NOTES FOR CONTRIBUTORS

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.

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 should normally be from 5000–7000 words long, and must not exceed 8000 words including notes and references – but not including the author biography, keywords or abstract.

REFLECTIONS
Performing Ethos also includes a ‘Reflections’ section. Items in this section may take the form of short meditations, observations, provocations or case studies that set the context of ethical enquiry in relation to the study of theatre and performance. These pieces may be between 500 and 1000 words and are intended to offer topics inviting further debate and articles; responses may be published in the following issue.

INTERVIEW
An interview in each issue opens out the ethical dimensions of the work of a practitioner or agent relevant to the journal’s aims and scope. The interview has the particular capacity to generate encounters with people whose work is not otherwise widely available to an academic audience. Please contact the Principal Editor if you would like to propose a subject for interview.

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

• Article title.
• Author name.
• Author addresses – the submitted material should include the contributor’s full institutional affiliation postal address and email. This information will be published with the contribution. A separate postal and email address can be supplied for correspondence purposes if desired.
• Author biography – authors should include a short biography of around 100 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 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).

OPINION
The views expressed in Performing Ethos 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. The author retains copyright of their contribution and grants Intellect an exclusive license to publish. Intellect retains copyright of the PDF version of the article. The copyright license 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.

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
Performing Ethos 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 or productions together under separate heading. Instead, incorporate all items 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 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:
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), 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 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
Articles submitted to Performing Ethos should be original and not under consideration by any other publication. Contributions should be submitted electronically as an e-mail attachment in Microsoft Word format. Books for review should be sent to the Reviews Editor.

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.