

Living Knowledge – Journal of Community Based Research (LK)

Editorial Guidelines

Introduction

LK is the official publication of the International Science Shop Network. It is published three times each year in March, July and November. The magazine is distributed to the members and subscribers of the network as well to journalists, mediators and project partners.

The purpose of LK is to disseminate timely and informative articles that represent the current state of discussion on science shop / community based research matters. The articles are selected for appeal to readers engaged in research and practice across the broad spectrum of community based research. Although a moderate level of scientific understanding is assumed by the authors, articles should be clear enough to inform readers who work outside particular subject areas.

Every LK article receives a professional editorial review. Text is edited for format; organization; correct spelling, grammar, and punctuation; textual clarity; appropriate use of figures and tables; and correct use of abbreviations, acronyms, and symbols. This is done to maintain a high standard of accuracy, quality, and consistency from article to article, and issue to issue. Articles should be accessible to the broadest readership possible within not only the scientific and academic communities, but also the business and government communities who might subscribe to the magazine.

Information about LK can be found at the homepage of the science shop network (www.scienceshops.org)

Magazine Topics

LK is thematically divided into two sections, the network section and the news section. It publishes information that is aimed at the broad spectrum of science shops. The network and news part of the magazine include the following regular features:

- project reports / research results (natural science / environment, health and pharmacy, law, education, social science, energy, technology),
- reports on experiences
- background reports, interviews
- who is who (presentation of institutions, science shops, persons)
- proceedings, workshop, symposium, and conference summaries, publications
- financial backing, sponsoring, aid programmes
- news (press-releases of science shops / other sources, ISSNET network-information)
- bulletin board (searching contact, help for researches, jobs, dates, links/addresses)
- letters to the editor
- editorials
- book reviews
- forum discussions
- calendar of events
- recently published books

The magazine welcomes the contribution of news, press releases and clippings, letters, contribution to discussions, job offers, internet links etc. Information provided for the news section will be selected and copy-edited by the editorial board of LK. This information is not peer-reviewed.

Selection criteria for articles

The magazine also welcomes the contribution of short articles on the theory and practice of science shops / community based research as well as general survey articles, reports of research in progress and policy studies on science shops.

Before an article is approved for publication, it is usually reviewed by a technical editor. After approval, such an article is considered conditionally accepted, meaning that the article will be prepared for publication when the author makes the recommended changes in organization and style.

Submission of articles for publication

Manuscripts should not exceed 2 printed pages (8.000 characters). Articles will be in English, with a short abstract in English and in the authors language.

The title page should comprise: a (possibly short) title, first name(s) and surname(s) of author(s); Institute, address, running title (no more than 35 characters). 3 to 5 key words should be included in the title page. Each manuscript should be divided into sections (3 to 5) preceded by subtitles. An introductory section framing the subject into a more general context is advisable. References in the text should be by name and year of publication, and the list at the end of the paper should be in the alphabetic order of the authors, with titles in full.

When requested by authors or LK, papers may be revised by English-speaking proofreaders.

Initial submission of articles should be hard copy on paper of uniform size (A4), using only one side of the paper and numbering each page. Electronic submissions are also acceptable in the following formats: Postscript files, PDF files, RTF or Word. Illustrations or pictures will be accepted as EPS or TIFF.

Electronic text can be sent through Internet or on ZIP, floppy, or CD-ROM disks. Electronic submissions should be checked before submission to ensure that they print, and that the files are free of computer viruses. Files containing viruses will be deleted without being opened, and files larger than 1 MB will not be accepted via e-mail; use FTP instead.

Send electronic submissions to LK Editor, Norbert Steinhaus, norbert.steinhaus@wilabonn.de

Before submitting an article, it should be carefully proofread for spelling errors, especially in scientific terminology, proper names, and foreign words. It should be checked that every footnote, table, figure, and reference is cited in the text and that for every citation in the text, there is an appropriate and accurate entry in a footnote, table, figure, or reference. Name of author and year of reference, if used in the text, must exactly match the listing in the reference section.

Send hard copy of submissions to LK Editor:

Norbert Steinhaus, Buschstrasse 85, D-53113 Bonn, Germany.

All illustrations, photographs, charts, and graphs should be on separate sheets and should be included with the hard copy of the article. (The author must submit camera-ready or electronic files of illustrations, photographs, or other illustrative material once the article is put into production.) If any of the illustrations are from other publications, it is the author's responsibility to obtain written permission from the copyright holder to reprint such illustrations in LK.

Full name, title, and academic or professional affiliation and the complete address of the contact author to whom proofs and correspondence are to be sent must be included. Both business and home addresses and telephone numbers (and internet addresses as well if applicable) should

be provided. In the case of co-authors, their respective addresses should clearly be indicated. The author can select someone as an alternate to contact during the production of the article if the author will be unavailable.

A copyright form will be mailed to the contact author. The production process will begin after the copyright form has been signed and returned to the publisher.

Copyediting

To reach a broad readership and ensure high standards of accuracy, quality, and consistency, every article accepted for publication in *Living Knowledge* is professionally copyedited. Articles are edited for format; organization; correct spelling, grammar, and punctuation; textual clarity; appropriate use of figures and tables; and correct use of abbreviations, acronyms, and symbols. References are reviewed for appropriate format and completeness. Incomplete references are deleted.

Reviewing the article by the author

Before publication is scheduled, the copyedited article is sent to the contact author for review. Instructions to the author are included. The author must read through the changes carefully and respond to any queries from the production editor. This review is the only opportunity to correct or change the article. No new material can be inserted into the text at this time. Corrections can be sent through internet. The page proofs (even if no changes are required) should be sent to the production editor within three days. Failure to return the materials within the allotted time can result in unintended errors in the article or a delay in publication.

Copyright agreement

It is the policy of LK to encourage the widest dissemination. On the sending of a manuscript for publication by the editor, the following agreements are held to be in force and valid between the author and the publishing house of LK, if no objections are asserted and no other arrangements are made:

1. The publishing house acquires the exclusive use of the manuscript up to the end of the next following full calendar year from the date of publication. After the expiry of this period, the author can resume copyright again at will.
2. The author declares that he or she has not offered the manuscript or parts of it for publication elsewhere in any country. Any exceptions need the editor's written approval.

3. The author s declares furthermore that he or she alone is authorized to own the copyright of the contribution including all picture-presentations, drawings and tables, and that the contribution injures no third party rights. If claims of a third part are infringed, the author must inform the editor, at the latest after reception of the letter of confirmation.
4. The editor tries to avoid any and all possible ambiguities and obscurities in word and picture of the manuscript in cooperation with the author. The author agrees with these editorial decisions that include the usual editing. The amendments of the editor are sent to the author as a proof before printing. If no agreement could be reached, both sides may withdraw from this agreement without claim on rights of any type.
5. Before publication, the publishing house can publicise the topic of the contribution and the name of its author.
6. After the publication of the contribution in the magazine, the author receives the usual specimen copies. A royalty is not paid nor demanded.
7. To ensure the best possible distribution of the work, the author grants additional rights to the publishing house, that especially enables the publishing house to disseminate the article to other publications and by other means , to the translation, to the publication of abstracts, to the publication in own print - and electronic media as well as to the electronic utilization in own or foreign on-line-data bases.
8. The publishing house will approve the use of the contribution by other publishing houses, also in translations, only with consent of the author and will try hard to get a royalty for the author.