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/. We aim to be a lively, accessible journal, written in clear, plain English.

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 (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: 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 normally be 4000–8000 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 e-mail 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)
• References section titled ‘Works cited’

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 (۱, ۲, ۳).

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). 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.

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., (O’Connor 1965: 142). The default term used for this list is ‘References’. Please do not group films together under separate a ‘Films cited’
Films should be listed by director. The same rule applies to television programmes/musicians/new media: identify the director/composer and list alphabetically alongside books, journals and papers. 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)
- Films should be listed by director
- 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 or story in a journal or newspaper
- Name of translator or editor within brackets after title and preceded by ‘trans.’ or ‘ed’, not ‘trans. by’ ‘ed. by’
- Absence of ‘no.’ for the journal number, a colon between journal volume and number
- ‘pp.’ before page extents
- A blank line is entered between references

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


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].


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

**TRANSLATIONS**

If readers are unlikely to understand the title of a non-English-language work in your text (and references), the title in the original language may be accompanied by an English translation by the author, especially if its sense is not implied by the surrounding text. This applies to all types of work (journal article, book, film etc.).

Unofficial translations (e.g. those by the author) should be placed in quotation marks with parentheses, in roman type with an initial capital on the first word of title and subtitle (see Gliesmann in References) The official titles of published translations are set in italics inside parentheses (see Zhang in References).

**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 Harvardstyle 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:


**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.

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