Notes for Contributors

The guidance on this page is by no means comprehensive and must be read in conjunction with the *Intellect Style Guide*, which can be found here: http://www.intellectbooks.co.uk/page/index,name=journalresources/.

Illustrations
We welcome images illustrating an article. All images need a resolution of at least 300 dpi. All images should be supplied independently of the article, not embedded into the text itself. The files should be clearly labelled and an indication given as to where they should be placed in the text. The image should always be accompanied by a suitable caption and the following is the agreed style for captions:

Figure 1: Artist, *Title of Artwork*, Year. Medium. Dimensions. Location. Copyright holder information [use of Courtesy of or © should be consistent].

Please note the colon after the number and the terminating full point, even if the caption is not a full sentence. Copyright clearance should be indicated by the contributor and is always the responsibility of the contributor.

Language
The journal follows standard British English. Please use 'ize' endings instead of 'ise'.

Length of articles
Articles should be 6000–8000 words long and must not exceed 8000 words (including notes and references, but excluding the author biography, keywords or abstract).

Metadata
Contributors must check that each of the following have been supplied correctly:
- Article title
- Author's name
- Author's postal and email address (these do not have to be included in the final article, but are needed for correspondence purposes)
- Author's biography of 50–100 words
- Abstract of 100–200 words (this will appear on Intellect's website)
- Keywords (six to eight, listed one per line, in lower case where possible)

Notes
Endnotes may be used for comments and additional information only. In general, if something is worth saying, it is worth saying in the text itself. A note will divert the reader's attention away from your argument. If you think a note is necessary, make it as brief and to the point as possible. Use Microsoft Word's note-making facility and ensure that your notes are endnotes, not footnotes. Place note calls outside the punctuation, i.e. after the comma or the full stop. The note call must be in superscripted Arabic ([1, 2, 3]).

Opinion
The views expressed in this journal are those of the authors and do not necessarily coincide with those of the Editors or the Editorial or Advisory Boards.

Permissions/Copyright/Liability
Copyright clearance is the responsibility of the contributor and should be indicated by the contributor. If your article is accepted for publication, please complete a copyright consent form (downloadable from http://www.intellectbooks.co.uk/page/index, name=journalresources/) and send it to the journal editor. Unless a specific agreement has been made, accepted articles become the copyright of the journal.

Presentation/House Style
All articles should be written in Word. The font should be Times New Roman, 12 point. The title of your article

should be in bold at the beginning of the file, but not enclosed in quotation marks. Bold is also used for headings and subheadings (which should also be in Times New Roman, 12 point) in the article. Italics may be used (sparingly) to indicate key concepts.

Any matters concerning the format and presentation of articles not covered by the above notes should be addressed to the Editor.

Quotations

Intellect's style for quotations embedded into a paragraph is single quote marks, with double quote marks used for a second quotation contained within the first. All long quotations (over 40 words) should be 'displayed' – i.e. set into a separate indented paragraph with an additional one-line space above and below, and without quote marks at the beginning or end. Please note that for quotations within the text, the punctuation should follow the bracketed reference. For a displayed quotation the bracketed reference appears after the full stop. All omissions in a quotation are indicated thus: […] Note that there are no spaces between the suspension points. When italics are used for emphasis within quotations, please ensure that you indicate whether the emphasis is from the original text or whether it is your own.

Referees

This is a peer-reviewed journal. Strict anonymity is accorded to both authors and referees.

References

All references in the text should be according to the Harvard system, e.g. (Bordwell 1989: 9). Please do not group films together under a separate Filmography heading. Instead, incorporate all films into the main body of references and list them alphabetically by director. The same rule applies to music/new media: identify the director/composer and list alphabetically with books, journals and papers. Please provide complete production details of all the TV series mentioned in the text in the references section. These should be alphabetised by title and NOT contained in a separate section. When you do this please follow the following format exactly, including connecting punctuation: *Title* (Year of release, country of release: TV channel/TV Network). The first time a TV programme or series is mentioned please also insert the year of release, in the following format, after the title: *Title* (Year).

