

Press Start

The Press Start Handbook

ISSN: 2055-8198

Contents

General Information	3
Focus and Scope	3
Peer Review Process	3
Publication Frequency	4
Open Access Policy	4
Archiving	4
Publication Ethics and Publication Malpractice	4
Rolling Call for Papers (Multilingual)	8
Overview of the Publication Process	18
Peer Review	19
Overview	19
Registering as a Reviewer	20
Reviewing Papers	20
Important Note for Authors and Editors: File Versions	22
Naming Convention for Authors	22
Naming Convention for Editors	22
Tracking Changes	22
Where to Save Your Documents	23
Authoring a Paper	24
Editing Is Rewriting: The Press Start Guide for First Time Authors	24
Submission Guidelines	26
Plagiarism	26
Copyright	27
The Press Start Template	28
Guide for Editors	33
The Editorial Process	33
Step One: The Initial Read-Through	33
Collated Reviews Template	37
Guide for Copy Editors	40

General Information

Focus and Scope

Press Start welcomes submissions from undergraduate and (post)graduate students (and from those who have graduated within the last year), from any discipline and from any higher education institution. This policy acknowledges the interdisciplinary and multidisciplinary nature of game studies and the growing international interest in this area. We are interested in any academic work that relates to video games, non-digital games, and game design. Increasingly, students from more established disciplines (including, but not limited to, communications, media studies, psychology, philosophy, sociology, film and television studies, literature, history, computing science, and history of art) choose to do research on a game-related topic that intersects with their primary discipline: *Press Start* is an ideal venue for the publication of such work. Submitting work to the journal is also an excellent opportunity to hone your writing skills, as you will receive feedback on your writing from at least two of your peers.

Submissions may be based on a piece of work you have already written for your course, or you may opt to write an original piece for submission to the journal. We publish scholarly critical essays that contain 5000-8000 words (including references and abstract) and book reviews that are constructive but academically kind and contain 1200-1500 words. If you are unsure if your work is acceptable for *Press Start*, please post a question on our [Facebook group](#) or email the Editor-in-Chief directly.

The Editorial Board and reviewers are fellow students. We are keen to attract participants from a variety of disciplines: if you are currently a student and have an academic interest in games, please get in touch with the Editor-in-Chief (eic.press.start@gmail.com) or join our Facebook group to find out more about becoming a reviewer. Working with the journal is a great opportunity to develop critical skills and gain experience of working as part of a team (remotely, for the most part) – it also looks good on your CV!

In order to celebrate multilingual scholarship and to encourage non-native English speakers to send us their work, we have translated our open call for papers into 16 languages! Follow this [link](#) to see the full translations.

Peer Review Process

Press Start's current review policy means that submissions are not anonymized before being passed to reviewers, sometimes referred to as "double open." Contributors may request a double-blinded review process if they prefer – just let us know in the "Author comments" section of the submission form. All submissions will be assigned to three student (or recent graduate) reviewers. Members of the editorial board might also be asked to review a submission. Reviewers are asked to complete reviews within four weeks and to consider three main criteria: originality and quality; structure and presentation; and previous scholarship. For more information on reviewing, please see our [Information for Reviewers](#) page and our [Guide for Reviewers](#).

Authors who wish to suggest names of reviewers they would prefer were not asked to review their work should use the "Author comments" section of the submission form to do so. Alternatively, authors may contact the Editor-in-Chief directly (eic.press.start@gmail.com).

Authors, reviewers, and editors may also view [a statement on Publication Ethics and Publication Malpractice](#).

Publication Frequency

Press Start is usually published biannually, though this is subject to change based on the number of submissions we receive.

Open Access Policy

Press Start provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge. This journal understands "open access" in terms of the Budapest Open Access Initiative:

"By 'open access' to this literature, we mean its free availability on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself. The only constraint on reproduction and distribution, and the only role for copyright in this domain, should be to give authors control over the integrity of their work and the right to be properly acknowledged and cited."

Press Start does not charge authors any submission or article processing charges.

The Editorial Board has taken steps to ensure that articles are included in relevant indexing services, including Google Scholar, EBSCO, the Directory of Open Access Journals (DOAJ), InfoBase Index, and WorldCat. *Press Start* is also listed in the Ulrichsweb Global Serials Directory.

Archiving

This journal utilizes the LOCKSS system to create a distributed archiving system among participating libraries and permits those libraries to create permanent archives of the journal for purposes of preservation and restoration.

Publication Ethics and Publication Malpractice

This statement is based primarily on COPE's [Best Practice Guidelines for Journal Editors](#).

General duties and responsibilities of Editors

The Editor and Editorial Board (hereinafter: Editors) should be responsible for everything published in the journal. They should:

- strive to meet the needs of readers and authors;
- constantly improve the journal;
- ensure the quality of the material they publish;
- champion freedom of expression;
- maintain the integrity of the academic record;
- preclude business needs from compromising intellectual standards;
- always be willing to publish corrections, clarifications, retractions, and apologies when needed.

Relations with readers

Readers should be informed about who has funded research and on the role of the funders in the research.

Relations with authors

Editors should take all reasonable steps to ensure the quality of the material they publish, recognising that sections within the journal will have different aims and standards.

Editors' decisions to accept or reject a paper for publication should be based only on the paper's importance, originality, and clarity, and the study's relevance to the remit of the journal.

A description of peer review processes should be published, and Editors should be ready to justify any important deviation from the described processes.

Editors should publish guidance to authors on everything that is expected of them. This guidance should be regularly updated and should refer or link to this code.

Editors should not reverse decisions to accept submissions unless serious problems are identified with the submission.

New Editors should not overturn decisions to publish submissions made by a previous Editor unless serious problems are identified.

Relations with reviewers

Editors should publish guidance to reviewers on everything that is expected of them. This guidance should be regularly updated and should refer or link to this code.

Editors should have systems to ensure that peer reviewers' identities are protected — unless they have an open review system that is declared to authors and reviewers.

The peer-review process

Editors should have systems to ensure that material submitted to their journal remains confidential while under review.

Complaints

Editors should follow the procedure set out in the [COPE flowchart](#).

Editors should respond promptly to complaints and should ensure there is a way for dissatisfied complainants to take complaints further. This mechanism should be made clear in the journal and should include information on how to refer unresolved matters to COPE.

Encouraging debate

Cogent criticisms of published work should be published unless Editors have convincing reasons why they cannot be.

Authors of criticised material should be given the opportunity to respond.

Studies that challenge previous work published in the journal should be given an especially sympathetic hearing.

Studies reporting negative results should not be excluded.

Encouraging academic integrity

Editors should ensure that research material they publish conforms to internationally accepted ethical guidelines.

Editors should seek assurances that all research has been approved by an appropriate body (e.g. research ethics committee, institutional review board). However, Editors should recognise that such approval does not guarantee that the research is ethical.

Authors are encouraged to consult ethical guidelines provided by a body relevant to their primary discipline, for example, the APA's [Ethical Principles of Psychologists and Code of Conduct](#) or the BERA [Ethical Guidelines for Educational Research](#).

Protecting individual data

Editors should protect the confidentiality of individual information (e.g. that obtained through the doctor–patient relationship). It is therefore almost always necessary to obtain written informed consent from patients described in case reports and for photographs of patients. It may be possible to publish without explicit consent if the report is important to public health (or is in some other way important); consent would be unusually burdensome to obtain; and a reasonable individual would be unlikely to object to publication (all three conditions must be met).

Pursuing misconduct

Editors have a duty to act if they suspect misconduct. This duty extends to both published and unpublished papers.

Editors should not simply reject papers that raise concerns about possible misconduct. They are ethically obliged to pursue alleged cases.

Editors should first seek a response from those accused. If they are not satisfied with the response, they should ask the relevant employers or some appropriate body (perhaps a regulatory body) to investigate.

Editors should follow the [COPE flowcharts](#) where applicable.

Editors should make all reasonable efforts to ensure that a proper investigation is conducted; if this does not happen, Editors should make all reasonable attempts to persist in obtaining a resolution to the problem. This is an onerous but important duty.

Ensuring the integrity of the academic record

Whenever it is recognised that a significant inaccuracy, misleading statement or distorted report has been published, it must be corrected promptly and with due prominence.

If, after an appropriate investigation, an item proves to be fraudulent, it should be retracted. The retraction should be clearly identifiable to readers and indexing systems.

Relations with journal owners and publishers

The relationship of Editors to publishers and owners is often complex but should in each case be based firmly on the principle of Editorial independence. Notwithstanding the economic and political realities of their journals, Editors should make decisions on which articles to publish based on quality and suitability for readers rather than for immediate financial or political gain.

Commercial considerations

Editors should have declared policies on advertising in relation to the content of the journal and on processes for publishing supplements.

Misleading advertisements must be refused, and Editors must be willing to publish criticisms, according to the same criteria used for material in the rest of the journal.

Reprints should be published as they appear in the journal unless a correction is to be added.

Conflict of interest

Editors should have systems for managing their own conflicts of interest as well as those of their Authors, Reviewers and Editorial board members.

Rolling Call for Papers (Multilingual)

The Editorial Board of *Press Start* invites submissions for our upcoming issues. *Press Start* is an open access, peer-reviewed student journal that publishes the best undergraduate and (post)graduate research from across the multidisciplinary subject of Game Studies. All submissions should be written in English and no more than 8000 words in length.

As a student-run journal with an international Editorial Board, we encourage non-native English speakers to submit their work. The Editorial Board will, to the best of our capacity, help those submitting to meet the editorial guidelines for the journal and a good standard of academic English.

Full details of the editorial process and our guidelines can be found on the journal website:

<http://press-start.gla.ac.uk/index.php/press-start/information/authors>.

If you have any questions, please post it on our Facebook group (<https://www.facebook.com/groups/PressStartJournal/>), where a member of our friendly Editorial Board will get back to you, or email the Editor-in-Chief directly (eic.press.start@gmail.com).

Kind regards,

The Editorial Board of *Press Start*

TRANSLATIONS: ESPAÑOL (SPANISH); PORTUGUÊS (PORTUGUESE); РУССКИЙ (RUSSIAN); اردو (URDU); FRANÇAIS (FRENCH); ΕΛΛΗΝΙΚΑ (GREEK); ITALIANO (ITALIAN); ไทย (THAI); 中文 (CHINESE); العربية (ARABIC); DEUTSCH (GERMAN); SUOMI (FINNISH); SVENSKA (SWEDISH); NEDERLANDS (DUTCH); POLSKI (POLISH); TÜRK (TURKISH); SLOVENČINA (Slovak).

