NOTES FOR CONTRIBUTORS

AIMS AND SCOPE OF THE
Australian Journalism Review publishes articles on a broad range of perspectives relating to journalism research, practice and education. Its emphasis is on original theoretical, empirical and applied research, but it also provides opportunities to canvass perspectives on current debates on research, practice and education through commentary pieces on specific topics. This double-blind peer-reviewed journal is published twice annually, with the second edition each year focused primarily on a theme and supplemented by a small selection of broader-ranging papers. Prospective guest editor submissions on themes for future editions are always welcome. While many of Australian Journalism Review’s submitting authors are based within the Australia-Pacific region, the journal welcomes scholarship from around the world and extending into broader media and communication topics of relevance to journalism.

The journal incorporates a regular section highlighting the work of early career researchers, particularly current or recent higher degree by research students, as well as book reviews focusing on recent additions to the journalism, media and communications publishing landscape. AJR is the journal of the Journalism Education and Research Association of Australia.

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 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 ‘ize’ endings instead of ‘ise’.

LENGTH OF ARTICLES
Articles must not exceed 8000 words including notes and references – but not including the author biography, keywords or abstract.

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 50 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 150-250 words; this will go on to the Intellect website.
- Keywords – six 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
In general, we discourage the use of extensive notes – 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 a note is necessary, please use Word’s note-making facility, and ensure that these are endnotes, not footnotes. Place note calls outside the punctuation, after the comma, full stop, colon etc. The note call must be in superscripted Arabic (١, ٢, ٣).

OPINION
The views expressed in AJR 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 should be indicated by the contributor and is always the responsibility of the contributor. Unless a specific agreement has been made, accepted articles become the copyright of the journal. The copyright clearance form should be completed and sent to the Editors to accompany every submission.
PRESENTATION/HOUSE STYLE
All articles should be written in Word and double spaced. 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.

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 by adding either ‘original emphasis’ or ‘emphasis added’ within the brackets of the in-text citation, e.g. (Derrida 2006: 12, original emphasis).

REFEREES
AJR 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. Only television programmes are listed by episode or series title as directors might vary.

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.
• ‘pp.’ before page extent.

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.

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**

Manuscripts submitted to *AJR* should be original and not under consideration by any other publication. Contributions should be submitted electronically via https://www.intellectbooks.com/australian-journalism-review.

Authors are responsible for anonymizing their manuscripts. This involves ensuring that author names are not included on the document to be reviewed, and that author identity is removed from the properties of the Word document.

*The guidance on this page 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.*