NOTES FOR CONTRIBUTORS

AIMS AND SCOPE
Art, Design & Communication in Higher Education strives to promote and share pedagogic research in art, design and communication disciplines. This peer-reviewed journal encompasses creative disciplines taught in a range of higher education contexts, which includes Art Schools, Colleges and Universities. The journal focuses on the pedagogies associated with all aspects of creative practice education — including theory and practice as well as online elements of studio-based courses. In its commitment to the enhancement of learning and teaching methods through research, the journal offers detailed accounts of specific research projects. By using the findings of these enquiries, contributors reveal the potential value of new educational strategies and stimulate the advancement of creative teaching methods.

Alongside these practical approaches, contributors also develop a critical platform for the study of teaching in the arts and media sector. In order to assimilate these theories in a real environment, the contributions query the context in which educational strategies are practised. The journal examines the correlation between the success of practised techniques, in relation to both the type of institution and the genre of study. Articles are gathered from an extensive community of researchers, allowing the journal to provide a comprehensive profile of education research in art, design and communication studies.

CONTRIBUTIONS
There are three possible types of contribution:

- Major papers – suggested length is 5,000–6,000 words. Material presented will contribute to knowledge in its field and should include original work of a research or developmental nature and/or proposed new methods or ideas that are clearly and thoroughly presented and argued.
- Shorter items – 1,000–2,500 words. These include reports of research in progress, reflections on the research process and research evaluation of funded projects.
- Reviews – 1,000–2,000 words. Submissions could include reviews of relevant recent publications, electronic media and software, or conference and symposia reports.

LANGUAGE
The journal follows standard British English. Use ‘ize’ endings instead of ‘ise’.

ILLUSTRATIONS
We welcome images illustrating an article, these should adhere to the following:

- All images need to be supplied at a resolution of at least 300 dpi, roughly the size they will be printed:
  - Quarter page images – 87.2 x 122 mm
  - Half page images – 122 x 174 mm
  - Full page images – 174 x 244 mm

- All images should be supplied independently of the article as JPEG files, 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.
- Print reproduction will normally be in black-and-white, with colour online.
- 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.
- All pie/bar charts should be provided separately as high resolution JPEGs.

METADATA
Contributors must check that each of the following have been supplied correctly:

- Article title.
- Author name and affiliation.
- 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 100–150 words, specifying the institution with which they are affiliated. This should be submitted on a separate page for the purposes of blind refereeing.
- Copyright consent form giving us your permission to publish your article should it be accepted by our peer review panel.
- Abstract of 100–150 words; this will go on to the Intellect website.
- Keywords — six words, or two-word phrases.
- References — Intellect requires the use of Harvard references embedded in the main text in the following format (Harper 1999: 27).
- Bibliography — titled ‘References’.
- Total word count including references.

METADATA FOR REVIEWS
Review authors should provide the following:

- For book reviews: Title of Publication, First name and Last name of the author (Date of publication), edition number (need to include the Edition number if the book is not the first edition; Do not query for edition number if not provided), Place of Publication: Name of Publisher, number of pages, First ISBN, h/bk or p/bk, Price.
• For exhibition reviews: Exhibition Title, Location, City, Date Range.
• Name and affiliation of the reviewer.
• References embedded in the main text for any additional sources cited, and bibliography (titled ‘References’).
• Page numbers for any direct quotes from the text being reviewed.

NOTES
The use of footnotes and endnotes is discouraged and may be used for comments and additional information only. In general, if something is worth saying, it is worth saying in the text itself rather than diverting 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 (1, 2, 3).

OPINION
The views expressed in Art, Design & Communication in Higher Education 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. 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 or Editorial Assistant.

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
Art, Design & Communication in Higher Education 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 refer to the Intellect style guide for further information.

SUBMISSION PROCEDURES
Articles submitted to Art, Design & Communication in Higher Education should be original and not under consideration by any other publication. If there is more than one author, please attach to every submission a letter confirming that all authors have agreed to the submission and that the article is not currently being considered for publication by any other journal.

Contributions should be submitted electronically via the submission portal on the Intellect web-site: https://callisto.newgen.co/intellect/index.php/ADCHE/submissions.

PROCEDURE
The submission will be circulated anonymously to referees and it is the aim of the journal editorial team that authors will normally be informed of the submission’s suitability for the journal within eight weeks. Authors of accepted papers will, in due course, receive proofs of their articles and be asked to send corrections to the editor.

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