NOTES FOR CONTRIBUTORS

JUCS publishes both research articles and short-form articles. Research articles of 7,000–10,000 words (including references and notes) are the hallmark of the journal and represent an original contribution to the field [peer-reviewed]. Short-form articles of 2,500–4,000 words can take many forms: interviews, analyses of art installations, review essays (pitched globally and discussing at least three book titles) or discussions of theoretical debates and interdisciplinary issues relating to urban cultural studies [editorial review]. The journal does not publish ‘book reviews’. JUCS is also interested in receiving proposals for special issues by guest editors working individually or in teams of two, and original unpublished artwork on the topic of cities. Prior to initial submission, all citations in other languages should be translated into English for the journal’s international reading public. Please direct all submissions and correspondence to the Editor at urbanculturalstudies@gmail.com.

The blog http://urbanculturalstudies.wordpress.com is another way to keep up with the Urban Cultural Studies community, find out about upcoming events, new books and publishing opportunities, and listen to our series of Urban Cultural Studies Podcasts.

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. 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: 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. Use ‘ise’ endings instead of ‘ise’.

LENGTH OF ARTICLES
Research articles must not exceed 10,000 words including notes and references – but not including the author biography, keywords or abstract. Short-form articles must not exceed 4,000 words – references are encouraged but not required, and notes should be kept to an absolute minimum.

METADATA
Contributors must check that each of the following have been supplied correctly:
- Article title.
- Author name.
- Author addresses – the submitted material should include details of the full postal and e-mail addresses of the contributor for correspondence purposes.
- Author biography – authors should include a short biography of around 125–150 words, specifying the institution with which they are affiliated.
- Copyright consent form giving us your permission to publish your article should it be accepted by our peer review panel. An electronic template is available from the journal office, address above.
- Abstract of 100–150 words; this will go on to the Intellect website.
- Keywords – six to eight words or two-word phrases. There is a serious reduction in an article’s ability to be searched for if the keywords are missing.
- References – Intellect requires the use of Harvard references embedded in the main text in the following format (Harper 1999: 27).
- Bibliography – titled ‘References’.

NOTES
Notes 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 Word’s note-making 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 (١٢٣).

OPINION
The views expressed in the Journal of Urban Cultural Studies 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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of the article. The copyright licence form should be completed and sent to the Editors to accompany every submission.

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 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.

Any matters concerning the format and presentation of articles not covered by the above notes should be addressed to the Editor at urban-culturalstudies@gmail.com

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 or whether you are adding it to make a point.

REFEREES
The Journal of Urban Cultural Studies is a refereed 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). The default term used for this list is ‘References’. Please do not group films together under separate a ‘Films cited’ heading. Instead, incorporate all films into the main body of references and list them alphabetically by director. The same rule applies to television programmes/music/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).

• 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 the title and preceded by ‘trans.,’ not ‘trans.’ or ‘translated by’.

• Absence of ‘no.’ for the journal number, a colon between journal volume and number.

• ‘pp.’ before page extents.

• Translations of foreign language titles are not required in the references. However, please provide title translations in the main text of the article.

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


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 xian 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.

**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:


**SUBMISSION PROCEDURES**
Articles submitted to the *Journal of Urban Cultural Studies* should be original and not under consideration by any other publication. Contributions – which should contain no references to the author – should be submitted electronically as an e-mail attachment in Microsoft Word format. We do not publish reviews of single books.

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