ESPAÑOL (Spanish)

La junta editorial de *Press Start* abre la convocatoria de artículos para nuestros próximos números. *Press Start* es una revista estudiantil con acceso abierto, revisada por pares, que publica los mejores trabajos de pregrados y post(grados) dedicados al estudio de los videojuegos. Todos los artículos deben estar escritos en inglés y tener un máximo de 8000 palabras.

Al ser una revista dirigida por estudiantes con una junta editorial internacional, animamos a presentar artículos a todos aquellos que no son hablantes nativos de inglés. La junta editorial hará todo lo que esté en sus manos para que dichos artículos cumplan con las pautas requeridas por la revista y que alcancen un nivel óptimo de inglés académico.

Para más detalles sobre el proceso editorial y nuestras pautas, visite la página web de la revista:

<http://press-start.gla.ac.uk/index.php/press-start/information/authors>.

Si tiene cualquier pregunta, no dude en escribir una publicación en nuestra página de Facebook (<https://www.facebook.com/groups/PressStartJournal/>), donde un miembro de nuestra afable junta editorial le contestará, o puede enviar un email directamente a nuestra redactora jefa (eic.press.start@gmail.com).

Atentamente,

La junta editorial de *Press Start*

PORTUGUÊS (Portuguese)

O comitê editorial da *Press Start* está aberto a submissões para as próximas edições. A *Press Start* é uma revista multidisciplinar estudantil de acesso aberto com revisão por pares que publica as melhores pesquisas de graduação e pós-graduação dedicadas ao estudo de jogos eletrônicos. As submissões devem ser escritas em inglês e não devem ter mais que 8000 palavras.

Por sermos uma revista comandada por estudantes que é composta por um comitê editorial internacional, encorajamos a submissão de trabalhos por falantes não-nativos do inglês. O comitê ajudará, dentro do possível, aqueles que submeterem seus trabalhos a atenderem as diretrizes editoriais da revista e alcançarem um bom nível de inglês acadêmico.

Detalhes em relação ao processo editorial e demais orientações podem ser encontrados no site da revista: <http://press-start.gla.ac.uk/index.php/press-start/information/authors>.

Caso tenha alguma questão, por favor, escreva para o nosso grupo do Facebook (<https://www.facebook.com/groups/PressStartJournal/>), onde um membro do nosso amigável comitê editorial entrará em contato com você, ou então mande um e-mail diretamente ao editor-chefe (eic.press.start@gmail.com).

Atenciosamente,

Comitê Editorial da *Press Start*

РУССКИЙ (Russian)

Редакционная коллегия академического журнала *Press Start* приглашает к сотрудничеству авторов статей для следующего номера. *Press Start* - это рецензируемый академический журнал с открытым доступом, посвященный исследованиям игр. Нам интересны научные работы студентов и недавних выпускников, занимающихся исследованиями в этой обширной области. Мы ожидаем от вас исследовательские работы объемом не более 8000 слов.

Мы представляем студенческий журнал с международной редакционной коллегией, и поэтому всячески приветствуем работы тех, для кого английский язык является иностранным. Редакционная коллегия, в меру своих возможностей, будет помогать таким авторам, чтобы их статьи соответствовали редакционным требованиям журнала, а также стандартам академического английского языка.

Полная информация о редакционном процессе и наших правилах доступна на сайте журнала: <http://press-start.gla.ac.uk/index.php/press-start/information/authors>.

Если у вас есть вопросы, пожалуйста, не стесняйтесь задавать их в группе на Facebook (<https://www.facebook.com/groups/PressStartJournal/>), где на них ответят члены нашей дружелюбной редакционной коллегии, или пишите главному редактору напрямую (eic.press.start@gmail.com).

С наилучшими пожеланиями,

Редакционная коллегия *Press Start*

اردو (Urdu)

پریس اسٹارٹ کے ادارتی بورڈ اپنے آنے والے رسالہ کے لئے مضمون کی دعوت دیتی ہے۔

پریس اسٹارٹ ایک کھلی رسالہ اور ہم مرتبہ کے ذریعہ جانزہ لینے والی طلباء کی جرنل ہے۔ یہ جرنل فی الحال گزشتہ سال کے انڈر گریجویٹ اور پوسٹ گریجویٹ طالب علموں کے لیے ہے۔ جو کے گیمس اسٹڈیز کے کثیر الشعبہ پر مبنی ہے۔ سبھی مضمون انگریزی میں ۸۰۰۰ الفاظ تک مبنی ہونے چاہئے۔

چونکہ یہ رسالہ طلباء کے ذریعہ شائع ہوتا ہے لہذا ہم غیر انگریزی ملکوں کے انگریزی جاننے والوں کی حوصلہ افزائی کرتے ہیں اور ہم ان سب طلباء کی مدد کرتے ہیں تاکہ وہ ہمارے ادارتی بورڈ کے ذریعہ بنائے گئے لائحہ عمل کے مطابق ایک معیاری انگریزی کا استعمال کر سکیں۔

ادارتی عمل کی تفصیلات اور ہدایات جرنل کے ویب سائٹ پر دستیاب ہیں:

<http://press-start.gla.ac.uk/index.php/press-start/information/authors>

اگر آپ کو کوئی معلومات حاصل کرنا ہو تو ہمارے Facebook گروپ پر رابطہ قائم کر سکتے ہیں جہاں ہمارے ادارتی بورڈ کے عملے آپ سے رابطہ قائم کریں گے۔ آپ e-mail کے ذریعے مدیر اعلیٰ (Editor-in-chief) سے براہ راست رابطہ قائم کر سکتے ہیں۔

eic.press.start@gmail.com

بشکریہ

ادارتی بورڈ

پریس اسٹارٹ

FRANÇAIS (French)

Le comité de rédaction de *Press Start* est actuellement ouvert aux propositions d'articles pour ses prochains numéros. *Press Start* est un journal libre accès, revu par les pairs, qui publie les meilleurs travaux produits par les étudiant.e.s de premier cycle et des cycles supérieurs (licence, master et doctorat) dans le champ multidisciplinaire des études du jeu vidéo. Tous les articles doivent être écrits en anglais et avoir un maximum de 8000 mots.

En tant que journal étudiant géré par un comité de rédaction international, nous encourageons la soumission d'articles par celles et ceux pour qui l'anglais n'est pas la langue maternelle. Le comité de rédaction fera de son mieux pour aider les auteur.ice.s à satisfaire les lignes directrices du journal et à atteindre un anglais de niveau académique.

Pour plus de détails sur le processus éditorial et sur notre politique de soumission, visitez notre site web :

<http://press-start.gla.ac.uk/index.php/press-start/information/authors>.

Si vous avez des doutes, n'hésitez pas à poser vos questions sur notre groupe Facebook (<https://www.facebook.com/groups/PressStartJournal/>), où un membre de notre sympathique comité de rédaction vous répondra, ou écrivez directement à notre rédactrice en chef (eic.press.start@gmail.com).

Sincères salutations,

Le comité de rédaction de *Press Start*

ΕΛΛΗΝΙΚΑ (Greek)

Η Συντακτική Ομάδα του *Press Start* προσκαλεί όλους τους ενδιαφερόμενους/ες να υποβάλλουν άρθρα για το επερχόμενο τεύχος. Το περιοδικό *Press Start* είναι ανοιχτής πρόσβασης, βασίζεται στο σύστημα διπλής ανοιχτής θεώρησης από ομότιμους κριτές, ειδικεύεται στις Μελέτες Ηλεκτρονικών Παιχνιδιών (Game Studies) και ενδιαφέρεται να προωθήσει το έργο φοιτητών και προσφάτων αποφοίτων που ασχολούνται με έρευνες που σχετίζονται με αυτό το διεπιστημονικό πεδίο. Όλα τα άρθρα πρέπει να είναι γραμμένα στην Αγγλική γλώσσα, και να έχουν έκταση έως 8000 λέξεις.

Καθώς η Συντακτική Ομάδα αποτελείται από διεθνείς φοιτητές, ενθαρρύνουμε ιδιαίτερα τη συμμετοχή ερευνητών των οποίων η Αγγλική δεν αποτελεί πρώτη γλώσσα. Η Συντακτική Ομάδα θα προσπαθήσει, στο μέτρο που αυτό είναι εφικτό, να βοηθήσει όσους συμβάλλουν με το έργο τους αναφορικά με τη σωστή χρήση των οδηγιών προς συγγραφείς του περιοδικού όπως επίσης και με τη διατήρηση ικανοποιητικού επιπέδου ακαδημαϊκής χρήσης της Αγγλικής.

Περισσότερες λεπτομέρειες για την πολιτική του περιοδικού αναφορικά με τη διαδικασία ελέγχου/ αξιολόγησης των κειμένων και οδηγίες βρίσκονται διαθέσιμες στην ιστοσελίδα του περιοδικού: <http://press-start.gla.ac.uk/index.php/press-start/information/authors>.

Εάν έχετε οποιαδήποτε απορία, μπορείτε να αναρτήσετε δημόσια το ερώτημά σας στην ομάδα Facebook του περιοδικού (<https://www.facebook.com/groups/PressStartJournal/>), όπου κάποιιο μέλος της Συντακτικής μας Ομάδας θα σας απαντήσει το συντομότερο δυνατό, ή μπορείτε να απευθυνθείτε απευθείας, μέσω ηλεκτρονικού ταχυδρομείου, στον αρχισυντάκτη (eic.press.start@gmail.com).

Με φιλικούς χαιρετισμούς,

Η Συντακτική Ομάδα του *Press Start*

ITALIANO (Italian)

Il comitato di redazione della rivista accademica *Press Start* ha aperto il periodo di accettazione di articoli per i prossimi numeri. *Press Start* è una rivista accademica online open access a revisione paritaria nel campo multidisciplinare dello studio dei videogiochi. Siamo interessati al lavoro di

ricerca in questo campo sia da parte di studenti universitari di ogni livello che di neolaureati. Gli articoli devono essere scritti in inglese e avere una lunghezza massima di 8000 parole.

Siamo una pubblicazione gestita interamente da studenti con un comitato di redazione internazionale, quindi vogliamo incoraggiarvi a mandarci il vostro materiale anche se non siete di madrelingua inglese. Faremo il possibile per aiutare coloro che vorranno partecipare a raggiungere un livello di qualità dei contenuti e correttezza della lingua inglese necessario per una pubblicazione accademica.

