Computer Supported Cooperative Work

Manuscript Submission

1. The CSCW Journal

Computer Supported Cooperative Work (CSCW): The Journal of Collaborative Computing and Work Practices is devoted to innovative research in computer-supported cooperative work (CSCW). It provides an interdisciplinary and international forum for the debate and exchange of ideas concerning theoretical, practical, technical, and social issues in CSCW.

The *CSCW Journal* arose in response to the growing interest in the design, implementation and use of technical systems (including computing, information, and communications technologies) which support people working cooperatively, and its scope remains to encompass the multifarious aspects of research within CSCW and related areas.

The *CSCW Journal* focuses on research oriented towards the development of collaborative computing technologies on the basis of studies of actual cooperative work practices (where 'work' is used in the wider sense). That is, it welcomes in particular submissions that (a) report on findings from ethnographic or similar kinds of in-depth fieldwork of work practices with a view to their technological implications, (b) report on empirical evaluations of the use of extant or novel technical solutions under real-world conditions, and/or (c) develop technical or conceptual frameworks for practice-oriented computing research based on previous fieldwork and evaluations.

1.1. Editorial policy

The *CSCW Journal* only publishes original research. As for work previously reported in conference papers, there must be sufficient difference between the conference paper and the version submitted to the Journal for the two works to be seen as separate works. As a rule of thumb, the journal version must be updated by 30% or more (e.g., extended methodology, more research results, new figures and or tables, etc.) and, hence, have a new title.

2. Table of contents

3. Manuscript presentation

Number the pages consecutively with the first page containing:

- running head (shortened title)
- title
- author(s)
- affiliation(s)
- full address for correspondence, including telephone and fax number and email address

3.1. Language

The journal's language is International English. British English or American English spelling and vocabulary may be used, but either one should be followed consistently throughout the article.

We appreciate any efforts that you make to ensure that the language is corrected before submission. This will greatly improve the legibility of your paper if English is not your first language.

3.2. Measurements

Measures should be given in the International Metric system.

3.3. Time and Date

Dates and hours should be given in the international format of 13 October 2010, 16:28.

3.4. Abstract

Please provide a short abstract of 100 to 250 words. The abstract should not contain any undefined abbreviations or unspecified references. Since abstract and key words will be used to select appropriate reviewers, it is essential to make them as informative as possible.

3.5. Key Words

Please provide 5 to 10 key words or short phrases in alphabetical order.

3.6. Section headings

Section headings should be numbered (e.g., 1., 1.1, 1.1.1, 2., 2.1, etc.).

3.7. Long quotations ('block quotes')

Quotations of more than 40 words should be set off clearly, by indenting the left-hand margin and/or by using a smaller typeface. *Please do not use italics to indicate quotations.*

Use single quotation marks ('') for direct quotations and for words or phrases used in a special sense and double quotation marks ("") for quotations within quotations.

3.8. Figures

All photographs, graphs and diagrams should be referred to as a 'Figure' and they should be numbered consecutively (1, 2, etc.). Multi-part figures ought to be labelled with lower case letters (a, b, etc.). Please insert keys and scale bars directly in the figures. Relatively small text and great variation in text sizes within figures should be avoided as figures are

often reduced in size. Figures may be sized to fit approximately within the column(s) of the journal. Provide a detailed legend (without abbreviations) to each figure, refer to the figure in the text and note its approximate location in the margin. Please place the legends in the manuscript after the references.

3.9. Tables

Each table should be numbered consecutively $(1, 2, \text{etc.})$. In tables, footnotes are preferable to long explanatory material in either the heading or body of the table. Such explanatory footnotes, identified by superscript letters, should be placed immediately below the table. Please provide a caption (without abbreviations) to each table, refer to the table in the text and note its approximate location in the margin. Finally, please place the tables after the figure legends in the manuscript.

3.10. Acknowledgements

Acknowledgements of people, grants, funds, etc. should be placed in a separate section before the List of References.

3.11. Appendices

Supplementary material should be collected in an Appendix and placed before the Endnotes and Reference sections.

3.12. Notes

Footnotes (or endnotes) should be indicated by consecutive superscript numbers in the text. Endnotes should be listed at the end of the article before the References. A source reference note should be indicated by means of an asterisk after the title. This note should be placed at the bottom of the first page.

4. Citations and references

The *CSCW Journal* is both interdisciplinary and international. Bibliographical information therefore must be unambiguous for a readership beyond the author's local community.

