NOTES FOR CONTRIBUTORS 2019

PRESENTATION/HOUSE STYLE
All articles should be written in Word in Times New Roman 12-point type, double spaced. 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 in the article. Italics may be used (sparingly) to indicate key concepts. Please use left alignment throughout the document.

Endnotes should be used (not footnotes) with Arabic enumeration. We strongly discourage long endnotes, and urge authors to use them only sparingly, for essential information that cannot be included in the text. (If it’s important, shouldn’t it be in the text?)

SUBMISSION GUIDELINES
Articles should be 6,000–8,000 words in length, and must not exceed 9,000 words including tables, references, captions, footnotes and endnotes. Please submit your document as a Word file, not as a pdf, and title it ‘short title, date of submission’. Please make sure no information as a Word file, not as a pdf, and title it ‘short title, date of submission’. Please make sure no information about the author appears in the main article file. On a separate page, include author’s name, full title, abstract (150 words), brief author biography (150 words), affiliation and contact information, and 5–6 keywords, and save it as ‘author’s name, short title’.

Send both documents, with an accompanying email, to: radio.journal@monash.edu.

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 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 at the end of the quote whether the emphasis is from the original text or whether you are adding it to make a point. E.g. (emphasis in original) or (emphasis added).

CITATIONS AND REFERENCES
All citations in the text should follow a modified Harvard style, e.g. (Bordwell 1989: 9). Authors should be listed alphabetically in-text. A list of these References should appear at the end of the article, alphabetized by author.

For book, article, chapter, report, dissertation/thesis, and film references, follow the Intellect style guidelines as exemplified below. Please include the full first name of all authors, not just their initials.

For radio, television, or podcasts, series titles should be italicized; titles of individual programs or episodes should be in single quotes, both in the references and in the text of the article.

In-text citations of a series as a whole should read (Series Title, start date–end date, or start date– for series that are ongoing). E.g. (This American Life, 1995–). Brief references to a series as a whole do not need an entry in the References list.

In-text citations of a specific episode should read (‘Episode Title’, episode date), e.g. (‘Episode 323: The Super’, 19 June 2015) and should be listed in references by ‘Episode name’ (year of broadcast), name of the producer, series title (episode date, country: production company). If accessed online, this should be followed by the web address and date of access. For example:


The names of websites do not need to be italicized. However, online blogs or newsletters should be treated like print publications, with titles italicized and specific pages or articles in quotes with full author/title/date information, as well as URL and access date.

Please note in particular:
– Use ‘Anon.’ for references and citations for which you do not have an author (because all items must be cited with an author within the text). E.g. (Anon. 1991: 24). Then list ‘Anon.’ references in order of date. Where there is more than one for a particular year, use ‘1991a’, ‘1991b’, etc.
– Spell out the first use of an organization or other named entity, followed by its acronym in parentheses. Then use acronym for future references, in both text and reference list. E.g. British Broadcasting Corporation (BBC) or This American Life (TAL).
– Leave a blank line between references.

Be sure to include complete reference information for archival sources in the reference list, including box and folder numbers or similar location notations, and the full name of the archive when first used; see below.

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

Anon. (1931b), ‘New Film Releases’, Variety, 3 March, p. 34.
Bellamy, Jonathan (2013), personal interview, 14 November.
Haley, William (1976), ‘Interview by Frank Gillard’, BBC oral history project, 6 July, Caversham Park: BBC Written Archives Centre (WAC), R143/60/1.

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 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.

The guidance on this page is by no means comprehensive: it must be read in conjunction with the Intellect Style Guide: https://www.intellectbooks.com/journal-editors-and-contributors#style-guide

Please contact the editors at international.radiojournal@gmail.com if you have questions.