Alternator: user manual

Dear authors!

Alternator is an online magazine made by researchers for researchers, and for all interested in science. It welcomes contributions discussing phenomena, discoveries and findings from across disciplines, and is divided into three central areas: nature, society, technology. *Alternator* aims to transcend the polarisation between natural sciences, social sciences and the humanities.

As a prospective author, please follow the following suggestions.

Style

Authors are encouraged to write in an accessible, yet scientific manner, to facilitate interdisciplinary translation of content.

The main theme should be presented clearly and shortly at the very beginning. Think about your readers, e.g. a colleague with an interest in a certain topic, but lacking specialised knowledge about it.

Title should be short and sharp, stirring reader's curiosity. Use wordplay, references to songs, films, book titles. If appropriate, use section titles.

The **introduction** is crucial for a reader to keep reading, yet it may also steer them away. It is an opportunity to frame your theme. Why not use an anecdote, a vignette, or share a memory or an experience? Approach the reader directly. Crucially, make sure the text works; you might consider sending it around to colleagues and friends for unofficial "peer" review. It also helps to read it out loud. If you lose the thread, so might the reader.

Technical instructions

1. *Alternator* accepts **shorter and longer texts** – shorter: up to 800 words, longer: up to 2000 words.
2. All texts will be accompanied by a **photograph**. The Editorial Board will suggest photographs that best correspond with text's theme, but authors are also encouraged to provide their own photographs. The final decision lies with *Alternator*'s Photo Editor. If author's photograph will be used, the author must provide information on licencing (if it is different from the CC BY-NC-ND 4.0 licence); for third party photographs copyright must be cleared prior to publication.
3. **Graphic content** (graphs, photos, tables): keep in mind a non-specialised reader and aim for self-explanatory content to avoid lengthy explanations in text. If any of the content has previously been published, provide copyright clearance and source. Less is more (up to three graphic elements).
4. **Maximum title length** is 80 characters, **section titles** 60 characters. Photograph captions should not exceed 200 characters (spaces included).
5. Avoid **non-standard characters** (fractions, integrals, subscript, superscript characters).

6. Avoid **footnotes** and instead hyperlink the surname to relevant website (publisher, open access article, etc.).
7. When **citing**, make sure citing is consistent throughout. Keep quotes to a minimum, prioritise paraphrasing instead of direct quotes. Use the following formatting guidelines:

    - *Italicise* **titles** of monographs, collections, edited volumes, and periodicals: Martin Heidegger: *Being and Time*.
    - Use **author-date** citation format (Novak 2019: 23–25).
    - When quoting directly the works of others, use double quotation marks "…"and single quotation marks '…' for quotations within quotations.
    - When paraphrasing, omit quotation marks and cited source reference.
    - For quotation in excess of four lines, place quotations in a free-standing block quote.
    - For multiple authors use abbreviation (Kalan et al. 1987).
    - If you omit words from a quotation or add any, indicate the change by using square brackets […].

General publication information

The texts will go through editorial screening but will not be peer-reviewed.

Selected contributions will be published under the "Creative Commons Attribution-NonCommercial-NoDerivatives 4.0" licence (CC BY-NC-ND 4.0): the material may be copied and redistributed in any medium or format, but it must not be modified. The licensor cannot revoke these freedoms as long as the license terms are followed. Credit must be given to the original author of the work, including a URL or hyperlink to the work.

Authors will sign a contract with *Alternator* (ZRC SAZU) and thereby agree to transfer author rights to ZRC SAZU and allow the publication under the provisions of CC BY-NC-ND 4.0.

Authors are required to send a short biographical note (up to 100 words) and a photograph (neutral, 300 dpi). The Editorial Board may adjust the photo to maintain a consistent visual outlook.

All submitted contributions will be proofread and edited as necessary. The Editorial Board may implement changes in contributions that fail to conform to author guidelines. Any changes will be sent to the author for authorisation. After the publication no further changes will be possible.

Contributions may be written in Slovene or English. Contributions in other languages will be subject to availability of adequate linguistic expertise. Contributions in foreign languages will not be translated into the Slovene.

The Editorial Board may reject inadequate or inappropriate submissions.

For any further queries please contact *Alternator* Editorial Board at urednistvo@alternator.science.