

Guide to sending manuscripts to the editors of Galactica Media: Journal of Media Studies

1. To submit your manuscript to the editorial office of the online journal, please click on the [SUBMISSIONS](#), after logging in with your username and password. You will see the following page:

[Make a new submission](#) or [view your pending submissions](#).

Submission Preparation Checklist [Edit](#)

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The author(s) consents to the use of his name and email and agrees with [Licence](#)
- The submission files are in Microsoft Word ((DOCX or DOC)), or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 14-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text follows the stylistic and bibliographic requirements outlined in our e-journal's Author Guidelines.
- References contains at least 25 sources

2. This page contains:

- a) Submission Preparation Checklist;
- b) Author Guidelines and documents to be submitted with templates information about authors and manuscripts;
- c) Editorial Review Procedures;
- d) Copyright Notice;
- e) Privacy Statement.

3. Please read all of these materials before submitting. This will help avoid unnecessary problems.

4. So, you have completed the original study and you want to send it to the editorial office of our online journal for consideration and possible publication. Before sending, you must prepare the material in accordance with the requirements of the online publication.

5. First of all, the text of the finished article must be divided into two files:

- a) information about the author(s);**
- b) the text of the article proper with a heading, annotation, keywords and a list of references.**

6. To do this, download two templates in one of the three formats presented:

1. **Author's biographical information**– in docx, rtf or odt document which contains in English the author/s' full name, position, place of work, work address and personal e-mail; **Please download one of the templates:**

[AuthorInfoEng.docx](#)

[AuthorInfoEng.doc](#)

[AuthorInfoEng.rtf](#)

2. **Text of the article (without information about the author)**in docx, rtf or odt document (**Please download one of the templates:**

[ArticleTemplateEng.docx](#)

[ArticleTemplateEng.doc](#)

[ArticleTemplateEng.rtf](#),

7. Fill in the templates by following the instructions and recommendations written inside. For convenient text formatting, use ready-made styles inside templates

8. Requirements for the article you will find on the same page below:

a) Article title – font Times New Roman, size-14. The title of the paper should fully reflect the problem presented in the article.

b) Article abstractfrom 150 to 250 words maximum; font Times New Roman, size-12;

c) Internet Searchable Keywords– up to a maximum of 10;

d) Article text in full formatted as follows: equal width; paragraph-1.5 cm; font-Times New Roman; font size-14. The text of the article should be divided into semantic parts:**IMRAD (Introduction, methods, results, and discussion)**

e) References in the text within round brackets to include the surname, year of publication and the page of the quotation (Smith, 2009, p. 250);

f) If the name of the scientist quoted by the author is found in the text, there is no need to reiterate it in brackets (2009, p. 250). Or: Johnson (2005) wrote...

g) References must be organized according to **APA standards**, which are available for perusal on the APA Website: <https://www.apastyle.org/learn/quick-guide-on-references#In-Text>
Or: <https://www.mendeley.com/guides/apa-citation-guide>

9. Having completed the materials in accordance with the requirements, please proceed to the accompanying documents.

10. After preparing the materials, we will proceed to directly sending the manuscript to the editors of the online journal. To do this, click on the "[Make a new submission](#)" button

[Make a new submission](#) or [view your pending submissions](#).

Submission Preparation Checklist [Edit](#)

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

11. A new window will open:

The screenshot shows the 'Submit an Article' page of the Galactica Media Journal of Media Studies submission system. The page has a dark blue sidebar on the left with navigation links: Submissions, Issues, Settings, Users & Roles, Tools, and Administration. The main content area is titled 'Submit an Article' and features a progress bar with five steps: 1. Start, 2. Upload Submission (active), 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. Below the progress bar, there are two dropdown menus: 'Submission Language' (set to English) and 'Section' (empty). Below these are 'Submission Requirements' which include a list of checkboxes for compliance: The submission has not been previously published, The author(s) consents to the use of his name and email and agrees with the Licence, The submission files are in Microsoft Word (DOCX or DOC), or RTF document file format, Where available, URLs for the references have been provided, and The text is single-spaced; uses a 14-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

12. The whole process of submitting materials has only 5 basic steps (see previous screenshot)

13. To get started, select the language of the material. If the text of the article is written in Russian, select the language of the material Russian; if in English - English.

14. Select the section of the journal that you think your manuscript corresponds to.

You can learn more about the sections on the page "[About the journal](#)".

15. Check the box next to all subsequent items of the requirements for the material to be sent. Check if your article meets the stated requirements of the journal

16. If you need to leave a comment for the editor, please write it in the window below.

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- ☐ The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- ☐ The author(s) consents to the use of his name and email and agrees with [Licence](#)
- ☐ The submission files are in Microsoft Word ((DOCX or DOC)), or RTF document file format.
- ☐ Where available, URLs for the references have been provided.
- ☐ The text is single-spaced; uses a 14-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- ☐ The text follows the stylistic and bibliographic requirements outlined in our e-journal's Author Guidelines.
- ☐ References contains at least 25 sources
- ☐ The text of the article is divided into two files: 1st - Text of the article in docx, rtf or odt document without information about author(s); 2nd - Information about the author - in docx, rtf or odt document, which contains in English: full name, position and place of work, work address and personal e-mail;

Comments for the Editor



17. Then read the text of **Acknowledge the copyright statement** (copyrights remain with the authors; the online journal only gets the right to publish material in its issues), accept it and the privacy statement by ticking each requirement. Click on the save and continue button.

6.5 The parties hereto agree to execute, acknowledge, and deliver all such further instruments, and to do all such other acts, as may be necessary or appropriate in order to carry out the intent and purposes of this Agreement.

6.6 Neither party may assign, directly or indirectly, all or part of its rights or obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed.

6.7 The section and paragraph headings in this Agreement are inserted only as a matter of convenience and in no way define, govern, limit, modify or construe the scope or extent of the provisions of this Agreement to which they relate. Such headings are not part of this Agreement and shall not be given any legal effect.

- ☐ Yes, I agree to abide by the terms of the copyright statement.
- ☐ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue

Cancel

* Denotes required field

18. If some conditions were not met, then the system will automatically highlight errors and ask to fix them.

19. Now you go to step 2. You will see a dialog box for downloading materials:

Upload Submission File

1. Upload File

2. Review Details

3. Confirm

Article Component *

Select article component

This field is required.

[Ensuring a Blind Review](#)

Continue

Cancel

20. First of all, select “**About Authors**” and click upload file. Select the file with the data of the author (s) and click the “**Continue**” button twice in a row.

Upload Submission File

1. Upload File

2. Review Details

3. Confirm

Article Component *

About authors

✓ galacticamedia, 02_AuthorInfoRus.docx

Change File

[Ensuring a Blind Review](#)

Continue

Cancel

21. A new dialog box appears with the “**Add another file**” button. Click on this button. A new window will open:

Upload Submission File

1. Upload File 2. Review Details 3. Confirm

If you are uploading a revision of an existing file, please indicate which file.

This is not a revision of an existing file

Article Component *

Select article component

[Ensuring a Blind Review](#)

Continue Cancel

22. Leave the phrase “This is not a new version of the existing file” and select the article component “**Article Text**”

Upload Submission File

1. Upload File 2. Review Details 3. Confirm

If you are uploading a revision of an existing file, please indicate which file.

This is not a revision of an existing file

Article Component *

Select article component

Select article component

Article Text

About authors

Заявление

Contract

Agreement

Continue Cancel

23. Upload the body of the article

24. Having downloaded all the necessary documents in this dialog box, click the “Complete” and “Save and Continue” buttons. Proceed to step 3 “Entering metadata”.

Upload Submission File

1. Upload File

2. Review Details

3. Confirm

File Added

Add Another File

Complete

Cancel

25. On this page you will need to fill in all data fields in two languages: Title, Abstract, Keywords and References. We recommend to not fill in the “Subheading” field. Enter all the data of the article title after the colon in the “**Title**” field.

