Full Paper Guideline

The 7ᵗʰ CCCMS 2024

1. **Submission**

    a. **Full Paper Submission**: Submitting a full paper is optional for your presentation, you may make your presentation with or without a full paper.

    b. **Joining Post-Conference Publications**: If you wish to participate in post-conference publications, you should submit your full paper before the conference. The deadline is 12 August 2024.

    c. **Submission Process**:

        i. Submit your full paper through the provided link: https://s.id/FullPaperSubmission7thCCCMS

        ii. Select one of the targeted publications listed in the submission form. There is also an option for 'not joining any post-conference publications.'

    d. **Review Process**: If you choose one of the listed journals or the edited volume (Jurnal Komunikasi: Malaysian Journal of Communication, Jurnal Komunikasi Universitas Islam Indonesia, Asian Journal of Media and Communication, or the edited volume on Environmental Communication), your paper will undergo a review process.

    e. **Further Review**: Once a paper passes the reviewers' selection, it will be sent to the journal's or edited volume's editor for further processing according to their review procedures. The paper may be subject to additional review as decided by the editor.

    f. **Conference Proceedings**: Papers that do not pass the reviewers' selection will automatically be included in the conference proceedings. Every submitted full paper has the right to be included in the proceedings, except those accepted for publication in the listed journals or edited volume.

    g. **Withdrawal Rights**: Authors may withdraw their papers, but this must be done before signing the publication agreement. Once the agreement is signed, withdrawal is not possible.

2. **General**

    ✓ *Full paper should be written English*.

    ✓ The paper should be *no less than 3000 words and no more than 7000 words*, inclusive of abstract, tables, references, and figures.

    ✓ Please indicate an email address and affiliation for each author.

    ✓ Please supply a short biographical note for each author (no more than 100 words).

    ✓ Please use *Arial 11, single line spacing, A4 – normal margin (2.5 cm each side), left and right justified*.

3. Publication Ethics

✓ Authors must certify that their manuscripts are their original work.

✓ *Authors must certify that the manuscript has not previously been published elsewhere and is not currently being considered for publication elsewhere.*

✓ All authors mentioned in the paper must have significantly contributed to the research.

✓ Authors must state that all data in the paper are real and authentic.

✓ Authors must obtain written permission to reuse third-party material in the article.

4. Headings and Numberings

✓ Please make no more than two levels of heading following numbering system:

1 First-level heading

1.1 Second-level heading

✓ Capitalize only the first letter of the first word and of proper nouns and adjectives.

✓ Please ensure that all sections, subsections, tables, and figures are numbered consecutively.

5. Structure

Article Title

First Author

Institution and address

Author's email address

Second Author

Institution and address

Author's email address

Abstract

Write abstract in one paragraph (150-250 words) consisting of purposes, methods, results and conclusions.

Keyword: Consists of 3 to 6 keywords, not necessarily single words.

Introduction

The introduction includes backgrounds, purposes, questions, hypotheses (if any), contributions, and literature reviews. The literature review should include the novelty of the research and the applied concepts or theoretical frameworks.

The division of subtitles in a conceptual article, which is not based on empirical research, does not have to follow this structure, but it should begin with an 'Introduction' and end with a 'Conclusion'.

Methods

This part describes the methods have been used in the study, including approach, material, tool, time and location, sample and population, informant selection, data collection, and data analysis.

Results and Discussions

This part consists of empirical results and theoretical discussions, which are not necessarily separated into two subtitles. It is preferred that empirical findings and theoretical discussions are mixed under some subtitles which are organized based on topics and subtopics.

Conclusion

This part should state briefly the principal results, major conclusions, and recommendations for future studies. It could also mention social, cultural, or political implications of the study. Do not add any new ideas or discussions here.

Acknowledgment

This part mentions briefly the funding and grant-awarding bodies, also other parties should be mentioned for their contributions during the research and/or writing processes.

Biographical note

Please supply a short biographical note for each author (no more than 100 words).

References

Please refer to the reference system as explained in this style sheet.

Please check the references carefully to ensure that all works cited in the text are listed in the   reference section, and vice versa. Do not list any works that are not cited.

6. Quotations

- ✓ Always give the page number(s) for quotations.
- ✓ Short quotations (fewer than 60 words) should run-on in the text and be enclosed in double quotation marks.
- ✓ Longer quotations should appear as a separate block and should not be enclosed in quotation marks. The citation to the source should be placed at the end of the quote following the punctuation.
- ✓ All quotations in languages other than English should be followed by a translation in square brackets.

