

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 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 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/0000-0002-1825-0097>. 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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1. **PRESENTATION/HOUSE STYLE**

2. All articles should be written in Word. The font should
3. be Times New Roman, 12 point. The title of your article
4. should be in bold at the beginning of the file, but not
5. enclosed in quote marks. Bold is also used for head-
6. ings and subheadings (which should also be in Times
7. New Roman, 12 point) in the article. Italics may be used
8. (sparingly) to indicate key concepts.

9. Any matters concerning the format and presenta-
10. tion of articles not covered by the above notes should be
11. addressed to the editor.

12. **QUOTATIONS**

13. Intellect's style for quotations embedded into a para-
14. graph is single quote marks, with double quote marks
15. for a second quotation contained within the first. All
16. long quotations (i.e. over 40 words long) should be 'dis-
17. played'— i.e. set into a separate indented paragraph with
18. an additional one-line space above and below, and with-
19. out quote marks at the beginning or end. Please note that
20. for quotations within the text, the punctuation should
21. follow the bracketed reference. For a displayed quotation
22. the bracketed reference appears after the full stop.

23. All omissions in a quotation are indicated thus: [...] Note that there are no spaces between the suspension points.

24. When italics are used for emphasis within quo-
25. tations, please ensure that you indicate whether the
26. emphasis is from the original text or whether you are
27. adding it to make a point.

28. **REFEREES**

29. *RJ* is a refereed journal. Strict anonymity is accorded to both
30. authors and referees.

31. **REFERENCES**

32. All references in the text should be according to the
33. Harvard system, e.g. (Bordwell 1989: 9). The default
34. term used for this list is 'References'. Please do **not**
35. group films together under a separate 'Films cited' head-
36. ing. Instead, incorporate all films into the main body of
37. references and list them alphabetically by director. The
38. same rule applies to music: identify the composer and
39. list alphabetically alongside books, journals and papers.
40. Television programmes are listed under the name of the
41. programme and/or the episode title.

42. Please note in particular:

- 43. • 'Anon.' for items for which you do not have an author
44. (because all items must be referenced with an author
45. within the text)
- 46. • A blank line is entered between references
- 47. • Year date of publication in brackets
- 48. • Commas, not full stops, between parts of each
49. reference
- 50. • Absence of 'in' after the title of a chapter if the refer-
51. ence relates to an article in a journal or newspaper.
- 52. • 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:

Anon. (1957), *Narrative in Early Renaissance Art*, Oxford: Books Press.

Bashforth, Kirsty (2016), 'The rules for socialising with work colleagues', *Harper's Bazaar*, July, <http://www.harpersbazaar.co.uk/people-parties/bazaar-at-work/news/a37383/how-to-socialise-effectively-at-work/>. Accessed 15 July 2016.

'Blood of My Blood' (2016), J. Bender (dir.), *Game of Thrones*, Season 6 Episode 6 (29 May, USA: HBO).

Bowie, David (2016), 'Blackstar', *Blackstar*, sleeve notes, USA: Colombia Records.

Brown, Jane (2005), 'Evaluating surveys of transparent governance', *6th Global Forum on Reinventing Government: Towards Participatory and Transparent Governance*, Seoul, Republic of Korea, 24–27 May.

Denis, Claire (1987), *Chocolat*, France: Les Films du Paradoxe

Derrida, Jacques (2002), 'The university without condition', in P. Kamuf (ed.), *Without Alibi*, Stanford: Stanford University Press, pp. 202–37.

Gibson, Rachel, Nixon, Paul and Ward, Stephen (eds) (2003), *Political Parties and the Internet: Net Gain?*, London: Routledge.

Gliesmann, Niklas (2015), *Denkwerkstatt Museum* ('Think workshop museum'), Norderstedt: Books on Demand.

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

Overdiek, Anja (2016), 'Fashion designers and their business partners: Juggling creativity and commerce', *International Journal of Fashion Studies*, 4:1, pp. 27–46.

Parklive (2015), The Source FM, Australia, 12 January, <http://www.thesourcefm.co.uk/parklive>. Accessed 11 January 2015.

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

'Reality Bites for Fallon' (2018), *The Archers*, BBC Radio 4, UK, 19 August, 7.00–7.13 p.m., <https://www.bbc.co.uk/programmes/b0bfxl00>. Accessed 21 January 2019.

Richmond, John (2005), 'Customer expectations in the world of electronic banking: A case study of the Bank of Britain', Ph.D. thesis, Chelmsford: Anglia Ruskin University.

Roussel, Raymond ([1914] 1996), *Locus Solus*, Paris: Gallimard.

Ströter-Bender, Jutta (1995), *L'Art contemporain dans les pays du 'Tiers Monde'* (trans. O. Barlet), Paris: L'Harmattan.

The Guilty Feminist (2019), '132: Creativity with Jessica Fostekew and Matilda Leyster', UK, 14 January, <http://guiltyfeminist.libsyn.com/132-creativity-with-jessica-fostekew-and-matilda-leyser>. Accessed 16 January 2019.

UNDESA (United Nations Department of Economic and Social Affairs) (2005), *Report on Reinventing Government*, New York: United Nations.

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].

Björgvinsson, Evan (2009), telephone interview with A. Høg Hansen, 23 January.

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:

Kermode, Mark (2017), 'Audience appreciation', Kermode Uncut, 17 November, <http://www.bbc.co.uk/blogs/markkermode/entries/61bec71c-916d-4a13-a782-79c3afb3c2b9>. Accessed 20 November 2017.

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 Gliessmann 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.

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