Submission Language

English

Русский

Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. *

Section *

Articles must be submitted to one of the journal's sections. *

Prefix

Examples: A, The

Title *

Subtitle

The optional subtitle will appear after a colon (:), following the main title.

Abstract *

The abstract must be 250 words or less.

B

I

U

x¹

x₂

<>

Upload

7

26. Please note that the system counts the number of words in the annotation and in abstract (the Words function under abstract is highlighted in red). If your abstract contains more than 250 words, further download is not possible. We have established such a restriction according to the international requirements. Therefore, we ask you to write annotations and abstract in the amount of 100/150 to 250

на основе корреляции по пирсону выстраиваются модели алиментарности Чужого и сравниваются с моделями, которые были получены авторами в 2018 году. Анализ интернет запросов позволил выявить наиболее популярные стереотипы об алиментарных пристрастиях Чужого и страхах, связанных с ним. Сравнение полученных за два года данных показало устойчивые и динамичные аспекты алиментарности воображаемого Чужого. Каждая из построенных моделей отразила как реальные факты алиментарной культуры иных народов, так и стереотипы, базирующиеся на страхе перед Чужим.

Исследование динамики маркеров алиментарной инаковости выявило факт качественных изменений интереса к гастрономическим практикам дальневосточных народов с фиксацией внимания на визуальной составляющей процесса поедания, а маркеры каннибализма, актуальные для образов Чужого в 2018 г, в новых данных уже отсутствуют. Выводы о несклонности разделять чужие культуры при рассмотрении алиментарности инаковости и образа Чужого.

Words: 159

English

revealed the most popular stereotypes about the nutritional preferences of the Other and the fears associated with it. Comparison of the data obtained over two years showed the stable and dynamic aspects of the alimenterarity of the Other. Each of the constructed models reflects both the real facts of alimenterary culture of other peoples, and stereotypes based on fear of Alien.

The study of the dynamics of alimenterary otherness markers revealed the fact of qualitative changes in the interest in gastronomic practices of the Far Eastern peoples with fixation of attention on the visual component of the process of eating, while markers of cannibalism, which were relevant to the images of the Other in 2018, are no longer in the new data. This research also confirmed the thesis of blurring cultural boundaries in the characteristics of the alimenterary otherness i the image of the Other.

Words: 364

words.

27. Please note that in the field “**List of Contributors**” you must add all authors (if the work is collective) through the “**Add Contributor**” button, where you will need to fill in all the necessary fields (name, email, country, place of work)

Add Contributor

Name

First Name * Middle Name Last Name *

Contact

Email *

Country

Country *

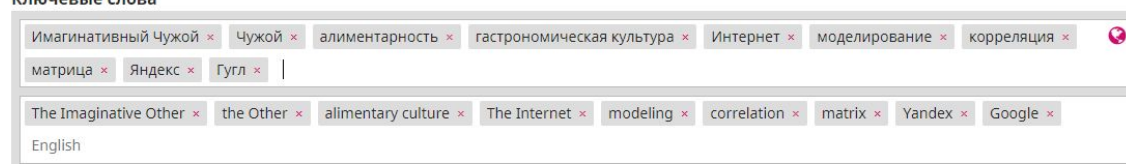
User Details

Suffix

URL ORCID iD

28. Keywords should be loaded one at a time, not as a list. Otherwise, the system will perceive the list for 1 keyword

Дополнительные уточнения
Ключевые слова



The screenshot shows a form titled 'Дополнительные уточнения' with a sub-header 'Ключевые слова'. Below this, there are two rows of keyword boxes. The first row contains: 'Имагинативный Чужой', 'Чужой', 'алиментарность', 'гастрономическая культура', 'Интернет', 'моделирование', 'корреляция'. The second row contains: 'матрица', 'Яндекс', 'Гугл'. Below these rows, there is a section for English keywords: 'The Imaginative Other', 'the Other', 'alimentary culture', 'The Internet', 'modeling', 'correlation', 'matrix', 'Yandex', 'Google'. At the bottom, the word 'English' is written.