7. Citations

- ✓ One author: (Latour 1993) or Latour (1993).
- ✓ Two authors: (Lotman and Uspensky 1978) or Lotman and Uspensky (1978).
- ✓ Three or more authors: (Lindstrom at al. 2013) or Lindstrom et al. (2013).
- ✓ Several works in one citation: (Oliver-Smith 1996; Ingold 2000; Kohn 2013).
- ✓ Page number(s) for quotations: (Maran 2020: 9-11), Latour (1993: 109-110).

- ✓ Citations of more than one work by the same author published in the same year should be differentiated: (Maran 2017a), Maran (2017b) .
- ✓ Do not use: op. cit., loc. cit., or ibid.

8. Tables and Figures

- ✓ Tables should present new information rather than duplicating what is already in the text. Please supply editable files.
- ✓ Graphs, drawings, and photographs should be labeled as "Figures".
- ✓ Tables and figures should be numbered consecutively throughout the manuscript.
- ✓ Table captions should appear directly above the table; figure captions should appear directly below the figure.
- ✓ Photographs and scanned images should have a minimum resolution of 300 dpi. Please also supply figures as separate files (JEPG, TIFF).

9. References

- ✓ All works cited in the text must be listed in the reference section. Do not list any works that are not cited.
- ✓ Please make the entries alphabetically by last name of author.
- ✓ Whenever possible, give the full first names of authors and editors.
- ✓ Please list all authors and/or editors (two to five authors), do not use 'et al.'. Use 'et al.' if more than five authors and/or editors.
- ✓ Names with particles (e.g. von, van den) should be alphabetized by the individual's personal preference or traditional usage.
- ✓ A single-author entry precedes a multi-author entry that begins with the same name.
- ✓ Reference entries for multiple works by the same author or editor should be listed chronologically (the oldest first).
- ✓ Please use headline-style capitalization: the first letter of all major words in title and subtitles are capitalized.
- ✓ The list should show the full title and subtitle of each work.
- ✓ The journal or edited work entries should include page numbers.
- ✓ Translate titles in languages other than English.
- ✓ Do not use dashes to replace repeated author/editor names.

Examples:

Book (one author):

Latour, Bruno. 1993. *We Have Never Been Modern.* Cambridge: Harvard University Press.

Book (two to five authors):

Selg, Peeter, and Andreas Ventsel. 2020. *Introducing Relational Political Analysis: Political Semiotics as a Theory and Method*. London: Palgrave Macmillan.

Hartley, John, Indrek Ibrus, Maarja Ojamaa. 2020. *On the Digital Semiosphere: Culture, Media and Science for the Anthropocene*. London: Bloomsbury.

Book (more than five authors): List the first five authors followed by et al.

Edited book:

Mauch, Christof, and Christian Pfister (eds.). 2009. *Natural Disasters, Cultural Responses: Case Studies Toward a Global Environmental History*. Lanham: Lexington Books.

Contribution in an edited work:

Rowlands, Michael, and Christopher Tilley. 2006. "Monuments and Memorials." In Christopher Tilley, Webb Keane, Susanne Kuchler, Michael Rowlands, and Patricia Spyer (eds.), *Handbook of Material Culture*, 500-515. London: Sage Publication.

Book translated:

Lotman, Juri. 2019. *Culture, Memory and History: Essays in Cultural Semiotics*. Brian J. Baer (trans.). London: Palgrave Macmillan.

Journal (one author):

Nazaruddin, Muzayin. 2020. "Social Media and Alternative Discourse on Natural Hazard: A Case Study of Facebook Group Info Merapi." *Jurnal Komunikasi: Malaysian Journal of Communication* 36(1): 480-494. doi: 10.17576/JKMJC-2020-3601-28.

Journal (two to five authors):

Maran, Timo, and Kalevi Kull. 2014. "Ecosemiotics: Main Principles and Current Developments." *Geografiska Annaler: Series B, Human Geography* 96(1): 41-50. doi: 10.1111/geob.12035.

Journal (more than five authors): List the first five authors followed by et al.

Conference paper:

Nazaruddin, Muzayin. 2020. "Post-disaster Landscape and Cultural Transformations: A Cultural and Ecosemiotic Analysis of Post-2010 Eruption of Mt. Merapi." Paper presented at the International Conference on Building Resilience (ICBR), Bali, January 13-15.

Thesis/dissertation:

Lindstrom, Kati. 2011. *Delineating Landscape Semiotics: Towards the Semiotic Study of Landscape Processes*. Tartu: University of Tartu dissertation.

Translated title:

Pranowo, Handojo Adi. 1985. *Manusia dan Hutan: Proses Perubahan Ekologi di Lereng Gunung Merapi* (Human and forest: ecological changes on the slopes of Mt. Merapi). Yogyakarta: Gadjah Mada University Press.

Newspaper and magazine:

Williamson, Lucy. 2009. "Tsunami Museum Opens in Indonesia." *BBC News*, February 23. http://news.bbc.co.uk/2/hi/7905770.stm.