Tutti i dettagli sono disponibili sul sito della rivista:
<http://press-start.gla.ac.uk/index.php/press-start/information/authors>.

Se avete domande, non esitate a postare sulla nostra pagina Facebook (<https://www.facebook.com/groups/PressStartJournal/>) dove i membri della nostra redazione saranno felici di aiutarvi, oppure mandate un'email direttamente alla nostra direttrice (eic.press.start@gmail.com).

Gentilmente,

Il Comitato di Redazione di *Press Start*

ไทย (THAI)

บรรณาธิการวารสารเพรสสตาร์ทขอเชิญส่งบทความเพื่อลงในวารสารเล่มต่อไป เพรสสตาร์ทเป็นวารสารพหุวิทยาการด้านเกมศึกษา (An open peer-reviewed game studies journal) สำหรับผู้สนใจงานเขียนโดยนักศึกษาหรือบัณฑิตที่กำลังทำวิจัยในสาขาวิชานี้

บทความวิจัยควรเขียนเป็นภาษาอังกฤษและมีความยาวไม่เกิน 8000 คำ

วารสารนี้เป็นนักเรียนที่ดำเนินการโดยกองบรรณาธิการนานาชาติ คณะบรรณาธิการจะใช้ความสามารถอย่างดีที่สุดเพื่อช่วยให้บทความเหมาะสมกับมาตรฐานทางวิชาการและภาษา

ศึกษารายละเอียดของนโยบายและการสมัครกองบรรณาธิการได้ในเว็บไซต์ของวารสาร:
<http://press-start.gla.ac.uk/index.php/press-start/information/authors>.

หากคุณมีคำถาม โปรดส่งไปที่ Facebook (<https://www.facebook.com/groups/PressStartJournal/>), ซึ่งท่านจะได้รับการตอบรับจากคณะบรรณาธิการผู้ทรงคุณวุฒิอย่างอบอุ่น หรือท่านสามารถส่งข้อความถึงบรรณาธิการ (eic.press.start@gmail.com).

ขอแสดงความนับถือ

คณะบรรณาธิการเพรสสตาร์ท

中文 (Chinese)

Press Start 编辑委员会诚挚邀请各界投稿。*Press Start* 是由学生主办、经同行评审且开放取用的期刊，出版游戏研究领域来自各学科大学生与研究生的优秀论文。稿件须以英文撰写且篇幅不得超过八千字。

作为一个由学生主导并拥有国际编辑委员会的期刊，我们鼓励非英语母语者投稿。我们的编辑委员会会尽最大的努力，协助投稿者达到期刊发表以及学术英文写作的标准。

相关规范和编辑过程的细节，请登录 Press Start 网站查询：

<http://press-start.gla.ac.uk/index.php/press-start/information/authors>

如果有任何的疑问，请在我们脸书主页留言

(<https://www.facebook.com/groups/PressStartJournal/>)，我们友善的编委会跟您联系，也可直接电邮主编：eic.press.start@gmail.com

至上我们亲切的问候

Press Start 编辑委员会

العربية (Arabic)

يقوم مجلس تحرير مجلة "برس سنارت" (*Press Start*) باستقبال الأعمال الأكاديمية من أجل أعدادها القادمة. *Press Start* عبارة عن مجلة علمية للطلاب ذات مراجعة مفتوحة بين الزملاء الأكاديميين، و تقوم بنشر أفضل الأبحاث التابعة للطلاب الجامعيين الحاليين و حديثي التخرج من جميع أنحاء دراسات الألعاب بتخصصاتها المتعددة. يتوجب على جميع الأعمال المقدمة أن تكون مكتوبة باللغة الإنجليزية و أن لا يزيد طولها عن 8000 كلمة. كون أن إدارة مجلتنا مكونة من طلاب ذوي خلفيات دولية مختلفة فإننا نقوم بتشجيع أولئك الذين لغتهم الأم لغة غير الانجليزية أن يقدموا أعمالهم. سوف تقوم هيئة التحرير بقدر استطاعتها بمساعدة المتقدمين بتلبية إرشادات التحرير التابعة للمجلة على أكمل وجه بالدعم اللغوي حتى تفي بمعايير باللغة الإنجليزية الأكاديمية. يمكن الاطلاع على التفاصيل الكاملة لعملية التحرير و سياسات التقديم من خلال موقع المجلة الإلكتروني:

<http://press-start.gla.ac.uk/index.php/press-start/information/authors>

يرجى التواصل معنا عبر صفحتنا على الفيسبوك للاستفسار عن أي أسئلة حيث سيقوم أحد أعضاء فريق التحرير بمساعدتك:

(<https://www.facebook.com/groups/PressStartJournal/>)

=أو بإمكانكم التواصل مباشرة مع رئيس التحرير عبر البريد الإلكتروني:

(eic.press.start@gmail.com)

تقبلوا خالص تحياتنا،

هيئة تحرير *Press Start*

DEUTSCH (German)

Die Redaktionsleitung von *Press Start* lädt zum Einreichen von Beiträgen für die kommenden Veröffentlichungen ein. *Press Start* ist eine open-access Game-Studies-Zeitschrift mit Peer-Review-Verfahren, die die besten Arbeiten von Studierenden und Promovierenden aus den mit Game Studies verbundenen, multidisziplinären Fachgebieten veröffentlicht. Eingereichte Manuskripte müssen auf Englisch verfasst sein und dürfen 8000 Worte in Länge nicht überschreiten. Als von Studierenden geleitetes Journal mit internationaler Redaktion möchten wir besonders Autoren, deren Muttersprache nicht Englisch ist, dazu ermutigen, ihre Arbeiten einzureichen. Die Redaktionsleitung wird insofern wie möglich allen helfen, ihre eingereichten Artikel den redaktionellen Richtlinien des Journals und einem guten akademischen Englisch gerecht werden zu lassen.

Umfassende Angaben zu den Richtlinien und dem redaktionellen Prozess können auf der Webseite des Journals gefunden werden:

<http://press-start.gla.ac.uk/index.php/press-start/information/authors>.

Bitte stellen Sie Fragen diesbezüglich an unsere Facebookgruppe

(<https://www.facebook.com/groups/PressStartJournal/>), wo freundliche Mitglieder unserer

Redaktion diese direkt und schnell beantworten können, oder per Email an die Redaktionsleitung

(eic.press.start@gmail.com).

Mit besten Grüßen,

Die Redaktionsleitung von *Press Start*

SUOMI (Finnish)

Press Startin toimitus hakee artikkeleita tuleviin julkaisuihimme. *Press Start* on avoin vertaisarvioitu pelitutkimuksen lehti, joka julkaisee parhaimmat opiskelijoiden tekemät tutkimukset pelitutkimuksen monitieteelliseltä kentältä. Kaikkien artikkeleiden tulee olla kirjoitettu englanniksi ja maksimipituus on 8000 sanaa.

Kansainvälisen toimituksen omaavana opiskelija lehtenä kannustamme teitä, jotka ette ole natiiveja englannin kielen puhujia, lähettämään työnne meille. Toimitus tekee parhaansa auttaakseen työnsä lähettäneitä lehden sääntöjen noudattamisessa ja hyvän akateemisen englannin tason saavuttamisessa.

Kaikki yksityiskohdat tekstilajien käytänteistä ja toimituksen menetelmistä löytyvät verkkosivuiltamme: <http://press-start.gla.ac.uk/index.php/press-start/information/authors>.

Jos sinulla on kysymyksiä voit ottaa meihin yhteyttä Facebook ryhmässämme (<https://www.facebook.com/groups/PressStartJournal/>), missä ystävällisen toimituksemme jäsen on sinuun yhteydessä tai voit lähettää sähköpostin lehden päätoimittajalle (eic.press.start@gmail.com).

Ystävällisin terveisin,

Press Startin toimitus

SVENSKA (Swedish)

Redaktionsstyrelsen för *Press Start* välkomnar forskningsrapporter och uppsatser till kommande utgåvor. *Press Start* är en öppen, vetenskapligt granskad och studentdriven tidskrift som publicerar de bästa arbeten på grund- och avancerad nivå inom det tvärvetenskapliga ämnet spelforskning. Insända uppsatser förväntas vara skrivna på engelska och ska ej överstiga 8000 ord.

Som en studentdriven tidskrift med en internationell redaktionsstyrelse uppmuntrar vi de som inte har engelska som modersmål att skicka in sina arbeten. Redaktionen kommer, till sitt bästa förmåga, att hjälpa de som lämnar in bidrag att tillmötesgå riktlinjerna för tidskriften och uppnå en god standard av akademisk engelska.

Alla detaljer kring redaktionsprocessen och riktlinjer finner du på vår hemsida: <http://press-start.gla.ac.uk/index.php/press-start/information/authors>.

Om du har funderingar kan du skriva ett inlägg på vår Facebook-sida (<https://www.facebook.com/groups/PressStartJournal/>), där en medlem i vår vänliga redaktionsstyrelse kommer att svara dig, eller skicka ett mail direkt till huvudredaktören (eic.press.start@gmail.com).

Med vänliga hälsningar,

Redaktionsstyrelsen för *Press Start*

NEDERLANDS (Dutch)

De redactie van *Press Start* nodigt inzendingen uit voor onze aankomende edities. *Press Start* is een open access, gepeerreviewd studententijdschrift dat het beste onderzoek op bachelor-, master-, en PhD-niveau publiceert binnen het multidisciplinaire veld van Game Studies. Alle inzendingen dienen in het Engels geschreven en niet langer dan 8000 woorden te zijn.

Aangezien dit een tijdschrift is dat door studenten gemaakt wordt en een internationaal redactieteam heeft, moedigen wij schrijvers wiens moedertaal niet Engels is aan om hun werk in te zenden. De redactie zal degenen die iets insturen zo goed mogelijk helpen om te voldoen aan de richtlijnen voor het tijdschrift en met het hanteren van een hoog niveau academisch Engels.

De volledige details over het redactieproces en onze richtlijnen kun je vinden op de website van het tijdschrift: <http://press-start.gla.ac.uk/index.php/press-start/information/authors>.

Voor vragen kun je terecht in onze Facebookgroep (<https://www.facebook.com/groups/PressStartJournal/>), waar je antwoord zal krijgen van een lid van onze vriendelijke redactie, of je kunt de hoofdredacteur direct een mail sturen (eic.press.start@gmail.com).

