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All contributions should be submitted to submissions@ephemeraweb.org. We accept a variety of submissions. Traditional academic *papers* should normally be no longer than 8000 words. *Notes* are usually shorter pieces of writing (2000-4000 words) less 'academic' in style. If you would like to write a *book review*, please get in touch with our reviews editors. If you are thinking of conducting or submitting an *interview*, please also get in touch with us.

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Format

As a rule, please keep your formatting simple. Please submit your work in a standard font (e.g. Times New Roman), 12pt, double-spaced, with no special alignment or spacing, but single spaces (one line) between paragraphs. Please only use a maximum of two levels of *headings*, clearly distinguishable (i.e. first **bold**, second *italicized*). Words in headings (and titles of books) should not be capitalized. You are allowed to use *footnotes*, but try to keep these to a minimum. *Emphasis* in text should be *italicized*, not underlined.

Abstract and biographical note

Your submission should include an abstract (no keywords) and a biographical note. You may also include pictures or videos. The *abstract* should be no longer than 250 words for papers, and are not needed for reviews or notes. The *biographical note* can be up to 100 words, should include as much personal and professional information as you like, including contact details, and can be in any style (e.g. poems are also allowed). You may also provide an *acknowledgment*.

Quotations

We use the Harvard referencing style. We use single ‘quotation marks’ only, with ‘the exception of “quotes” within quotes’, with punctuation marks ‘outside the quotation marks’, unless they are a part of it, followed by a bracket like: (Author, Year: Page).

Quotes that are *longer than one sentence* should be put into an indented block, without quotation marks and with a text size of 10pt. The quote should be ended with a full stop *before* the reference. (Author, Year: Page)

References

Please very carefully check that your list of references at the end of the article corresponds to citations in the text, i.e. please check that there are not too many or too few references in the list, check publication year etc. We would appreciate your care here as we always spend significant amounts of time correcting reference lists. Please adapt these style guidelines:

Books

Ansell Pearson, K. (1999) *Geminal life*. London: Routledge.

Bergson, H. (1991) *Matter and memory*, trans. N.M. Paul and W.S. Palmer. New York: Zone Books.

Vries, H. de and S. Weber (eds.) (1997) *Violence, identity and self-determination*. Stanford, CA: Stanford University Press.

Journals articles

Chia, R. (1998) ‘From complexity science to complex thinking: Organization as simple location’, *Organization*, 5(3): 341-370.

De Cock, C., J. Fitchett and C. Volkmann (2009) ‘Myths of a near past: Envisioning finance capitalism *anno* 2007’, *ephemera*, 9(1): 8-25.

Book chapters

Calás, M.B. and L. Smircich (1996) ‘From “the woman’s” point of view: Feminist approaches to organization studies’, in S. Clegg, C. Hardy and W.R. Nord (eds.) *Handbook of organization studies*. London: Sage.

Conference papers

Brigham, M.P. (2001) ‘The becoming of becoming’, paper presented at the 17th EGOS Colloquium, Lyon, France, July 5-7.

Web pages and websites

Lee, T. (2001) ‘West Bank / West End’, discussion thread posted 12-03-01 at 20:13 to *anticolony* webboard [<http://www.c6.org/evol/anticolony/board/read.php?f=1&i=1&t=1>].

Partnership@work (2002) ‘Partnership – mini case studies: Co-operative Bank’ [<http://www.partnership-at-work.com>].

Newspaper articles

Booth, R. (2010) ‘WikiLeaks: What happens next?’, *Financial Times*, 7 December.