

Notes for Contributors

Drawing: Research, Theory, Practice places particular emphasis on original papers on drawing theories, practices, methods, processes and research that adopt inventive interpretations of drawing. Authors who have been previously published in DRTP may submit to the journal again after a minimum of 2 or 3 issues, as we prioritize new authors and invite new voices to expand the scope of the journal. We accept the following contributions:

CONTRIBUTIONS

Articles (5000–6000 words)

- Papers that explore the role of drawing in a particular field of practice, on current theories and methodologies, approaches to teaching, theoretical papers that deal with historicity and aesthetics or new technologies, material, social or educational issues. Submissions should contribute to knowledge and include original research. Work that proposes new ideas and methodologies should be clearly and thoroughly presented.

Research Projects, Project Reports, Position papers (2000–3000 words)

- Research-based projects based on drawing practice should include original research or work in progress that proposes new concepts, ideas or methods that are clearly presented, argued and evidenced.

- Reports of investigative practice may be collaborative projects, technological developments, new processes etc. by practitioners. Project reports should present research question(s), methods, outcomes, and findings and research evaluation.

- Position papers may put forward and debate a new perspective on a particular issue related to drawing theory or practice.

Critical Essays (1500–3000 words)

- Papers that present reflections on drawing both as a discipline and as a practice.

Profiles (1000–2000 words)

- Presenting the work of practitioners (artist, architect, designer, maker, researcher, teacher, etc.) whose creative work contributes new ideas or research in the field. The reflections on featured works or artist profiles could present work in progress.

Featured Drawings (1–2 images and 500–1000 words)

- We invite the submission of images of outstanding quality representative of contemporary developments in drawing research and practice.

Reviews

We invite reviews of the following sections:

- **Exhibition reviews** (1000–1500 words) presenting scholarly reviews of exhibitions that are of particular significance in the field of drawing practice.

- **Publication reviews** (1000–1500 words) presenting reviews of publications in print and new media related to drawing.

- **Conference / Events reviews** (1000 words) presenting reviews of any relevant conferences/symposia/events etc. in the field.

Calendar of events, exhibitions and conferences

- We invite notifications of key and relevant forthcoming exhibitions, conferences, events related to drawing.

Submissions must not exceed the maximum word count for the type of contribution selected, excluding notes, references, author biography, keywords and abstract.

ILLUSTRATIONS

We invite images illustrating an article. Illustrations or images should be clear and informative, and supportive of the argument made in the text. The number of images or illustrations should not exceed 6–8 images for an article

or research project, and 4 images for all other contributions. The Featured Drawings section should present 1–2 images only.

Reproduction will be in black-and-white, only a limited number of images will be printed in colour. The decision of printing will be taken by the editors in agreement with the Intellect production team.

All images need a resolution of 300 dpi and 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.

The image should always be accompanied by a suitable caption. The following is the agreed style for captions: <Figure 1: Caption here.> The format for the caption should be as follows: Figure 1: Artist, *Title of Artwork*, Year. Medium. Dimensions. Location. Copyright holder information [use of Courtesy of or © should be consistent] (Photographer, if different to copyright holder). 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’.

METADATA

Contributors must check that each of the following have been supplied correctly as part of the contribution:

- Article Title (normally no more than 10 words)
- Author’s Name
- Abstract of 200–300 words (this will appear on Intellect’s website)
- Keywords (six to eight, listed one per line, in lower case)
- Bibliography – entitled ‘References’
- Author’s biography of 50–100 words, **specifying the institution with which they are affiliated.**

- Author’s postal address (the postal address does not have to be included in the final article, but is needed for correspondence purposes)

- List of illustrations – a list of all captions in the order of appearance in the text. Each caption should state: Artist, *Title of Artwork*, Year. Medium. Dimensions. Location. Copyright holder information [use of Courtesy of or © should be consistent] (Photographer, if different to copyright holder).

- Copyright consent form (separate form) giving us your permission to publish your article should it be accepted by our peer-review panel.

NOTES

The use of footnotes and endnotes is discouraged, and notes may be used for 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 an argument. If a note is necessary, it must be made as brief and to the point as possible. Notes should be placed outside the punctuation, after the full stop. (1) The note call must be in superscripted Arabic (1, 2, 3).

OPINION

The views expressed in *Drawing: Research, Theory, Practice* are those of the authors, and do not necessarily coincide with those of the editors or the editorial or advisory boards.

PERMISSION/COPYRIGHT/LIABILITY

Copyright clearance by which the author(s) grant Intellect exclusive license to publish should be indicated by the contributor and is always the responsibility of the contributor. Unless a specific agreement has been made accepted articles become the copyright of the journal. The copyright clearance form should be completed and sent to the Editors to accompany every submission. Only the copyright form provided by Intellect is accepted.

The copyright clearance for images should also be indicated by the contributor and is always the responsibility of the contributor.