Met vriendelijke groeten,

De redactie van *Press Start*

POLSKI (Polish)

Redakcja *Press Start* zaprasza do nadsyłania prac do opublikowania w nadchodzących numerach. *Press Start* jest prowadzonym przez studentów recenzowanym (*peer-reviewed*) czasopismem o wolnym dostępie (*open access*), publikującym najlepsze prace naukowe autorstwa studentów pierwszego oraz drugiego stopnia z różnych dziedzin związanych z interdyscyplinarną dziedziną gronawstwa (*game studies*). Wszystkie prace powinny być napisane w języku angielskim, o długości nieprzekraczającej 8000 słów.

Jako czasopismo studenckie z międzynarodową grupą redaktorów zachęcamy do nadsyłania prac osoby, których język ojczysty jest inny niż angielski. Redaktorzy postarają się, w miarę swoich najlepszych możliwości, pomóc autorom w spełnieniu wytycznych redakcyjnych czasopisma oraz odpowiedniego standardu akademickiego języka angielskiego.

Pełne informacje nt. procesu zgłaszania prac oraz wytyczne redakcyjne znajdują się na stronie czasopisma: <http://press-start.gla.ac.uk/index.php/press-start/information/authors>

Wszelkie pytania można zadawać na naszej grupie na Facebooku (<https://www.facebook.com/groups/PressStartJournal/>), gdzie członek naszej przyjaznej redakcji udzieli Wam odpowiedzi, albo wysłać emaila bezpośrednio do redaktora naczelnego (eic.press.start@gmail.com).

Z wyrazami szacunku,

Redakcja *Press Start*

TÜRK (Turkish)

Press Start editör kurulu gelecekteki yayınları için yazıları davet ediyor. *Press Start* açık-kaynaklı ve hakemli bir öğrenci yayını olarak, multidisipliner Oyun Çalışmaları alanından en iyi öğrenci yazılarını yayınlar.

Öğrenciler tarafından yönetilen ve uluslararası editör kuruluna sahip bir yayın olarak, ana dili İngilizce olmayan kişilerin de yazılarını göndermelerini teşvik ediyoruz. Editör kurulu elinden geldiğince yazarlara yayın kuralları ve akademik İngilizce standartlarına ulaşmalarına yardımcı olacaktır.

Yayın sürecinin detayları ve kılavuzumuz yayın sitesinde bulunabilir:
<http://press-start.gla.ac.uk/index.php/press-start/information/authors>.

Eğer sorularınız varsa lütfen Facebook grubumuzda paylaşabilirsiniz (<https://www.facebook.com/groups/PressStartJournal/>), burada editör kurulumuzdan bir üyemiz size ulaşacaktır. Alternatif olarak baş editör'e mail de atabilirsiniz (eic.press.start@gmail.com).

Saygılarımızla,

Press Start Editör Kurulu

SLOVENČINA (Slovak)

Redakčná rada časopisu *Press Start* vyzýva autorov na zasielanie príspevkov do našich budúcich čísel. *Press Start* je študentský recenzovaný časopis s otvoreným prístupom, ktorý uverejňuje najlepší bakalársky, magisterský a doktorandský výskum z celého multidisciplinárneho odboru herné štúdie (game studies). Všetky príspevky by mali byť napísané v angličtine a nemali by mať viac ako 8 000 slov.

Ako študentský časopis s medzinárodnou redakčnou radou vyzývame študentov, ktorých rodným jazykom nie je angličtina, aby posielali svoje príspevky tiež. Redakčná rada bude v rámci svojich možností pomáhať autorom, aby splnili edičné normy časopisu a mali dobrú úroveň akademickej angličtiny.

Úplné informácie o redakčnom procese a naše normy nájdete na webovej stránke časopisu:
<http://press-start.gla.ac.uk/index.php/press-start/information/authors>.

Ak máte akékoľvek otázky, napíšte ich do našej skupiny na Facebooku (<https://www.facebook.com/groups/PressStartJournal/>), kde sa vám ozve člen našej priateľskej redakčnej rady, alebo napíšte priamo šéfredaktorovi (eic.press.start@gmail.com).

S pozdravom,

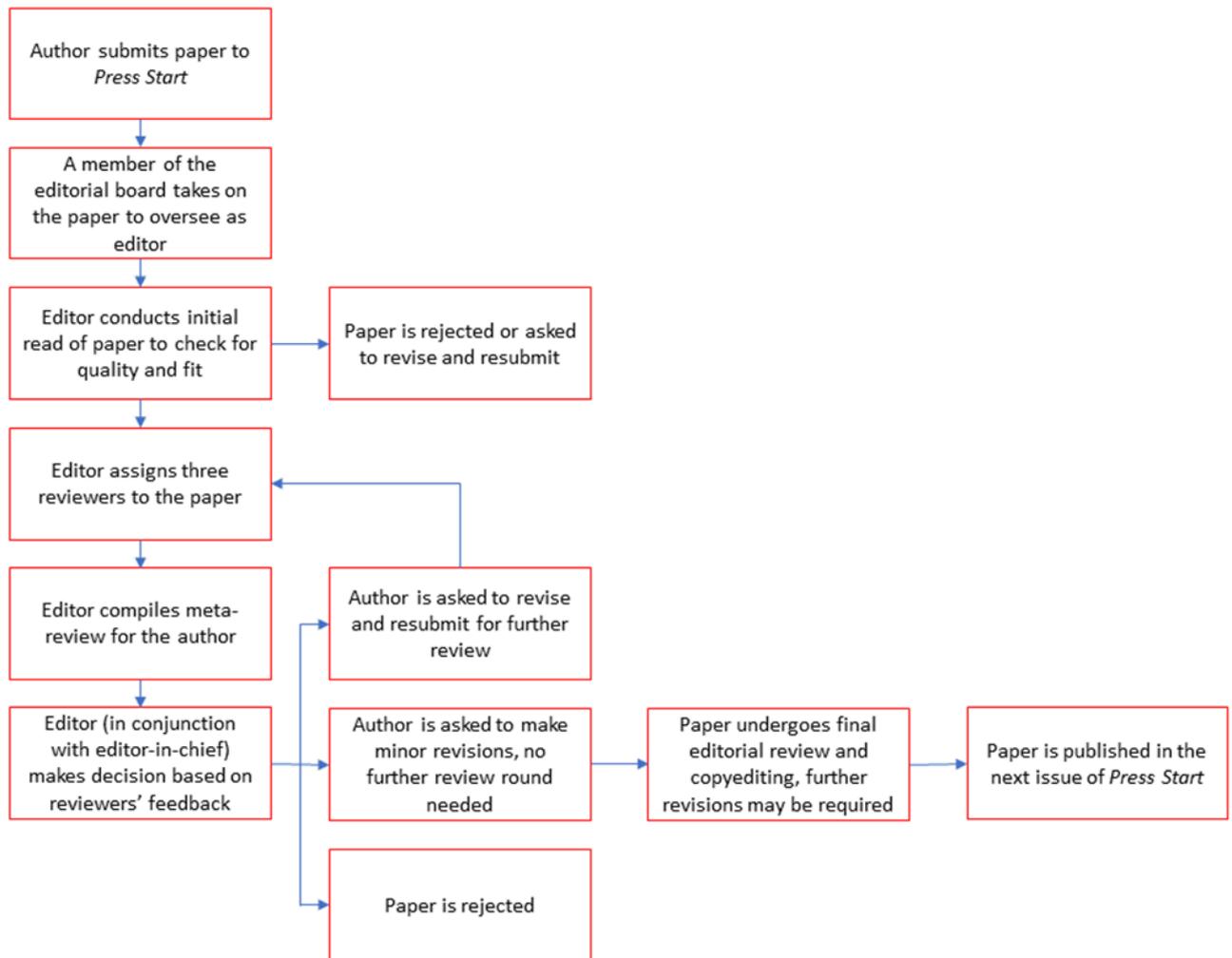
Redakčná rada časopisu *Press Start*

Acknowledgements

Our deepest thanks to all the members of our community who have helped us translate our open call for papers into all these beautiful languages. Without you, this project would not have been possible. In particular, we are grateful to Abubakr Ahmed Badgail, Andrei Bychkov, Bushra Alfaraj, Doruk Balci, Jack Gaino, Joanna Koter, Jo-Tzu Huang, Laura Blanco Rengifo, Lauri Luoma, Loukas Piloidis, Luiz

Ricardo Gonzaga Ribeiro, Philipp Roser, and Zahra Rizvi. We are also grateful to all the folks who have helped us translate our previous open call for papers.

Overview of the Publication Process



Peer Review

Overview

If you are interested in reviewing for *Press Start*, please [register](#) and fill out your research interest keywords. Note that because this is a student journal, in order to review for us you must be a current student or within one year of having graduated. We also solicit reviewers through our friendly [Facebook group](#), so please feel free to join us there as well.

Press Start's current review policy is "double-open," meaning that submissions are not anonymized before being passed to reviewers. Furthermore, authors will know the names of the reviewers looking at their submissions when they receive their reviews. We feel that this more transparent approach helps to encourage generosity, kindness, and community-building. Contributors may request a double-blinded review process if they prefer.

All submissions will be assigned to three student reviewers. Members of the editorial board might also be asked to review a submission. Reviewers are asked to complete reviews within four weeks. A member of the Editorial Board will compile a meta-review, based on the reviewers' comments, and make this available to the author(s). If the reviewer also comments or makes tracked changes directly in the submission document, the editor will share that with the author as well, and such extra effort is always much appreciated! Please take a look at our [focus, scope, process, and policies](#) and our [submission guidelines](#) to get a sense of what we are looking for. Please also read through our [Guide for Reviewers](#) and do not hesitate to reach out to the editor if you have any questions.

We seek to foster a community of generous and supportive scholars at *Press Start*, so reviewers are asked to be polite, courteous, kind, and constructive in their review comments, even if they are critical. Reviewers should seek to make the paper better and clearer, and find ways to help the author improve their writing, critical thinking, and research skills. If possible, please provide detailed information regarding improvements, if needed (e.g., rather than just saying that the literature review needs improvement, be specific about what literature the author should engage with). We highly recommend checking out Adrienne Shaw's article on how to be a kind and supportive peer reviewer, found [here](#).

Practical Information on Reviewing

This guide is intended to familiarise new Reviewers with the process of reviewing a submission to the *Press Start* journal. In addition to the information outlined here, Reviewers should read carefully the relevant portions of the journal's website, including those aimed at Authors:

- [Focus and Scope](#)
- [Information for Authors](#)

Reviewers (and Authors) are strongly encouraged to join the journal's [Facebook group](#) for additional support.

