NOTES FOR CONTRIBUTORS

SUBMISSION PROCEDURES
Articles submitted to this journal should be original and not under consideration by any other publication. Articles and queries can be submitted directly to the principal editor, James Leggott at james.leggott@northumbria.ac.uk via email in Word format. Articles can also be submitted via the Intellect website. The journal will publish themed issues and prospective guest editors should approach the editor with a proposal. Prospective book reviewers should also approach the editor directly.

Further information on the journal can be found at http://www.intellectbooks.co.uk/journals/view-Journal?id=216/

The guidance on these pages is by no means comprehensive, and should be read in conjunction with the Intellect Style Guide, which can be accessed through the Intellect website. It is also available on request from the editor.

Books for review should be sent to the Principal Editor.

LENGTH OF ARTICLES
Articles of between 6,000 and 8,000 words in length are invited (including notes and references, but excluding the author biography, keywords and abstract), and should use the Harvard referencing system.

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 [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’.

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 100-200 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 100-200 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
Notes may be used for comments and additional information only. In general, 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 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 (١, ٢, ٣).

OPINION
The views expressed in the journal 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 quotation 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.

REFEREES
The Journal of Popular Television 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 incorporate all films into the main body of references and list them alphabetically by director. However, please include a separate ‘List of Television Programmes’, with titles listed chronologically (see below).

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
• Absence of ‘no.’ for the journal number, a colon
• ‘pp.’ before page extents.

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.

Zhang, Zimou (2004), Shimian mai fu (House of Flying Daggers), China: Beijing New Picture Film Co.

REFERENCING TELEVISION PROGRAMMES
When referencing television programmes in the body of the article, you should italicise them, and give the year(s) of the programme in brackets for its first use. You should include a separate list of ‘Television Programmes’ after the ‘References’, in which programmes are listed alphabetically with the following information in brackets: years of transmission (e. 2004–05), country of origin and channel (or production company). For example: The Mary Tyler Moore Show (1970–77, United States: CBS). In the list of Television Programmes, individual episodes should be written in roman type in single quotation marks, and listed in chronological order following the reference to the programme, followed by their year in brackets (and specific transmission date if known).

Please note that this information about the citation of television programmes is different to that in the general Intellect style guide.

REFERENCING FILMS
When film titles (especially foreign film titles) are referred to in an article, please set them out in the following format: Original title (Translation) (name of director, date of production), thus: Angest essen Seele auf (Fear Eats the Soul) (Fassbinder, 1973). List films alphabetically by director in the list of References, thus: Denis, Claire (1987), Chocolat, Paris: Les Films du Paradoxe.
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: