedback to issue editors, participates in editorial processes as appropriate, and conducts ongoing monitoring of process, progress and quality as the issue is brought together and published. S/he also reports back to the Journal Editors and Journal Manager on the progress of the issue.
- ☀ The editors of a particular issue report to Journal Editors on: ongoing progress of the issue, titles of article submissions to the issue, the refereeing process, the editing process. The Managing Editor should see copies of submissions in their initial and final forms. Failure to do any of this may result in the cancellation of the issue.
- ☀ 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

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 [Attribution-NonCommercial-NoDerivatives 4.0 International]) prior to 2013 and Attribution 4.0 International (CC BY 4.0) form 2013 onward (http://creativecommons.org/licenses/by/4.0/deed.en_US).
- ☀ 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

- ☀ Issues 1 to 21 were published by default and remain under a CC-BY-NC-ND license (Attribution-NonCommercial-NoDerivatives 4.0 International). From 2013 onward we will publish by default under a Creative Commons Attribution 4.0 International (CC BY 4.0) (http://creativecommons.org/licenses/by/4.0/deed.en_US)

- ☀ 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.
- ☀ *If images, diagrams or other work subject to copyright or special permissions are required for publication, authors themselves must have obtained copyright or other permission before we can publish.*

Reviewing for the *Fibreculture Journal* - Guidelines

- ☀ We seldom publish reviews but are open to the idea, if particular issue editors or the Journal Editors want to pursue it.
- ☀ Reviews will be organised by the issue editors or Journal Editors.
- ☀ They will not be refereed, but will be subject to quality review by the editors and 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 meet the *Fibreculture Journal's* brief and interests?

How well does the piece meet the requirements of the Call for Papers?

How far does the piece acknowledge current debates in the field, demonstrate a knowledge of the fields involved, and how well does it contribute 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, 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. Also negotiate a timeline for revisions and report to the Managing Editor on this.
- ☀ provide appropriate metadata for each issue, and each article, to the Journal Management Team (for example, appropriate tags or descriptors).
- ☀ obtain permissions, choices of license and other necessary permissions (eg. image permissions) from the authors (using the appropriate form).
- ☀ *participate in online discussion moderated by the journal for a specified period (usually one to two weeks) if this has been agreed to.*

.....
signature.

Email the filled-in form to <fibreculturejournal@gmail.com>.

Or, you can fax the form, marking it ATT; Andrew Murphie, to (612)93856812.

Or you can snailmail this form to:

Andrew Murphie

Editor

The *Fibre*culture Journal

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

Faculty of Arts and Social Sciences

The University of New South Wales

Sydney, 2052

Australia

The Submission of Articles

Thank you for submitting your article to the *Fibreculture Journal*.

Please note that, after reading the Guidelines for Submission:

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.

Form for the Submission of an Article for Consideration

I, <first name><last name>, submit <title of article> for consideration for publication in the *Fibreculture Journal*. I hereby certify that the article is original work, unpublished elsewhere, and not currently being considered for publication elsewhere.

.....

signature.

Email the filled-in form to <fibreculturejournal@gmail.com>.

Or, you can fax the form, marking it ATT; Andrew Murphie, to (612)93856812.

Or you can snailmail this form to:

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Australia

Author Agreement Form for Final Submission of Article for Publication

I, <first name><last name>, agree to have <title of article> published in the *Fibre*culture Journal. I hereby certify that the article is original work, unpublished elsewhere, and not currently being considered for publication elsewhere. Once published with the *Fibre*culture Journal, I can reuse my work in any way that I see fit.

In addition, I understand that the article will be published with a Creative Commons Attribution 4.0 International (CC BY 4.0). This means that the work can be copied, derived from, transmitted, and distributed, but only provided attribution is given (for more details see <http://creativecommons.org/licenses/by/4.0/deed.en_US>). It also allows organizations such as The Directory for Open Access Journals to circulate metadata via various feeds, thus ensuring that your work is distributed widely, while protecting your rights of attribution.

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signature.

Email the filled-in form to <fibrejournal@gmail.com>.

Or, you can fax the form, marking it ATT; Andrew Murphie, to (612)93856812.

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the *Fibreculture Journal* - Online Discussion Agreement

First Name:

Last Name:

Password:

Email address:

In participating in online discussion on the Fibreculture Journal site, I agree that -

I will 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.