Useful Resources

The following links might be useful if you've never reviewed for a journal before. The journal website is built on the free, open source Open Journal Systems (OJS) software, so many of the online guides and other resources that relate to OJS are useful.

- [Reviewing for an OJS journal](#)

- [The Computer Journal Reviewer Guidelines](#)
- [Elsevier Reviewer Guidelines](#)

In addition, there are online guides for how to be a constructive, kind, and supportive reviewer, such as Adrienne Shaw's [guide](#).

Review Criteria

Our review form asks reviewers to consider the following criteria:

Originality and quality: Is the paper sufficiently novel and interesting to warrant publication? Is the scope and detail of the paper appropriate? Does it contribute to our understanding of the topic?

Structure and presentation: Is the article well-written, structured, and reasoned? Is the structure appropriate? Is the article free of typographical and grammatical errors? Does the article adhere to the standards defined in the *Press Start* template? Are the conclusions sound and well-reasoned?

Previous scholarship: Does the author engage with current/relevant research in the field? If the article builds upon previous research does it reference that work appropriately? Are there any important works that have been left out? Are the references accurate?

Thank you so much for your interest in reviewing and helping us make *Press Start* a welcoming, supportive, and rigorous space for student game studies research!

Registering as a Reviewer

Press Start is managed entirely online. To get started, you need to register on the website via the **Register** link that appears in the menu at the top.

Please complete the required fields indicated by an asterisk and include your affiliation (the name of your university or college); Reviewer names and affiliations will be displayed on the journal website.

Reviewing Papers

Once you've registered as a Reviewer, you'll know you have an assignment when you receive an email from the Editor. The email will include the deadlines, giving you a good indication of whether you'll have the time to do the review.

To do the review, you need to login to the *Press Start* website and select your role as a Reviewer from the User Home page. If you're also registered as an Author or are a member of the Editorial Board you will also see these roles listed here.

From here, you'll see the assignment listed. Select its linked title ("Guide for Authors" in Figure 3 below) to see the details.

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
1	06-12	ART	GUIDE FOR AUTHORS	07-10	1

On the resulting page, you will have everything you need to do the review.

Submission to be Reviewed

In this section, you'll see a few details about the submission, including the title, abstract, editor, and metadata.

Review Schedule

In this section, you'll see all of the important dates associated with the submission. In particular, pay attention to the Review Due Date. If you can't realistically complete the review before this date, you should either ask the editor if you can have more time or decline. Meeting the due date is critically important for the Editor and the journal.

Review Steps

1. Let the editorial team know if you can do the review or not. This is important, as it lets us know if we need to ask someone else. Respond to this as soon as possible. If you are procrastinating here, you probably don't really have time to accept.
2. From here, download the manuscript. Read the file in your word processor. Some reviewers like to use the Track Changes feature in Microsoft Word to record their comments and suggested revisions. Feel free to do so.
3. In this step, you have a series of questions to answer under three headings: **Originality and Quality, Structure and Presentation**, and **Previous Scholarship** (these headings are explained in more detail on the form, and [here](#)). There is also a box for more general comments, if there is anything else you wish to say about the submission that is not covered under the headings above. Keep in mind that the comments will be shared with the Author. You should always be polite, constructive, and generous in your feedback.
4. Here, you can upload the revised manuscript, if you annotated it using Track Changes or similar. This is not required (though it is encouraged as it can be helpful for authors) and the comments in step 3 above can be sufficient.
5. Lastly, you must make a recommendation based on your evaluation of the manuscript. You may select from the following options:
 - **Accept Submission:** this is rarely used, but indicates that the submission should be accepted with no changes.
 - **Revisions Required:** this is commonly used, and indicates that the author needs to make some small changes before publication. The changes will be reviewed by the Editor and no further peer review will be required.
 - **Resubmit for Review:** this indicates that major changes are required, but the submission does show promise. The author will need to make the requested changes and go through another round of peer review, possibly with you or with a new reviewer.
 - **Resubmit Elsewhere:** the submission looks good, but isn't suitable for this journal. Typically it falls outside the scope of the journal.
 - **Decline Submission:** this indicates that the submission is too far below the standards of the journal and is beyond revision.

Once you've made your recommendation, your role in the process is completed.

Acknowledgements: This guide adapts portions of the Public Knowledge Project wiki at <http://pkp.sfu.ca/wiki/>

Important Note for Authors and Editors: File Versions

Throughout an article's journey at *Press Start*, there are many stages and many versions of the document.

This is an example of the different stages the files transition through:

New submission
New submission with editorial feedback (optional)
Ready for peer review
Revised submission
Revised submission with editorial feedback
Revised submission 2 (and so on)
Copyedited 1
Copyedited 2
Ready for publication

So you can see why it's important that we all work on the correct version of the document!

Naming Convention for Authors

Template: AuthorLastName_Month DD, YYYY

Example: Bowie_August 20, 2021

All files must be named in this convention, or risk being rejected.

Naming Convention for Editors

Template: AuthorLastName_Editor initials_Month DD, YYYY

Example: Bowie_EM_August 20, 2021

For documents with multiple editors:

Template: AuthorLastName_Editor initials_Editor initials_Month DD, YYYY

Example: Bowie_EM_SPP_August 20, 2021

Tracking Changes

Please make sure to track all of your changes and resolve comments rather than deleting them, to make it easy for both authors and editors to quickly see what work has been done on the document!

Where to Save Your Documents

- Save your first version under 'review files,' and any revised files for that review round under 'revisions.'
- When a new review round begins, upload the new file into 'review files' as this lets us know that it's the new main document.
- Remember to change tabs and work on the most recent review round.
- Editorial review revisions should be uploaded under 'revisions' in the last review round.
- Make sure that you are working on the most recent document!

[Submission](#) [Review](#) [Copyediting](#) [Production](#)

Round 1 [New Review Round](#)

Round 1 Status
Waiting for reviewers to be assigned.

Review Files [Q Search](#) [Upload/Select Files](#)

▶  1284-1 Article Text, It's Just Gabe.docx Article Text
--

Reviewers

No Items

Revisions [Q Search](#) [Upload File](#)

No Files

Authoring a Paper

Editing Is Rewriting: The *Press Start* Guide for First Time Authors

At *Press Start*, we have resources designed to support new authors in understanding the technical processes of submitting a paper, outlining article scope, the guidelines for publication, and information about the process of peer review and editing. Much of this information is also applicable to other academic journals, and is thus designed to prepare researchers for both the specifics of publishing with *Press Start* and as an introduction to the process of academic publishing in general.

An area rarely addressed by journals are the affective challenges of the publishing process, which can present difficulties to authors, as it can be hard to know what to expect when submitting work for the first time. Below is a guide compiled by our editorial board, including those who have undergone the publishing process, designed to help our authors know what to expect when they submit to *Press Start*. This is intended to help authors manage the difficulties which may arise when working with a journal for the first time.

From Essay to Article: Addressing the Gap Between Coursework and Publication

As a student journal, we receive many submissions which have been taken from high quality coursework produced during students' time in education. This is of course to be encouraged; however, sometimes it can be confusing for authors who received high grades, or submitted their work as part of a doctorate, when their paper must still be subject to considerable revisions. It is generally not the case that the work is not high enough quality, but needs to be adjusted to be suitable for the journal's readership.

Points of Difference:

- Coursework can sometimes overly rely on the knowledge of the marker for understanding. In a journal article, the concepts you are using must be fully defined and explained in order to make sense to non-specialist readers.
- Depending on your marker, in coursework you may be able to get by with using few/older sources. Our readers are likely to have some knowledge of Game Studies as a field (and may have contributed to it). Articles should reference the most current material possible and situate themselves as a part of the field.
- Coursework can sometimes take the form of a literature review, but journal articles must go beyond surveying the field and contribute to it (unless the article is pitched as a review of the field, in which case reach out to the editor-in-chief in advance to see if the topic would be of interest—this goes for all journals).

Common Concerns

- Timelines: timelines for academic publishing are notoriously long. At *Press Start*, we usually publish one issue a year from our rolling call for papers, plus a special issue. Our timelines are subject to both our board and our authors, as we need a certain number of high quality articles to be completed before we can publish. Before you submit, please consider that the timelines between steps can take weeks to months, depending on how much work is required on an article. Even after you finish working on your piece, you may need to wait awhile until the whole issue is ready for publication. It is more important to us that an article meets our standards than it is to rush through the process. Please also consider that *Press Start* is run by student

volunteers who have other deadlines to meet and teaching to do. Make sure you are happy with the timeline before committing to publish with us.

- Feedback: as a student journal designed to support early authors, *Press Start* offers more help than most journals to assist its authors in making their articles the best they can be. Our peer review process is often detailed, and after this we offer a further stage of editorial review, which consists of back and forth between editors and authors until the piece is ready for the copy edit stage.
- Editing is rewriting: depending on your field, sometimes editing is viewed as making minor changes to spelling, grammar, and tone. The further you progress in academia, the more editing becomes a process of rewriting rather than making tweaks! Your paper may change throughout the process, and though the spirit of the paper will remain, the process of academic publishing will require you to refine your thinking, and at times, restructure it. This can be a daunting and unexpected task, but committing to the process will result in a high quality paper.
- Pulling your paper: there are various valid reasons to exit the process, which include changes in personal circumstances, a lack of time, hardship, or a shift of research focus. If you have found a more suitable venue for your paper, it is permissible to exit from the process during the early stages of peer review. However, it is bad practice to remove your paper and resubmit elsewhere after we have worked together to improve it. In any case, please reach out to the editor in charge of your paper to discuss any difficulties or concerns you have.
- Extensions: at *Press Start*, we are very receptive to negotiation of timelines during the publication process. Please do stay in contact and ask for any assistance. We are here to help!

Tips for Receiving Feedback:

- At *Press Start*, we vet our peer reviews so that you can avoid the dreaded “reviewer 2.” You can feel safe in the knowledge that the feedback you receive will be friendly, helpful, and fair.
- Seeing lots of comments can be daunting, especially if it is more feedback than you are used to seeing on your essays. It is very common! Remember that your piece has more eyes on it during the academic publishing process than it likely will have had during university marking. Please view the feedback as constructive—there to help you make your paper the best it can be. Our specialist volunteers give up a great deal of time and energy to provide high quality feedback, so lots of comments are a good thing. A high volume of changes is very common! Don’t panic!
- Please feel free to reply to comments and advise us of anything you do not want to change; however, we expect the majority of the changes to be made in order for the article to meet the standards of *Press Start*, especially if the changes have been advised by multiple board members.