Please note in particular:
- 'Anon.' for items for which you do not have an author (because all items must be referenced with an author within the text)
- A blank line is entered between references
- Year date of publication in brackets
- Commas, not full stops, between parts of each reference
- Absence of 'in' after the title of a chapter if the reference relates to an article in a journal or newspaper.
- Name of translator of a book within brackets after title and preceded by 'trans.', not 'transl.' or 'translated by'.
- Absence of 'no.' for the journal number, a colon between journal volume and number.
- 'pp.' before page extents.

The following samples indicate conventions for the most common types of reference:

Anon. (1957), *Narrative in Early Renaissance Art*, Oxford: Books Press.

Bashforth, Kirsty (2016), 'The rules for socialising with work colleagues', *Harper's Bazaar*, July, http://www.harpersbazaar.co.uk/people-parties/bazaar-at-work/news/a37383/how-to-socialise-effectively-at-work/. Accessed 15 July 2016.

'Blood of My Blood' (2016), Jack Bender (dir.), *Game of Thrones*, Season 6 Episode 6 (29 May, USA: HBO).

Bowie, David (2016), '*Blackstar*', Blackstar, Sleeve notes, New York: Colombia Records.

Brown, J. (2005), 'Evaluating surveys of transparent governance', *6th Global Forum on Reinventing Government: Towards Participatory and Transparent Governance*, Seoul, Republic of Korea, 24–27 May.

Denis, Claire (1987), *Chocolat*, Paris: Les Films du Paradoxe.

Derrida, Jacques (2002), 'The university without condition', in P. Kamuf (ed.), *Without Alibi*, Stanford: Stanford University Press, pp. 202–37.

Gibson, R., Nixon, P. and Ward, S. (eds) (2003), *Political Parties and the Internet: Net Gain?*, London: Routledge.

Gliessmann, N. (2015), *Denkwerkstatt Museum* ('Think workshop museum'), Norderstedt: Books on Demand.

Overdiek, Anja (2016) 'Fashion designers and their business partners: Juggling creativity and commerce', *International Journal of Fashion Studies*, 4: 1, pp. 27–46.

Richmond, J. (2005), 'Customer expectations in the world of electronic banking: a case study of the Bank of Britain', Ph.D. thesis, Chelmsford: Anglia Ruskin University.

Roussel, R. ([1914] 1996), *Locus Solus*, Paris: Gallimard.

Stroöter-Bender, J. (1995), *L'Art contemporain dans les pays du 'Tiers Monde'* (trans. O. Barlet), Paris: L'Harmattan.

UNDESA (United Nations Department of Economic and Social Affairs) (2005), Report on Reinventing Government, United Nations: New York.

Woolley, E. and Muncey, T. (forthcoming), 'Demons or diamonds: a study to ascertain the range of attitudes present in health professionals to children with conduct disorder', *Journal of Adolescent Psychiatric Nursing*.

Zhang, Zimou (2004), *Shi mian mai fu (House of Flying Daggers)*, China: Beijing New Picture Film Co.

Personal communications

Unless an informal conversation, interviews can be cited in text and included in the references. In the references, the name of interviewer/interviewee, type of communication, location, day and month should be included [if available].

Björgvinsson, E. and Høg Hansen, A. (2009), telephone interview, 23 January.

Branson, Richard and Doe, John (2014), in person interview, Birmingham City University, 4 July.

Website references

Website references are similar to other references. There is no need to decipher any place of publication or a specific publisher, but the reference must have an author, and the author must be referenced Harvard-style within the text. Unlike paper references, however, web pages can change, so there needs to be a date of access as well as the full web reference. Website or blog titles should be in roman font. In the list of references at the end of your article, the item should read something like this:

Doble, Lily (2014), 'Westonbirt in Autumn', Lily Doughball, 19 October, http://www.lilydoughball.com/category/photography/. Accessed 15 July 2016.

Submission procedures

Articles submitted to this journal should be original and not under consideration by any other publication. Contributions should be submitted electronically as an e-mail attachment. Please contact the journal's editor for further details.