29. You do not need to fill in the field Supporting organizations. If your research was written with the financial support of a grant fund or any other organization, information about this should be placed in the body of the article itself

30. Copy the list of references in the field "List of references" and press the button "Save and continue"

Литература



The screenshot shows a text area titled 'Литература' containing a list of references. The references are as follows:
Cohen, J. J. (Ed.). (1996). *Monster Theory: Reading Culture*. Minneapolis: University of Minnesota Press.
Dubossarskaya, M. L. (2012). "Own", "Alien", "Other" in the Clash of Cultures (Based on Material from the Peruvian Chronicles of the 16th Century). PhD thesis. Moscow. (in Russian)
Fiennes S., Holly K., Rosenbaum M. (Producers), Zizek S. (Writer), & Fiennes S. (Director). (2012). *The Pervert's Guide to Ideology*. [Motion Picture]. UK, Ireland.
Foucault, M. (1997). *Madness and Civilization: A History of Insanity in the Age of Reason*. St. Petersburg. (in Russian)
Gregorash, B. J. (2019). The Routledge Handbook of Gastronomic Tourism. *Anatolia-International Journal of Tourism and Hospitality Research*, 30(3), 442-444. doi: 10.1080/13032917.2019.1643641.
Grishaeva, L. I. (2003). *Acculturation as a Transformation of the Opposition "Own" - "The Other"*. Volgograd: Change. (in Russian)
Gruen, E. S. (2011). *Rethinking the Other in Antiquity*. Princeton: Princeton University press.
Holliford, S., & Widdet, S. (2008). *Motivation: A practical guide for managers*. Moscow: GIPPO. (in Russian)
Husserl, E. (2001). *Cartesian Meditations*. St. Petersburg: Science. (in Russian)
Korchak, A.S. (2006). *The philosophy of the Other "Me": History and Modernity*. Moscow: LENAND. (in Russian)
Levinas, E. (2007). *The Path to the Other*. (E. Bakhtina, trans.) St. Petersburg: Publishing House of St. Petersburg University. (in Russian)
Lévi-Strauss C. (1999). *Mythologiques*. V. I. The Raw and the Cooked. Moscow, St. Petersburg: University book. (in Russian)
Lévi-Strauss, C. (1963). *Structural Anthropology*. New York: Basic book, Inc.
Maslow, A. H. (1942). A Theory of Human Motivation. *Psychological Review*(50), 270-296.

Сохранить и продолжить

Отменить

31. You are now at step 4 "Confirmation". Click the "Complete Submission" button. Thus, you confirm the sending of the article to the editorial office of the Journal. The system will ask you, "Are you sure you want to send this article to the journal?" If you are sure that you did everything right, then feel free to click the "OK" button.

Отправить статью

1. Начало

2. Загрузка материала

3. Ввод метаданных

4. Подтверждение

5. Следующие шаги

Ваш материал был загружен на сервер и готов к отправке. Вы можете вернуться назад, чтобы проверить и откорректировать любую информацию, которую вы ввели, перед тем как продолжить. Когда вы будете готовы, щелкните на кнопке «Завершить отправку».

Завершить отправку

Отменить

32. An email of the following content will be sent to your e-mail box(indicated at registration):

Hello Username!

Thank you for submitting the article "Title" to the journal Galaxy Media: Journal of Media Research. Using our online journal management system you can track its passage through the editorial process by going to the journal website:

Material URL:

<https://galacticamedia.com/index.php/gmd/authorDashboard/submission/id>

Username: user

If you have any questions, please contact me. Thank you for choosing our journal to publish your work.

Rastyam Tuktarovich Aliev

Galactica Media: Journal of Media Studies

33. Congratulations. You sent the article to the editors of Galactica Media: Journal of Media Studies