On Conduct:

At *Press Start*, we strive to create a kind and friendly environment designed to nurture and guide our authors to make the process of publication the most useful and least stressful it can be. We must insist that this courtesy is extended to our team of volunteers. Please meet us with the same polite and respectful tone we afford to you. Incidences of mismatch or disagreement during the process can often be dealt with by taking a step back and reassessing the tone of communications on both sides. Should conflict persist, papers will be escalated to our senior board members. *Press Start* reserves the right to cease the publication process and pull papers at any stage of the editorial process due to the mistreatment of our board members.

Submission Guidelines

Authors should download and carefully read the [Guide for Authors](#). In addition to these guidelines, authors should be familiar with the journal's [focus and scope](#).

All submissions should use the [Press Start template](#) and should contain 5000-8000 words including references. Since this is a student journal, authors must be current students or recent graduates (roughly within one year of graduation).

Note that if you are submitting only an abstract, you do not need to use the template and you can submit it just as you would for a full article. Please include "(abstract only)" in the filename.

All submissions should be written in English. As a student-run journal with an international editorial board, we encourage non-native English speakers to submit their work. The Editorial Board will, to the best of our capacity, help those submitting to meet the editorial guidelines for the journal and a good standard of academic English. (Please note however that all submissions should be as well-written and clearly structured as possible.) We can accept submissions written in any type of English (US, Canadian, British, etc.), provided that the chosen form is used consistently throughout.

Published pieces must be original. The submitted work must be entirely that of the stated author(s) and be properly referenced, with due consideration of previous scholarship. All of the named authors must have made a substantial contribution to the work. As a basic requirement, the work must not have been published elsewhere (e.g., in another journal). As a student journal, we are actively seeking essays, theses, and dissertations that students have produced as part of their studies and, as such, it is perfectly acceptable for such pieces of work to be submitted. However, the author(s) must ensure that any research involving participants has been approved by the ethics board of the institution where the work was carried out and that there are no conflicts of interest.

Press Start uses the American Psychological Association (APA) 7th edition citation and formatting standards. Please consult the official style guide [here](#) and be sure to double check that your citations and references are correct before submitting your essay. More examples of APA referencing style can be found for free on the Purdue University Website [here](#). Names of people, organisations, public events, game titles, other commercial products, or major events must be capitalised. The titles of published work, including games, should be italicised. URLs should be included in the references list rather than reproduced in the main body of the text. When referring to commercial game titles, the game title should be italicised and the developer and year of release indicated the first time it is mentioned e.g. *Dark Souls* (FromSoftware, 2011). Please remember that all games mentioned in your manuscript need to be included in the "References" section.

Plagiarism

An act of plagiarism is defined by the ACM as one "in which one misrepresents ideas, words, computer codes or other creative expression as one's own . . . [and] can also represent a violation of copyright law, punishable by statute." The ACM illustrates three forms of plagiarism:

- "verbatim copying, near verbatim copying, or purposely paraphrasing portions of another author's paper";
- "copying elements of another author's paper" (e.g., illustrations or equations) "that are not common knowledge," or "paraphrasing sentences without citing the source";

- and "verbatim copying . . . without clearly differentiating what . . . has been copied . . . not citing the source properly."

Neither the Editor-in-Chief nor the Editorial Board of *Press Start* will accept responsibility for authors who commit an act of plagiarism.

Copyright

Copyright for papers and articles published in this journal is retained by the Authors, with first publication rights granted to the University of Glasgow. It is a condition of publication that authors license their paper or article under a Creative Commons Attribution Licence. Authors who make a successful submission to *Press Start* agree that the contents and appearance of their submissions may be altered and edited prior to publication.

Authors are also expected to respect the ownership of material by other individuals and organisations. Papers must not contain any imagery, data, quotations (e.g., from manuals or books), statements or linked media, which is copyright of other people or organisations, without written permission from the owners. Likewise, Authors must not submit material, which infringes any trademarks or patents owned by any person or organisation.

If a submission contains any material which is copyright of people or an organisation (with permission), the Authors must attribute it to the relevant people or organisation. The Editor-in-Chief and the Editorial Board of *Press Start* will not accept responsibility for Authors publishing work in breach of copyright, trademark, patent, or other rights of people or organisations.

All private and commercially sensitive material should be omitted from any files being submitted for consideration by the Editorial Board. Authors must seek permission from the relevant people and organisations before attempting to distribute and publish any information, which is commercially sensitive or personally private. Neither the Editor-in-Chief nor the Editorial Board of *Press Start* will accept responsibility if an author publishes sensitive information without authorisation.

A statement on Publication Ethics and Publication Malpractice may be viewed [here](#).

Please download this file on your computer by clicking on File > Download > Microsoft Word (.docx). Then delete this message from your document.

[Title]

[Author name (First Last)]

[Author affiliation/institution]

[Author name (First Last)]

[Author affiliation/institution]

[Author name (First Last)]

[Author affiliation/institution]

Abstract

This template acts as an example as well as a means of formatting a paper's content. The examples it contains do not cover all contingencies but provide a view of the most common usages.

Please use the styles provided for formatting your paper. For body text, please use the "Normal" style. The font used for body text is Verdana and that used for titles is Aldrich: if your paper contains any font other than these, you are probably not using the required styles. Note the inclusion of a short paper title in the header and, on pages other than the title page, the last name of the author(s). Bibliographic information (volume number, etc.) will be added to the footer by the editorial team prior to publication.

Keywords

Keywords; separated; by semicolons;



Formatting Papers

The formatting for Press Start papers is based on that specified by the American Psychological Association.

Headings

The template provides for up to four levels of headings. Generally speaking, most authors seem content with two levels or three at most. For top level headings (such as "Abstract" and "Formatting Papers" above), please use the "Heading 2" style and write the text in "title case," that is, Giving the Significant Words Initial Capitals. For second level headings (such as "Headings" above), please use the "Heading 3" style, again with the text in title case.

Lower Level Headings

Should lower level headings be necessary, please use the styles "Heading 4" and "Heading 5" respectively. These headings should be written in normal case, giving initial capitals only to the first word and proper nouns. As these headings are not run in to the following paragraph, they should not end in a full stop.

Lists

If the order of the elements in a list is significant, a numbered list should be used, with the style "List (numbered)":

first item;

second item with superfluous text to show the shape of the paragraph and how it is spaced with respect to the other list items;

third item.

Otherwise, a bullet list should be used, with style "List (bulleted)":

first item;

second item;

third item.

Figures and Tables

When including images as figures, insert them as inline graphics in a separate paragraph (see Figure 1). This should be followed immediately by the caption.

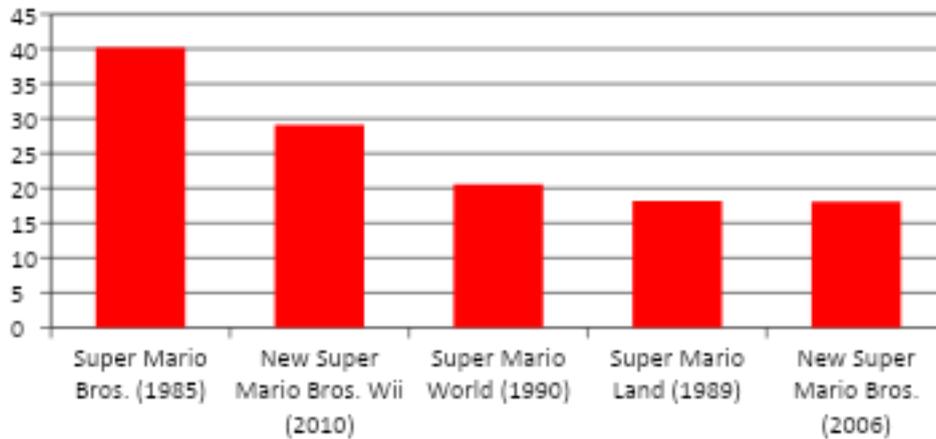


Figure 1. An example figure showing sales of *Super Mario Bros.* titles in millions.

Tables are presented in the same way (see Table 1), using the table style “Table” and centred on the page. Avoid using vertical lines to mark column boundaries.

Title	Sales (millions)
Super Mario Bros. (1985)	40.24
New Super Mario Bros. Wii (2010)	29.09
Super Mario World (1990)	20.61
Super Mario Land (1989)	18.14
New Super Mario Bros. (2006)	18.11

Table 1. Top-selling Super Mario titles

Quoted Text

Inline quotations should be enclosed “in quotation marks.” Quotations within those quotations should use ‘single quotation marks.’ Long portions of quoted text should be set apart in a paragraph with style “Blockquote,” as in the following example.

Cras porttitor dictum lacus. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. In consectetur, diam at volutpat elementum, libero lectus pulvinar sem, vel sollicitudin quam libero ac felis. (McCann, 2014, p. 12)

Note the placement of the citation. If you have a quotation within the block quote, you should use double quotation marks.

Citations and the Reference List

Press Start uses APA style (7th edition) for citations and references. Please find the full guide [here](#). Purdue University also provides the guide for free [here](#). The examples in this document are intended as a reminder of the correct format.

In-text citations are given parenthetically in author–date format. If author forms part of the narrative, as with Steinkuehler and Duncan (2008), only the date is added in parenthesis, otherwise both author and date are given (McDonough et al., 2010). The date component of the citation is used as a link to the corresponding reference list item. Where multiple citations are given at once, the order should be the same as in the reference list, i.e., alphabetically by author, with co-authored works coming after singly-authored works, then chronologically (most recent first). Where multiple works share the same author and date, they are ordered alphabetically by title and differentiated by a letter after the year (Stang, 2019a) and (Stang, 2019b). Please remember that game titles need to be cited in the same way you would books (but with developer in place of author) and included in the references list (not in a separate “ludology” section). Titles are listed in sentence case in the references, including for published works like books or games, while journal titles are written in title case. Please consult with the APA style guide for any questions and you also may find reference management software such as the free, open source Zotero,¹ helpful in preparing your reference list in the expected APA style.

If you have any queries about the template, please use the journal’s Facebook group to seek guidance.² A member of the Editorial Board or a more experienced Author or Reviewer will be able to help.