PRESENTATION/HOUSE STYLE

All articles should be written in Word. The font should be Times New Roman, 12 point, single spacing.

The title of your article should be in bold at the beginning of the file, but not enclosed in quote 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. When italics are used for emphasis within quotations, please ensure that you indicate whether the emphasis is from the original text or whether you are adding it to make a point.

We require that you do not situate titles and subheadings in the middle of the page. We require that you do not insert page numbers.

QUOTATIONS

Intellect's style for quotations embedded into a paragraph is single quote marks, with double quote marks for a second quotation contained within the first. All long quotations (i.e. over 40 words long) 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 (original emphasis) or whether you are adding it to make a point (emphasis added).

For an indirect quotation the bracketed reference appears before the full stop.

REFEREES

Drawing: Research, Theory, Practice is a refereed journal.

The submission will be circulated anonymously to referees and it is the aim of the journal editorial team that authors will normally be informed of the submission's suitability for the journal within eight to ten weeks.

REFERENCES (Bibliography must be titled 'References')

All references in the text should be according to the Harvard system, e.g. (Bordwell 1989: 9). The default term used for the list of full references at the end of the contribution is 'References'.

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.

Personal communications

Personal communications are what the informant said directly to the author, e.g. 'Sarah liked drawing (personal communication)'. This needs no citation in the references list. Equally the use of personal communications need not refer back to a named informant. However, a more formal research interview can be cited in the text (Horn's 15 September 2000 interview), and in the references list.

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. In the list of references at the end of your article, the item should read something like this: Francois Ozon Official Website (2016), 'Home page', <http://www.francois-ozon.com/en>. Accessed 27 June 2016.

SUBMISSION PROCEDURES

Articles submitted to *Drawing: Research, Theory, Practice* should be original and not under consideration by any other publication. If earlier versions of a submitted manuscript have been published elsewhere previously, such as in a workshop or symposium, the authors must inform the editors at the time of submission of this and they must demonstrate that the manuscript has undergone substantial revision. If more than one author contributes to the submission, please attach to every submission a signed letter confirming that all authors have agreed to the submission.

We strongly recommend all potential contributors to familiarize themselves with the type of formats, submissions and the academic requirements of *Drawing: Research, Theory, Practice* before submitting.

Contributions should be submitted electronically via the submission portal on the Intellect website as an e-mail attachment:

<http://www.intellectbooks.co.uk/journals/view-Journal,id=139/>

Contributors will need to sign into the Intellect website to access this function.

Any questions or matters regarding the process of submission, the format and presentation of articles not covered by the above notes should be addressed to the editors.

This guidance is by no means comprehensive and must be read in conjunction with *Intellect Style Guide*, which can be found on the 'Resources for Journal Editors and Contributors' page of Intellect's website: www.intellectbooks.com/

SUBMISSION AND REVIEW PROCESS

Two versions of the paper should be submitted:

Version 1

The full version of your article as word document (.doc or .docx) containing the full text and all metadata as described under 'metadata', including:

- Article Title (usually no more than 10 words)
- Author's Name
- Abstract
- Keywords
- Full text, with all subsections
- References
- Author's biography of 50–100 words.
- Author's postal and email address
- List of illustrations
- Illustrations/images must be submitted as separate files.

Version 2

An anonymized version of your article as a pdf file with images included exactly where they should appear in the text, and all references to the author(s) should be removed, including: name, affiliation, address, biography and any literary reference that refer to the author(s)'s work should be removed.

Initial manuscript evaluation

The Editors will evaluate first all manuscripts. Any submissions will be rejected at this stage if these are outside the aims and scope of the journal and/or insufficiently original. Manuscripts will also be rejected if: they have

methodological flaws or are unclear in their scope; if these do not follow Intellect Style Guide, or display poor grammar or English language. Those papers that meet the minimum criteria are passed on to at least two experts for blind peer-reviewing.

Authors of manuscripts rejected at this stage will be informed within four–six weeks of the submission deadline for the next issue.

Peer Review Process

This journal employs double blind reviewing, where both referee and author(s) remain strictly anonymous throughout the process, therefore strict anonymity is accorded to both authors and referees. Referees are chosen individually according to their expertise to suit each submission. Should the referees' reports contradict one another or a report be delayed, a further, third expert opinion may be sought. Editors and/or referees may request more than one revision of a manuscript.

Referees are asked to evaluate manuscripts according to: Relevance and originality; Quality (e.g. are papers methodologically and ethically sound?); Clarity (e.g. are results clearly presented and supporting the conclusions?)

At this stage a manuscript will be reviewed within 8-10 weeks of the submission deadline for the next issue.

Authors of accepted papers will, in due course, receive proofs of their articles and be asked to send corrections to the editor.

Editors' decision

The editors make the final decision about acceptance or rejection of a manuscript based on the recommendation of the referees and will be sent to the author along with any recommendations made by the referees. The editors' decision is final.