Guidelines for Creating a Study for *Media Literacy and Academic Research* Journal
(applicable from 2024)

1. Font, Font Sizes, Paragraphs

The required **font type** is Times New Roman.

Font sizes:

- Title of the paper – 16pt TNR bold, centre-aligned,
- Author(s) name – 14pt TNR italic, centre-aligned
- Abstract – 10pt TNR bold, justified alignment,
- Key words – 10pt TNR bold, justified alignment, alphabetically, separated by a dot
- Titles of main chapters (i.e., Introduction, Methodology, Results, Discussion, Conclusion, Bibliography) – 14pt TNR bold, justified alignment,
- Titles of subchapters (i.e., 1.1, 1.2, ...) – 12pt TNR bold, justified alignment,
- Text of the paper – 12pt TNR, justified alignment,
- Footnotes – 10pt TNR, justified alignment,
- Lettering of figures, charts, tables (including text in tables) – 10pt TNR, justified alignment,
- Acknowledgement – 12pt TNR italics, justified alignment.

Each new paragraph shall begin by indenting the text from the margin using a tab of 1.25 cm. Please, do not use the "Add Space Before Paragraph/Remove Space After Paragraph" options.

Example:

Text text text

3. Quotation Marks and Technical Expressions, Terms

When quoting, this type of quotation marks "…" is always used. Technical expressions and terms are also presented using this type of quotation marks. Expressions in Latin, Greek and other languages are written in italics. Should a colloquial or slang word (which is not a technical term) be used in the text, it is presented using this type of single inverted commas '...'.

Words in Latin, Greek, French and other languages are written in italics. For example: *portmanteau, carpe diem*. The names of media companies are not written in italics (Disney, Netflix, Facebook, Instagram).

Writing dates is in the version 12th of May 2023 / May 12th, 2023 - "th" index also applies to century, edition, order, etc.

4. Numerals and Percentages

Numbers over 1000 (a thousand) are written with a comma in English – i.e., 1,200 respondents; 1,450,000 people.

In English, percentages are written with a dot and without a space between the number and the % symbol. This applies to text, but also to tables, charts and figures (own processing). For example, 3.6%.

5. The Way of Quoting and Referring to Sources

We apply APA Style 7 citation in MLAR studies.

The bibliographical references part (Bibliography) can only include those sources that are also listed in footnotes (quoted, paraphrased or stated as See:/See also:).

If available online sources are used, it is always necessary to check the functionality of listed links and their availability. Sources should be freely available, without registration or request, i.e., so-called open-access sources should be used. In this case, one needs to be careful about using sources only available through university registration and sources providing the full text of a study/publication/paper for a fee (e.g., some sources available via Sage Journal, Tandt, etc.)

Authors are cautioned that if the source you are quoting has a DOI number assigned to it, please use this **DOI number** instead of a link in the format, e.g.:
Radošinská, J., Rusňáková, L., Točená, Z., & Schwarz, M. (2023). The blockbuster biopic Bohemian Rhapsody as an expression of cinema/music synergy. *Communication Today*, 14(1), 4-20. https://doi.org/10.34135/communicationtoday.2023.Vol.14.No.1.1

6. Quotation Rules

We strictly folow the APA Style 7 citation system when creating a study for MLAR.
Please, see our Citation Manual at https://www.mlar.sk/guidelines-for-authors/.

Authors are reminded that, as far as the quotation rules are concerned, it is necessary to follow all the specified requirements – spaces, periods, commas, brackets, italics, etc.

Should you require any further information, we are available at the email address: mlar@ucm.sk

7. Paper Structure and Template

A study should contain the following parts:

1. Title
2. Author's name, or authors' names without academic titles.
3. Abstract and Key words
4. Main chapters of the paper. A paper can also contain other chapters and subchapters. However, the stated main chapters are compulsory parts of all papers. Their numbering can be changed according to author's needs.
    a. 1 Introduction
    b. 2 Methodology
    c. 3 Results
    d. 4 Discussion
    e. 5 Conclusion
5. Acknowledgement – if it is relevant.
6. Bibliography – processed in accordance with the quotation rules.
7. Contact Data of the author/authors, profile of the author/authors and photography – see the template for the format of contact data.

We accept theoretical and research studies in the extent of 21,600-54,000 signs (12-30 author pages).

The template of a study can be found in the appendix of this document and on the website: https://www.mlar.sk/templates-to-download/

Media Literacy and Academic Research

Appendix: A Template of Study

TITLE OF STUDY (16PT TNR, CAPITAL LETTERS)

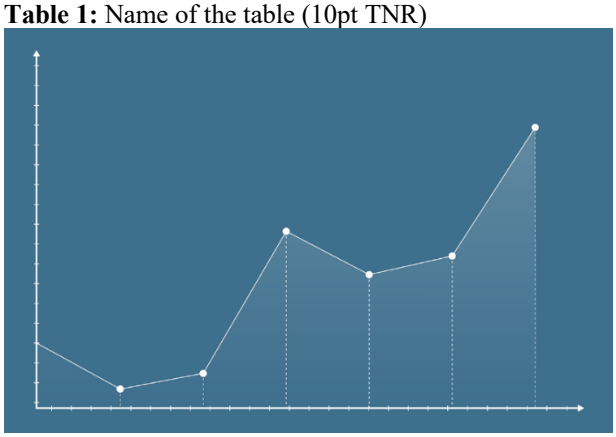
Name and surname of the author, authors (14pt TNR, italics, separated by a comma)

Abstract: 10 pt TNR bold, min. 150 words
Text. Text. Text.

Paraphrasing of a publication with three or more persons as authors: Višňovský et al. (2022) text text text text text text text text text. *OR* Text text text text text text text text text text text text text (Višňovský et al., 2022).

Figure 1: Template of a picture (10pt TNR)
Source: Pixabay (2018)

Table 1: Name of the table (10pt TNR)



Source: own processing, 2021

According to the Table 1, 55.5% use *Facebook* intensively, 11.1% (1,786 users) use *Facebook* usually.

1.1 Title of a Subchapter (12pt TNR bold)

Text. Text. Text.

Text. Text. Text.

Hartley, J. (2002). *Communication, cultural and media studies: Key concepts* (3rd ed.). Routledge.
Radošinská, J., Točená, Z., & Macák, M. (2022). *Synergia odvetví globalizovaného mediálneho priemyslu* [*Synergy of media industry segments*]. Wolters Kluwer.

Author(s):

Academic degree(s) before the name, name and surname of the author(s), academic degree(s) after the name
Complete address of the organization (name, street + No., ZIP code, country)
E-mail of the author(s)
ORCID-ID: https://orcid.org/.....

Example:
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SLOVAK REPUBLIC
xy.xyz@ucm.sk
ORCID-ID: https://orcid.org/.....

Portrait photography of the author(s)

Insert here your current portrait photography.

Profile of the author(s)

A short biography of the author(s) of the study in the extent of 6-12 lines including information about current occupation, education, achievements and publications.