Acknowledgements

If you wish to include an Acknowledgements section, place it immediately before the reference list. This template is based on that used by the International Journal of Digital Curation, published by UKOLN at the University of Bath and a publication of the Digital Curation Centre.

References

- Alfaraj, B. (2019). Arab games: An identity inclusivity study. In P. Penix-Tadsen (Ed.), *Video games and the global south* (pp. 169–181). ETC Press.
- Barr, M. (2014). Learning through collaboration: Video game wikis. *International Journal of Social Media and Interactive Learning Environments*, 2(2), 119–133.
- BioWare. (2014). *Dragon age: Inquisition* [Multiple platforms]. Electronic Arts.
- Bonello Rutter Giappone, K., Majkowski, T. Z., & Švelch, J. (Eds.). (2022). *Video games and comedy*. Palgrave Macmillan. <https://doi.org/10.1007/978-3-030-88338-6>
- Phillips, A. (2020). *Gamer trouble: Feminist confrontations in digital culture*. New York University Press.
- McDonough, J. P., Olendorf, R., Kirschenbaum, M., Kraus, K., Reside, D., Donahue, R., & Rojo, S. (2010). *Preserving virtual worlds final report*. National Digital Information Infrastructure Program. <http://hdl.handle.net/2142/17097>

¹ Zotero: <https://www.zotero.org/>

² Press Start: <https://www.facebook.com/groups/PressStartJournal/>

Nintendo EPD. (2017). *The legend of Zelda: Breath of the wild* [Nintendo Switch]. Nintendo.

Payne, M. T. (2012). Marketing military realism in *Call of Duty 4: Modern Warfare*. *Games and Culture*, 7(4), 305–327. <https://doi.org/10.1177/1555412012454220>

Perron, B. (2004, September 14–16). Sign of a threat: The effects of warning systems in survival horror games [Conference presentation]. COSIGN 2004, the 4th International Conference on Computational Semiotics, Split, Croatia. http://www.cosignconference.org/downloads/papers/perron_cosign_2004.pdf

Poirier-Poulin, S. (2024). “Drown your troubles in coffee”: Place, heterotopia, and immersion in the Coffee Talk series. *Replay. The Polish Journal of Game Studies*, 11(1), 29–50. <https://doi.org/10.18778/2391-8551.11.03>

Squire, K. (2004). *Replaying history: Learning world history through playing Civilization III* [Doctoral dissertation, Indiana University]. LearnTechLib. <https://www.learntechlib.org/p/125618/>

Stang, S. (2019a). The broodmother as monstrous-feminine: Abject maternity in video games. *Nordlit*, 42, 233–256. <https://doi.org/10.7557/13.5014>

Stang, S. (2019b). “This action will have consequences”: Interactivity and player agency. *Game Studies*, 19(1). <http://gamestudies.org/1901/articles/stang>

Steinkuehler, C., & Duncan, S. (2008). Scientific habits of mind in virtual worlds. *Journal of Science Education and Technology*, 17(6), 530–543. <https://doi.org/10.1007/s10956-008-9120-8>

Guide for Editors

The Editorial Process

You will receive an automated email telling you each time a new article is submitted. We will also usually post in the #new-submissions channel.

I also recommend checking regularly to see what articles are “unassigned.” To do so, log into the [Press Start website](#) and go to your Dashboard. Under “Submissions” you will see “My Queue” (articles you’re assigned to or reviewing), “Unassigned” (all submitted articles that do not yet have an editor assigned to them). You’ll also see “All Active” (all current articles that haven’t been published yet) and “Archives” (you probably won’t need to worry about these, but they’re there if you want to check them out).

If you would like to be assigned an article (meaning you would like to be in charge of bringing it through the editorial process), please let the group know on Discord and you can either assign yourself or the Editor(s)-in-Chief or the Vice Editor(s) can assign the article to you. If more than one person is interested then you can co-edit the article together.

Once it’s assigned to you, if you click on “My Queue” you will see the article under “My Assigned” and if you click on it, it will open that submission’s workflow page. Here you can access the submission file itself, any discussion documents or comments for the editor (these are sometimes submitted alongside the essay itself), the meta-data, the editorial history, and so on.

IMPORTANT: Please add the information for your article to the spreadsheet right away (the first tab “Articles”) and try your best to follow the “Timelines” guide (second tab). You’re expected to update the spreadsheet regularly with each new development so we can all see what stage your articles are in.

Step One: The Initial Read-Through

This is the first step after the author submits the paper. This can be a brief skim but the point is to make sure it’s at an appropriate level to proceed to the peer review process.

What it’s for:

- Checking for fit (is it about games, by a current student/recent graduate?)
- Checking for quality (does it look like good/journal level academic writing?)
- Checking for length (anything over 9,000 words should be sent back to the author with a request that they edit it down, anything too short is unlikely to have sufficient scholarly depth and we could suggest it’s submitted elsewhere).
- Familiarising yourself with the paper’s topic, as the editor.
- Making sure you’re not wasting a reviewer's time by accepting something that is unlikely to make it through the quality checks.

Basically: Does it look and read like an academic article should? Can you see the paper becoming part of *Press Start*?

At this stage, you’re reading the paper to get a general feel for whether it’s suitable/can be brought up to standard. You don’t need to read it super closely at this stage.

If there are issues such as:

- Questionable conclusions
- Poor structure

- Not using APA/the template correctly
- Lack of appropriate scholarship/citation

You can:

- Make feedback (using comments/typed notes) and request the author revises and resubmits.
- Reject the paper, after asking for a second opinion from another editor.
- If the paper is OK quality, but not suitable for *Press Start* you can also refer the author to the list of alternative publications.

If a paper is sent to peer review:

- Give the process a chance to pick up on any issues, before delivering feedback yourself.
- Wait until the author has had a chance to make the revisions from peer review.
- Wait until your editorial review (which is line-by-line) to give your feedback.

Using the system to assign reviews:

- When you're assigning a reviewer, you will have the option to send an email through the system and a lot of the information is automatically populated; you don't need to fill it out!
- The text that is in grey font with all caps in the email message is filled out automatically by the system.
- Where it says "NAME:" at the top, it fills out the reviewer's name automatically, same with the "RESPONSE DUE DATE" and all the others.
- You may want to insert a "Dear" before "NAME" to be more polite.
- Feel free to change the wording of the email as you see fit.
- If they've already volunteered via facebook, you may wish to change "I hope that you will consider undertaking this important task for us" to "thank you for volunteering to undertake this important task for us."

If the article is good enough to send to review, then you'll click on "Send to Review" (the blue button on the right).

At this point, you should send an email to the author, introducing yourself as the editor in charge of their piece and letting them know it has been sent on to the review stage. Also let them know that they can contact you if they have any questions.

Step Two: Assign Reviewers.

Now that the essay is in the review phase, you have to assign reviewers to it. We assign three reviewers to each manuscript, and we are currently using a double-open review system (meaning no anonymization for the author or reviewers) but if the author or reviewers request for it to be reviewed blinded, that's fine. When you assign reviewers, you have to indicate whether it's double-blinded or open.

To assign reviewers, click on "Add Reviewer" in the bottom box. This will bring up a list of all the reviewers currently registered in our system. You can search for a reviewer based on name or research interest keywords that they have selected. We also use our [Facebook group](#) and [Twitter](#) to solicit reviewers since that way we can find people who are interested in the topic (and if people volunteer, they're more likely to complete the review). See previous posts in the Facebook group for examples of what to post. If someone volunteers, find them in the system and assign them (please double-check that they are current student or within one year of graduation). If they're not yet in the system, direct them to the website so they can sign up to become a reviewer. If you have no luck on

Facebook, we've also started using Twitter to solicit reviewers—you can post a request for this in the #twitter-reviewers channel on Discord (Lauren will help you with that).

When you choose a reviewer to assign, a pre-designed email will pop up. You can edit this as you see fit, and you can also change the due dates for a required response and for the review to be submitted (if you change the dates in the boxes below the email, they'll be automatically changed in the body of the email). I usually like to give reviewers max a week to accept the review assignment, and then roughly four weeks to complete the review (these should be the default date settings), unless a different deadline has been decided by the editorial board or the reviewer requests more time. Send that email along, and wait for the reviewers to respond and to submit their reviews. Please also send an email to the author through your own email address since the Press Start system does not always work (that way we can avoid wasting time). If a response or review is overdue, you can send a reminder email to the author. You may want to ask how much more time they'll need or if they have any questions. If they change their mind and can't complete the review, you'll have to assign someone else. Note that you can also ask other editors to be reviewers if necessary.

Step Three: Read and Collate the Reviews.

Once the reviews have been submitted, read them over. You'll be able to see what the reviewers' decisions were (usually revisions required, resubmit for review, or decline submission). When you click on "read review," it will open up in another dialogue box, which will show the review itself along with any documents the reviewers attached (sometimes reviewers will edit/comment on the file directly and so will upload that version with their review—this is usually very helpful and I recommend encouraging reviewers to do this). You can accept the reviewer's decision if you agree with it, but really this acceptance doesn't actually matter at this point. Based on the reviews, you as the editor need to decide the next step.

Since the quality of reviews will vary (and some might unfortunately be really mean or harsh) it's best for you to collate the reviews into one "meta-review." I usually copy and paste the reviews into [a document](#), and combine the points under each specific section. I usually have it so each response begins with "Reviewer 1:" or "Reviewer 2:" or "Reviewer 3:" followed by their specific review in that section. That way the author knows which points were brought up by which reviewer. If there is a lot of repetition in the reviews, I streamline them so it's not overwhelming for the author to go through. The important thing is that each concern or request brought up by the reviewers is included in the review (again, unless the point was unhelpful or really harsh—in which case, we ask you to reword it to make it more palatable/generous/constructive).

If all the reviews are very negative and recommend declining the submission, you may want to instead contact the author and ask them to resubmit for review. Give them the collated reviews so that they know where to improve, but maybe reword things to make it less harsh and emphasize the constructive advice for how to make the article better. Or, if the reviews indicate that it's not up to academic standards, ask whether the author might consider submitting the essay to a different, less academic venue. Be encouraging, since this might have been that author's first time ever submitting to a journal.

You can click on "Request Revisions" (button to the right) to send the reviews to the author. I usually copy and paste my collated reviews into the body of the email (if you just click "add reviews to email" it will insert the reviews as written by the reviewers, so generally I don't recommend doing that). If the reviewers also uploaded the document with edits/comments, you can attach those to the email

as well. Please also make sure to email the author using your own email address (again, we have started to do this since the portal does not always work).