4.1. In-text citations

In the text, a citation (reference) identified by means of an author's name should be followed by the year of the reference in parentheses, and page number(s) where appropriate. When there are three or more authors, only the first author's name should be mentioned, followed by 'et al.'. If the article cites two or more works by the same author(s) and published the same year, the references, both in the text and in the reference list, should be identified by adding lower-case letters like 'a' and 'b' after the year to distinguish the works:

Winograd (1986, p. 204)

(Winograd 1986a, b) *or* (Winograd 1986a, 1986b)

(Winograd 1986b; Flores et al., 1988)

(Bullen and Bennett, 1990)

(CEC DGXIII, 1989)

The use of semicolon between references by different authors is recommended to avoid ambiguity.

Do not used ampersand ('&') in citations, unless the cited author is a collective such as, for instance, a company with an ampersand in its name. That is, it is '(Bullen and Bennett, 1990)' *not* '(Bullen & Bennett 1990)'.

4.2. List of references

4.2.1 General principles

The reference format is based on the Springer version of the APA format, but with additional requirements:
- To avoid mistakes, volume numbers, issue numbers, and page numbers must be indicated by standard labels ('vol.', 'no.', and 'pp.', respectively).
- Full article or book titles are required, also for proceedings.
- To avoid misidentification, authors' names should include the first (or given) name.

4.2.2 Specific instructions

References to books, journal articles, articles in collections and conference or workshop proceedings, and technical reports should be listed at the end of the article in alphabetical order. Articles in preparation or articles submitted for publication, unpublished observations, personal communications, etc. should not be included in the reference list but should only be mentioned in the article text (e.g., T. Moore, personal communication) or in footnotes.

For the **major reference types,** the generic formats are as follows (please notice the use of punctuation marks):

For **volumes** (books, collections, technical reports, etc.):

<Author> (<Year>). *<BookTitle>*. <City>: <Publisher>.

For journal articles:

<Author> (<Year>). <ArticleTitle>. *<JournalTitle>*, vol. <Volume>, no. <Issue>, pp. <Pages>.

For **articles in volumes** (articles in collections, conference papers):

<Author> (<Year>). <ArticleTitle>. In <Editor(s)> (ed(s), *<BookTitle>*. <City>: <Publisher>, pp. <Pages>.

For **multiple author** names:

Two authors:

<FirstAuthorLastName, FirstAuthorFirstName>; and <SecondAuthorFirstName SecondAuthorLastName>

Multiples authors:

<FirstAuthorLastName, FirstAuthorFirstName>; <SecondAuthorFirstName SecondAuthorLastName>; … and <NthAuthorFirstName NthAuthorLastName>.

The use of semicolon between author names is recommended to avoid ambiguity in the case of composite names.

4.2.3 Examples

References to **books** should include the author's name; year of publication; *title (in italics)*; place of publication; publisher; in the order given in the example below.

> Suchman, Lucy (1987). *Plans and Situated Action: The Problem of the Human-Machine Communication*. Cambridge: Cambridge University Press.

References to **books with collective or organizational authorship** should include the collective's name or its standard acronym; year of publication; *title (in italics)*; place of publication; publisher; in the order given in the example below.

> CEC DGXIII (1989). *COST 11ter: Research in the field of Teleinformatics: Multi-annual Programme of the Community on Data-Processing: Final Report*. Commission of the European Communities, DG XIII: Telecommunications, Information Industries and Innovation, April 1989.

References to **articles in an edited collection** should include the author's name; year of publication; article title; editor's name; *title of collection (in italics)*; first and last page numbers; place of publication; publisher, in the order given in the example below.

> Hutchins, Edwin (1990). The Technology of Team Navigation. In J. Galegher; R.E. Kraut; and C. Edigo (eds): *Intellectual Teamwork: Social and Technological Foundations of Cooperative Work*. Hillsdale, New Jersey: Lawrence Erlbaum Associates, pp. 191–220.

References to **articles in conference proceedings** should include the author's name; year of publication; article title; editor's name (if any); *conference acronym and full title of proceedings (in italics)*; first and last page numbers; place and date of conference; place of publication; publisher and/or organization from which the proceedings can be obtained, in the order given in the example below.

> Malone, Thomas W.; Kum-Yew Lai; and Christopher Fry (1992). Experiments with Oval: radically tailorable tool for cooperative work. In J. Turner and R. Kraut (eds): *CSCW'92. Proceedings of the ACM Conference on Computer-Supported Cooperative Work, Toronto, Canada, 31 October – 4 November 1992*. New York: ACM Press, pp. 289–297.

Please notice that the place and date of the conference is part of the title of the proceedings and that the conference venue (e.g., Toronto, Canada) is not necessarily the same as Place of Publication (e.g., New York).

References to articles in periodicals such as **journal articles** should include the author's name; year of publication; article title; *full title of periodical (in italics)*; volume number (and issue number where appropriate); publication date (where appropriate); first and last page, in the order given in the examples below.

> Flores, Fernando Michel Graves; Brad Hartfield; and Terry Winograd (1988). Computer Systems and the Design of Organizational Interaction. *ACM Transactions on Office Information Systems*, vol. 6, no. 2, April 1988, pp. 153–172.

