NOTES FOR CONTRIBUTORS

AIMS AND SCOPE OF RADIO JOURNAL: INTERNATIONAL STUDIES IN BROADCAST & AUDIO MEDIA (RJ)
Radio Journal publishes critical analyses of radio and sound media across a variety of platforms, from broadcast to podcast and all in between. Articles focus on both historical and contemporary issues in sound-based journalism and media studies. We look for work that explores the production, circulation and reception of radio and creative soundwork, and encourage a wide range of international and interdisciplinary perspectives. Radio Journal welcomes scholarship from early career researchers as well as internationally renowned scholars. It also publishes reviews of recent publications in the field of radio and sound studies.

Radio Journal is edited from the US and Australia and has an international scope. It is a refereed publication; all research articles undergo rigorous double-blind peer review. The editors will review other contributions. The process normally takes three months to complete.

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.

Please note the colon after the number and the termi- nating 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
Articles must not exceed 6,000–8,000 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 institutional postal and e-mail addresses of the contributor for correspondence purposes.
• Author biography – authors should include a short biography of around 150 words, specifying the institution with which they are affiliated.
• Author ORCID identifier. This must be supplied in the following format: https://orcid.org/0000-0002-1829-0097. If you do not yet have an ORCID identifier, please register here: https://orcid.org/register.
• Contributor publishing agreement giving us your permission to publish your article should it be accepted by our peer review panel. An electronic template is available from the Intellect website.
• Abstract of 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
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 (1, 2, 3).

OPINION
The views expressed in RJ 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 contributor publishing agreement should be completed and sent to the editors to accompany every submission.

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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.

QUOTATIONS

Intelllect’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

RJ 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 a separate ‘Films cited’ heading. Instead, incorporate all films into the main body of references and list them alphabetically by director. The same rule applies to music: identify the composer and list alphabetically alongside books, journals and papers.

Television programmes are listed under the name of the programme and/or the episode title.

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 title and preceded by ‘trans.’, not ‘transl.’ or ‘translated by’.
• Absence of ‘no.’ for the journal number, a colon between journal volume and number.
• ‘pp.’ before page extents.

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


Letter from America (2002), BBC Radio 4, 2 November, 8.45–9.00 p.m.


‘Reality Bites for Fallon’ (2018), The Archers, BBC Radio 4, UK, 19 August, 7.00–7.13 p.m.


Woolley, Eileen and Muncey, Tessa (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, Yimou (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 (2014), in-person interview with J. Doe, 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 RJ should be original and not under consideration by any other publication. Contributions should be submitted via our online submission system, JAWSEvolve: https://callisto.newgen.co/intellect/index.php/RADIO/login.

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). After the first mention in text, the original title should be used alone.

The official titles of published translations are set in italics inside parentheses (see Zhang in References). After the first mention in text, the English title should be used alone.

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 https://www.intellectbooks.com/journal-editors-and-contributors, or on request from the editor of this journal.