

# hyphen journal

## A checklist for Hyphen final submissions

When sending your final contribution to [submissions@hy-phen.space](mailto:submissions@hy-phen.space), please remember all the following:

- The title (adequately reflecting the contents of the work)
- Author's name and affiliation
- Your submission (no minimum length and maximum length is 5000 words)
- Abstract: in 100–150 words, it should describe your text. It may also include but not be limited to your approach/methodology and how the work contributes to the [aims of Hyphen](#).
- Keywords (six to eight)
- Author's biography (approximately 100 words)
- Any reproduction permissions obtained (see '[Responsibilities of authors](#)')
- Ensure that you have applied the Hyphen style guide (see '[Style guide](#)')
- Read our full guidelines: <http://www.hy-phen.space/guidelines.html>

## How to send your media files

- File names: separate words with a dash, '-'. (No empty spaces please.)
- Text: please send as a Word document.
- If images, sound, or video files are integrated within a text, please insert the following words, with your relevant file name, on a separate line and in square brackets:  
[Insert 'file name' here].
- Image size should be not exceed 2000px in max-width (or max-height) and a file size of 250 to 300 KB (see [explanation why](#)). Please provide image files as a downloadable link from WeTransfer (<https://wetransfer.com>) or similar.
- Number of images: 12 images maximum (or let us know if your contribution necessitates more than 12 images).
- Video work up to 30 min can be embedded via a [Vimeo](#) or YouTube link. Please ensure a good streaming resolution in terms of image quality as well as loading time.
- For video essays and interactive art please include a short description (max 50 words) and a poster image in jpg format.
- Sound: provide a link to your sound/music files hosted on your own account, preferably SoundCloud (<https://soundcloud.com>). We will embed the sound within your journal contribution pages.

Guidelines on how to optimise your image files for Wordpress sites, which is the platform that Hyphen uses, can be found at <https://om4.com.au/client/preparing-image-files-before-uploading-with-wordpress>. If you want to simplify the optimising process, there are also free online platforms or downloadable software like imageoptim (<https://imageoptim.com/versions.html>) that can be used.

Please feel free to direct any queries you may have to [editorial@hy-phen.space](mailto:editorial@hy-phen.space).