Schmidt, Kjeld; and Liam Bannon (1992). Taking CSCW Seriously: Supporting Articulation Work. *Computer Supported Cooperative Work (CSCW)*, vol. 1, nos. 1–2, March 1992, pp. 7–40.

References to **technical reports or doctoral dissertations** should include the author's name; year of publication; *title of report or dissertation (in italics)*; location of institution (city, state); institution, in the order given in the example below.

Hughes, John A.; Dan Z. Shapiro; Wes W. Sharrock; and Robert Anderson (1988). *The Automation of Air Traffic Control*. Lancaster University, United Kingdom: Lancaster Sociotechnics Group, Department of Sociology.

Zisman, Michael D. (1977). *Representation, Specification and Automation of Office Procedures*. Ph.D. dissertation. University of Pennsylvania, Penn.: Dept. of Decision Sciences, The Wharton School.

References to **online documents** should include the author's name; year of publication; title of online document; type of online document; source; URL of online document; date accessed (where appropriate), in the order given in the example below.

Postel, Jonathan B. (1982). RFC 821: Simple Mail Transfer Protocol. Request for Comments, no. 821. Network Working Group, August 1982. http://www.armware.dk/RFC/rfc/rfc821.html. Accessed 25 January 2011.

In cases not covered by these specifications, please consult the general APA guidelines.

5. Submission instructions

5.1. Online manuscript submission

The CSCW Journal has a fully web-enabled manuscript submission and review system called Editorial Manager. This system offers authors the option of tracking in real time the review process of their manuscripts. The online manuscript and review system offers easy and straightforward log-in and submission procedures.

Manuscripts should be submitted to: http://www.editorialmanager.com/cosu/

NOTE: In case you encounter any difficulties while submitting your manuscript using Editorial Manager, please get in touch with the responsible Editorial Assistant by clicking on "CONTACT US" from the toolbar.

The Editorial Manager supports a wide range of submission file formats, including Word, WordPerfect, RTF, TXT and LaTeX for article text and TIFF, EPS, PS, GIF, JPEG and PPT for figures. PDF is not a recommended format. However, the *CSCW Journal* does not have a LaTeX template. You may, however, want to use Springer's general LaTeX template (https://www.springer.com/gp/authors-editors/journal-author/frequently-asked-questions/3832) for the submission. But be aware that for a paper to be accepted it must adhere to the journal's standard citation and reference format (as specified above).

5.2. Electronic figures

Electronic versions of your figures must be supplied. For vector graphics, EPS is the preferred format. For bitmapped graphics, TIFF is the preferred format. The following resolutions are optimal: line figures – 600 – 1200 dpi; photographs – 300 dpi; screen dumps

– leave as is. Colour figures can be submitted in the RGB colour system. Font-related problems can be avoided by using standard fonts such as Times Roman, Courier and Helvetica.

5.3. Color figures

Color figures may be printed at the author's expense. Please indicate at submission which figures should be printed in color, the number of color pages you prefer and to which address we can send the invoice. In addition, please specify if figures are to appear together on a color page. Our standard prices are: for one page 795, for two pages 1250, for three pages 1480 and for each subsequent page an additional 230.

5.4. Proofs

Notification of proofs will be sent to the corresponding author by email. Your response to the proofs, with or without corrections, should be submitted before your article can be published online. Please make any corrections to the electronic file provided to you by Springer's online e.Proofing tool. This tool gives authors and editors the possibility to make corrections directly in the text, which avoids interpretation errors common to separate correction documents.

5.5. Page charges and color figures

No page charges are levied on authors or their institutions except for color pages. Please see the section labelled 'Color Figures' in Manuscript Submission.

5.6. Copyright

Authors will be asked, upon acceptance of an article, to transfer copyright of the article to the Publisher. This will ensure the widest possible dissemination of information under copyright laws.

5.7. Permissions

It is the responsibility of the author to obtain written permission for a quotation from unpublished material, or for all quotations in excess of 250 words in one extract or 500 words in total from any work still in copyright, and for the reprinting of figures, tables or poems from unpublished or copyrighted material.

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In addition to the normal publication process (whereby an article is submitted to the journal and access to that article is granted to customers who have purchased a subscription), Springer now provides an alternative publishing option: Springer Open Choice. A Springer Open Choice article receives all the benefits of a regular subscription–based article, but in addition is made available publicly through Springer's online platform SpringerLink. To publish via Springer Open Choice, upon acceptance please visit www.springer.com/openchoice to complete the relevant order form and provide the required payment information. Payment must be received in full before publication or

articles will publish as regular subscription−model articles. We regret that Springer Open Choice cannot be ordered for published articles.

6. Editor−in−Chief

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