NOTES FOR CONTRIBUTORS

INTRODUCTION

The following notes are intended to assist contributors in preparing papers for consideration by the editor, and provide detailed guidance. Please follow these guidelines, as this ensures a smooth selection and publication process. The editors are ready to work closely with authors to assist them in developing their papers to meet these requirements.

Please note the guidance in this document is by no means comprehensive: it must be read in conjunction with Intellect Style Guide. The Intellect Style Guide is obtainable from http://www.intellectbooks.com/journals, or on request from the editor of this journal.

- All papers should be submitted electronically, as an attachment to an e-mail, to the editor mel@hewittjordan.com.
- No contribution will be accepted that has been published elsewhere, unless it is expressly invited or agreed by the editor.
- Papers and contributions accepted for publication become the copyright of the publisher, Intellect, unless otherwise stated.
- Authors submitting papers, and articles should specify for which section of the journal they wish to have them considered: major papers, working papers, reports, conference reports or book reviews.
- Major papers should not normally exceed 6,000 words; shorter articles are expected to be 2,000–3,000 words; event/conference reports, exhibition and book reviews up to 1,000 words.

FORMAT OF SUBMITTED ARTICLES

- Papers should be submitted in English.
- All papers should be accompanied by up to six keywords and by a short abstract outlining the paper’s aims, main conclusions and if applicable, the methodology used (150–200 words).
- Papers should be accompanied by a short (about 50 words) description of the author(s) written in the third-person, including, if appropriate, the name of the organization with which they are affiliated.
- A list of works cited comprising only works cited in the article, titled ‘References’.
- Titles of organizations should be given in full on first occurrence and abbreviated thereafter.
- Use Arial 11pt font, double spacing and justified paragraphs.
- Authors are responsible for clearing copyright issues and obtaining permissions for all images and must provide exact wording for captions to cover this. 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.
- Images such as tables, photographs and graphics should all be entitled ‘Figure’, numbered consecutively, captioned and be clearly legible. The source must be indicated within the figure. If images are less than half a page in size, they may be inserted into the text according to the place of insertion. If larger, they should be placed on separate pages at the end of the article. In this case, ensure that an indication has been given as to where they should be placed in the text e.g. Insert figure 3 here.
- Quotations should be used sparingly and be enclosed in single quotation marks if they are embedded in the text.
- Longer quotations of more than 40 words should be indented on both sides without quotes.
- The Harvard reference system should be used for quotations, and a page number must be included.

ENDNOTES AND REFERENCES

- Explanatory notes should be kept to a minimum: they will appear as side-notes in the journal. They should not contain publication details; submit all these as references. Please use your word processor’s ‘footnote’ feature to format notes as endnotes, not footnotes.
- Place note markers after the punctuation (e.g. after the comma, full stop, quotation marks).
- Bibliographical references in the text should use the Harvard system (author + year: page) e.g. (Preston 1986: 45).
- All references must identify the author (surname or institution name), whether found in archives, reports or the Internet.
- Each Harvard style reference should be fully sourced in a list of ‘References’ at the end of the text.

FORM FOR CITING A BOOK

- Author’s surname, initial (year), *Title in italics*, Place of publication: Publisher.

CITING AN ARTICLE

- Author surname, initial (year), ‘Title in single quotation marks’, *Name of journal in italics*, volume number: issue number (and month or quarter), page numbers (first and last of entire article).
CITING A WEB PUBLICATION OR WEBSITE ITEM

– Websites should be referenced as the publishers of material: a separate author and the title of the information/document/PDF article should be supplied:

– For a website news article with no byline, the day/month/year of initial publication must be given, and the website becomes the author.

– If the website is the ‘home site’ of an organization publishing its own material without a byline, the organization should appear as the author.

Unlike paper references, web pages can change, so there needs to be a date of access as well as the full web reference.

IMAGES

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. Reproduction will normally be in black-and-white. Images sent in as e-mail attachments should accordingly be in greyscale.

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.