NOTES FOR CONTRIBUTORS

GENERAL
Articles submitted to *International Journal of Media & Cultural Politics* should be original and not under consideration by any other publication. They should be written in a clear and concise style.

LANGUAGE
The journal uses standard British English. The Editors reserve the right to alter usage to these ends.

REFEREES
*International Journal of Media & Cultural Politics* is a refereed journal. Strict anonymity is accorded to both authors and referees.

OPINION
The views expressed in *International Journal of Media & Cultural Politics* are those of the authors, and do not necessarily coincide with those of the Editors or the Editorial or Advisory Boards.

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SUBMISSION
- Submit the article as an email attachment in Word or in Rich Text Format.
- Your article should not normally exceed 8,000 words (excluding ‘Notes’), but longer pieces of up to 10,000 words may be considered.
- Include an article abstract of 150–200 words; this will go onto the Intellect website.
- Include a short biography in the third person, which will be included in the journal issue. Please also supply an institutional contact address with email.
- Provide up to six keywords for indexing and abstracting services.
- Place these items at the beginning of your file, with the headings ‘Abstract’, ‘Contributor’s Details’, and ‘Keywords’.

PRESENTATION
- The title of your article should be in bold at the beginning of the file, without inverted commas.
- The text, including the notes, should be in Times New Roman 12 point.
- The text, including the endnotes, must be doublespaced.
- The text should have at least 2.5 cm margins for annotation by the editorial team.

- You may send the text justified or unjustified.
- You may, if you wish, break up your text with subtitles, which should be set in ordinary text and bold, not ‘all caps’.

QUOTATIONS
- Quotations must be in English. For reasons of space we cannot publish the original text.
- Quotations must be within single inverted commas. Material quoted within cited text should be in double inverted commas.
- Quotations must be within the body of the text unless they exceed approximately four lines of your text. In this case, they should be separated from the body of the text and indented.
- Omitted material should be signalled thus: [...]. Note that there are no spaces between the suspension points.
- Avoid breaking up quotations with an insertion, for example: ‘This approach to mise-en-scène’, says MacPherson, ‘is not sufficiently elaborated’ (MacPherson 1998: 33).

REFERENCES
- The first mention of a film in the article (except if it is in the title) should include its original title, the director’s surname (not Christian name), and the year of release, thus: The Man with a Movie Camera (*Chelovek s kino-apparatom*, Vertov, 1929). In all subsequent references the title should be translated into English, unless the film is known in all markets by its original title, for example San Soleil.
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- Your references refer the reader to a bibliography at the end of the article, before the endnotes. The heading should be ‘Works Cited’. List the items alphabetically.

Here are examples of the most likely cases:

- ‘Anon.’ for items for which you do not have an author (because all items must be referenced with an author within the text)
- year date of publication in brackets
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- absence of ‘in’ after the title of a chapter within a monograph, but please use ‘in’ after chapters in edited volumes
- 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
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WEB REFERENCES
These are no different from other references; they must have an author, and that author must be referenced Harvard-style within the text. Unlike paper references, however, web pages can change, so we need 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:


NOTES
Notes appear at the side of appropriate pages, but the numerical sequence runs throughout the article. Notes should be kept to a minimum and should not be used for listing references. 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 Word’s notemaking facility, and ensure that your notes are endnotes, not footnotes. Place note calls outside the punctuation, so AFTER the comma or the full stop. The note call must be in superscripted Arabic (1, 2, 3).

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The image should always be accompanied by a suitable caption (the omission of a caption is only acceptable if you feel that the impact of the image would be reduced by the provision of written context). The following is the agreed style for captions: Figure 1: Caption here. 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.

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We follow the Library of Congress transliteration, using a straight apostrophe for the soft sign and a curly inverted comma as apostrophe and for quotations.

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