Make it clear to the author that they should take into account both the written feedback and the edits/comments made directly in the attached files. Establish a deadline for a revised draft (no more than two months, ideally, though we can be flexible) and tell the author to let you know if they have any questions or if they don't receive the attachments.

Once that's sent out, it is also good practice to send an email to the reviewers, thanking them. If a reviewer is really good, you can rate them "five stars." This will be useful in the future when we will be looking for reviewers through our portal. If a reviewer is really bad, you can write their name in the "bad-reviewers-authors" channel on Discord so we can avoid soliciting them next time.

Reviews for “_____” by _____

Originality and Quality. Is the paper sufficiently novel and interesting to warrant publication? Is the scope and detail of the paper appropriate? Does it contribute to our understanding of the topic?

Reviewer 1:

Reviewer 2:

Reviewer 3:

Structure and presentation. Is the article well-written, structured, and reasoned? Is the structure appropriate (e.g. abstract, introduction, method, results, conclusion)? Is the article free of typographical and grammatical errors? Does the article adhere to the standards defined in the Press Start template? Are the conclusions sound and well-reasoned?

Reviewer 1:

Reviewer 2:

Reviewer 3:

Previous scholarship. Does the author engage with current/ relevant research in the field? If the article builds upon previous research does it reference that work appropriately? Are there any important works that have been omitted? Are the references accurate?

Reviewer 1:

Reviewer 2:

Reviewer 3:

General Comments (optional). If you have any further comments not covered by the questions above, you may enter them here.

Reviewer 1:

Reviewer 2:

Reviewer 3:

Editor's notes:

Step Four: Second Read/Editorial Review

Okay, so the author has submitted a revised article. Now you read it and decide if it's good to go or if it needs another round of review. This will depend partially on whether the reviewers said "revisions

required” or “resubmit for review,” but since the reviewers all often say different things, it comes down to your intuition. If you think it needs another round of peer review, click on “New Review Round,” otherwise, read on...

At this point, it may be good enough to not require a second round of peer review, but it will likely still have some issues. You should now go through the manuscript and give feedback (usually in-text suggested edits with tracked changes and comments) in what we call an “editorial review” and you should also ask one other editor (via Discord) to go through it after you’re done and add their own feedback. This should be a combination of initial copy edit and content review, so please also comment on/fix typographical or citation style issues.

Once these two editorial reviews are done, send the file to the author and request revisions. I suggest getting them to track their changes at this point so that their revisions are easy to see. I usually email the author directly with the document attached (and give them some written feedback/an overview in the email itself) and also upload the document into the system (you can upload it into the copy editing section at this point but please label it so it’s clear it’s an editorial review).

This editorial review process may take a few rounds. As the article is getting close to perfect in terms of content, it’s a good idea to also make sure it’s perfect in terms of writing quality, style, tone, adherence to APA, spelling/grammar, formatting (they should be using the Press Start template), and so on.

When you think the article is **perfect**, ask for the approval of someone from the exec team, and then send it to copy editing.

Don’t send it to copy editing until you think it’s **basically perfect**, otherwise the copy editors have a LOT of work to do, and since we can’t really change wording or sentence structure that much in copyediting without conferring with the author, it might mean a lot of back-and-forth or a sub-par article.

Step Five: Send to Copy Editing

If it’s ready to go to copyediting, click on “Accept Submission.” In the “Copyediting” section, you’ll need to upload a Draft File. If the author emailed you a revised draft, accept tracked changes and then upload that (keep it in .docx format so it’s editable). The copy editors will then go through that draft, make it perfect, and upload it as the copyedited draft. It’s best if someone who has never read the article before does the copy editing, but that’s not always possible. Each article should have TWO copy editors who make their tracked changes and comments one at a time.

If the copy editing is just minor fixes then it can usually happen without the author needing to go through and accept the changes, but if there is rewording or if we need the author to make changes or approve anything, you’ll send the copyedited file to them and ask them to accept the changes or reword as they see fit. At this point, this should be the last step before publication BUT make no hard promises to the author, as sometimes issues are caught late, like during the final checks before publication. In the end, Samuel, Lauren, Drew, and Chris are the ones who give the final thumbs up and push articles through to publication.

You’re done! You can now email the author and let them know it’s been copyedited and if they would like, they can go over it one more time to make sure they’re happy with it. This is not mandatory

though. Once it's finalized, it'll get sent to production and you'll have successfully overseen an article from submission to production assuming there are no last minute issues found. Congrats! :)

Book Reviews

We usually work on book reviews in teams of two. We don't send book reviews to peer-review, so what you'll need to do instead is an editorial review. Read the book review and give feedback (in-text suggested edits with tracked changes and comments). Send your feedback to the author and ask them to send you a revised version within one month. Once you get that new version, read it and comment on it like you previously did. There will be a bit of back and forth between you and the author until the paper is perfect. As the editors of the book review, you will also need to take care of copy editing (we don't do this as a separate step in the case of book reviews). The EiC will also have a final look at the review before sending it to production.

Here are a few things to keep in mind when providing editorial feedback on a book review:

-Does the book review contain between 1200 and 1500 words? We can go up to 1599 words, but reviews that contain more words than that are usually repetitive. We want to avoid that.

-Does the author give enough detail about the book and summarize its content? We usually recommend authors to summarize each chapter one by one, but some authors will prefer to summarize the book thematically—that's fine as well, as long as you feel that you are learning something about the book. A book review is not a place where an author can develop their own theory. The focus of the review needs to be the book.

-Is the book review constructive and academically kind? The reviews we publish are mostly positive. A review whose purpose is only to say how bad a book is isn't what we are looking for at *Press Start*. Of course, it's okay to mention some of the book's limitations or weaknesses, but this should be done nicely (e.g., authors can use words like "unfortunately" or phrasings like: "I felt that this section could have been developed a little more..."). The author can briefly criticize the book 2-3 times in their review (if they want to criticize a specific chapter, for example), and/or do that at the end of their review, in a "summary" paragraph.

-It's always good if the author can end their book review by mentioning why the book matters and for whom it will be useful.

Guide for Copy Editors

What is copy editing?

As a copy editor, your job is to read through a paper that is “ready for publication” meaning that it has gone through all the reviews, including peer and editorial, and been revised to the editor’s satisfaction. Ideally, this paper is already as perfect as it can be in terms of content and style. You are making sure that it is in a publishable state with absolutely no issues or errors.

What are you looking out for/fixing?

- Typos
- Spelling (US, UK, or other variants like Canadian English are all fine, but should be used consistently)
- Grammar
- Punctuation (please note that we use double quotation marks and put the punctuation inside the quotations marks)
Example:
According to Samuel, *Coffee Talk* (Toge Productions, 2020) is “the best visual novel of the last decade,” but Reviewer 2 does not agree.
- Adhering correctly to the most recent template (check font style, heading sizes, etc.). Link to template:
https://docs.google.com/document/d/1nYiU0_QsjzfxzzYwjYGLHtAVMuu8omJx2t5F5CMWMk/edit
- Correct layout (for figures, paragraphs, references, etc.)
- Adherence to APA style 7th edition (you must double check ALL citations and references) with URLs provided wherever possible, including URLs linking to the DOI. Only sources that are included in the references should have parenthetical citations, and all sources listed in the references should have corresponding citations in the text. Please familiarize yourself with the guide (<https://apastyle.apa.org/>) and don’t hesitate to check with the board if you have any doubts or questions. You can find a free version of the guide here:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html

Exceptions/more obscure rules:

- Video game titles should be italicized and written in title case in the body of the text. If the series as a whole is being referred to, it is not italicized (i.e., “Link is the protagonist in The Legend of Zelda series”). The first time the game is mentioned it should have the developer and year of publication in parentheses, and that information should match with the reference entry
 - Example: In this paper, I discuss Link’s appearance in *The Legend of Zelda: The Wind Waker* (Nintendo EAD, 2002).
- In the references, games are listed this way:
Developer. (Year). *Title written in sentence case* [Platform]. Publisher.
Examples:
BioWare. (2009). *Dragon age: Origins* [PlayStation 3]. Electronic Arts.
Nintendo EPD. (2017). *The legend of Zelda: Breath of the wild* [Nintendo Switch]. Nintendo.

- If the title of a game is written within the title of an article, please write the title of the game in italics and title case. For example:

Payne, M. T. (2012). Marketing military realism in *Call of Duty 4: Modern Warfare*. *Games and Culture*, 7(4), 305–327. <https://doi.org/10.1177/1555412012454220>

- If the title includes the name of the game series, the series is written in title case but not italicized. For example:

Hemovich, V. (2017). “Charlie Oscar Delta”: An exploration of militarism and the Call of Duty franchise. In N. Garrelts (Ed.), *Responding to Call of Duty: Critical essays on the game franchise* (pp. 5–17). McFarland.

How do I copy edit?

Go through the article with a fine-tooth comb looking for any issues, errors, inconsistencies, etc. With the tracked changes function on, correct any issues you find. If you are unsure of how to correct an issue but want to flag it, highlight the problem and add a comment explaining what’s wrong/what you’re concerned about. Feel free to make stylistic suggestions (i.e., I think this would read better written this way, or without a comma here, etc.) but note that the author or editor can choose to veto those in favour of their own stylistic preferences (as long as they adhere to APA).

If you want to make a comment that you absolutely do not want the author to see, label it “INTERNAL COMMENT” and highlight it in yellow so the editor can address it and remove the comment before the draft gets sent back to the author for final revisions/approval.

What if I catch issues in content/writing?

Please flag them! Hopefully your job at this point is just looking for things in the above list, but you may notice in parts that the writing is weak or confusing, or some serious issue has slipped past review. Please highlight these and let the editor know so that they can be addressed. Remember we want this paper to be high quality, which reflects on us, our journal, and the author, so we should not push it to publication until it’s absolutely perfect.

What happens next?

If the changes are very minor, the editor might just accept them and push the paper to publication. If there are changes that are stylistic or require more substantial work (for example, re-wording sentences or adding clarification) then the editor will send it back to the author for revision/approval of tracked changes.

Note that each paper will have two copy editors, so if you’re going first, make sure the other copy editor knows it’s ready for their turn once you’re finished (and add info to the spreadsheet as well). If you’re going second, be sure to add your comments/edits to the draft the first copy editor already worked on. Once both copy edits are complete, let the editor in charge of the paper know.