

Notes for Contributors

Aims and Scope

Craft Research is the first peer-reviewed academic journal dedicated to the development and advance of contemporary craft practice and theory through research. The aim of *Craft Research* is to elucidate craft as a vital contemporary discipline that offers a creative vision for the future, contributing to the sustainable development of cultural, social, economic and ecological issues. The role of craft is rooted in its flexible nature as a conduit from art at one end to design at the other. It gains its strength from its often experimental and developmental nature, which enables craft to explore and challenge technology, to question and develop cultural and social practices, and to interrogate philosophical and human values.

Craft Research aims actively to promote and strengthen the future-oriented role of craft. In order to do so, it recognizes inter- and cross-disciplinary practices, and it encourages diverse approaches to research arising from practice, theory and philosophy. The journal aims to build and communicate this future vision by bringing together the most advanced thinking in and about contemporary craft and applied arts worldwide. It welcomes contributions from new and established researchers, scholars, and professionals around the world who wish to make a contribution to advancing craft. Contributions may include research into materials, technology, processes, methods, concepts, aesthetics, philosophy and education in any discipline area of craft and applied arts.

Diversity and Inclusion

Intellect is committed to creating a diverse and inclusive space for the benefit of its authors, editors, staff and the wider academic community. For more information and resources, including our Inclusive Language Guide, Author Fund, Language Ambassadors and name-change policy, please consult our website: <https://www.intellectbooks.com/diversity>.

Founding Editor

Kristina Niedderer
Manchester Metropolitan University, UK
k.niedderer@mmu.ac.uk

Editors

Katherine Townsend
Nottingham Trent University, UK
katherine.townsend@ntu.ac.uk

Gemma Potter
Manchester Metropolitan University, UK
g.latham@mmu.ac.uk

Assistant Editor

Beth Pagett
Nottingham Trent University, UK
beth.pagett@ntu.ac.uk

Contributions

We accept the following contributions:

Full research papers (4000–6000 words)

Full papers may describe completed research projects, including research question(s), methods, outcomes, and findings. They should include original research and/or work of developmental nature which proposes new concepts, ideas or methods that are clearly presented, argued and evidenced.

Craft and industry (1500–3000 words)

Papers of investigative practice in the craft industry should present advances in and for the field, including new collaborations, technological developments, processes, methods, ideas etc. by craft practitioners and industry.

Review section. We invite reviews of the following:

- **Portraits** (1000–2000 words)
features the work of an individual (craftsperson, artist, designer, maker, researcher) within the field whose creative work stands out for its developmental / research qualities and contribution to the crafts.
- **Exhibition reviews** (1000–2000 words)
features scholarly reviews of exhibitions that are of particular developmental / research significance for the field for the technical, conceptual, aesthetic, social etc. quality of the work or for the curation.
- **Book reviews** (1000–2000 words)
features reviews of publications in print and new media.
- **Conference reviews** (1000–2000 words)
will feature reviews of any relevant conferences/ symposia/etc. in the field.

Calendar of exhibitions and conferences

We invite notifications of important and relevant forthcoming craft exhibitions and craft conferences/ research events.

Remarkable image section

We invite the submission of images of outstanding quality for their beauty, complexity, simplicity, challenging nature, novelty, humour, humanity, etc. that are representative of contemporary craft developments and research.

Journal Style

Metadata

The following data are required for all submissions. Contributors must check that each item has been supplied correctly:

- Article title (normally no more than 10 words), or
- (for book reviews) *Title of Publication*, Author or Editor Name/s (ed./eds) (Year), Edition number if not first, City: Publisher, number of pages, ISBN 123-1-12345-123-1, h/bk or p/bk, price.
- Contributor name.

- Contributor addresses – the submitted material should include details of the full postal and a single e-mail address of the contributor for correspondence purposes.
- Contributor biography – contributors should include a short biography of around 50–100 words, specifying the institution with which they are affiliated.
- Contributor 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 200–300 words; this will appear on Intellect's website (not required for book reviews).
- Keywords (six to eight, listed one per line, in lower case) (not required for book reviews).
- Type of paper submission.
- Bibliography – titled 'References', containing only works that have been cited in-text. Any entries you wish to include that have not been cited directly should be limited and should appear in a second 'Further Reading' list. Format this list using the same conventions as for references.
- List of illustrations – a list of all captions in the order of appearance in the text. Each caption should state: Name of maker. (date). *Title of piece*. (c) Copyright Holder. (Photographer, if different to copyright holder).
- Funding statement, including funder name and grant number (if applicable).
- Ethical Statement and Conflict of Interest Statement.

Language

The journal follows standard British English. Please use 'ize' endings instead of 'ise'.

Language Editing with Enago

Intellect has partnered with language-editing service Enago to offer a trusted service for potential contribu-

tors who would like copy-editing and/or translation assistance prior to submitting their work for consideration. Enago offers two tiers of copy-editing: standard and substantive. All of their editors are native English speakers and every manuscript is matched to an editor with highly specialized subject-area expertise. As a contributor to an Intellect journal, you are eligible for a 20% discount on Enago's services: <https://www.enago.com/pub/intellectbooks/>.

Length of articles

Articles must not exceed the maximum word count for the type of contribution selected, including notes, references, contributor biography, keywords and abstract.

Illustrations

We welcome images illustrating an article. Illustrations or images should be clear and informative, and supportive of the argument made in the text. The number of images or illustrations should not normally exceed 8 images for a full paper, and 5 images for all other contributions.

All images need a resolution of at least 300 dpi and 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. Print reproduction will usually be in black and white, whereas images can be in full colour in the online version.

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.

Alternative text

As part of Intellect's commitment to fairness and accessibility, we ask our authors to provide descriptive

text alternatives for all images, graphs, figures, etc. in your work. Useful guidelines can be found at the Diagram Center website and the Describing Visual Resources website. All Intellect journal content published from August 2023 onwards includes alternative text for all visual and audio material.

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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 (^{1,2,3}).

Opinion

The views expressed in *Craft Research* are those of the contributors, and do not necessarily coincide with those of the editors or the editorial or advisory boards.

Permissions/copyright/liability

Copyright clearance for non-original material included in the manuscript (e.g., images) should be indicated by the contributor and is always the responsibility of the

contributor. The contributor publishing agreement, which also details which version of a contributor's own article remains their copyright, should be completed and sent to the editors to accompany every submission.

Ethical Guidelines

If your work involves live subjects (human or animal), you must seek written consent from the party or caregiver. All research involving animal subjects must have been reviewed and approved by an ethics committee prior to commencing the study and performed in accordance with relevant institutional and national guidelines and regulations. A statement identifying the institutional and/or licensing committee approving the experiments must be included in the Ethics Statement of the article, following the guidelines set out on our website: <https://www.intellectbooks.com/ethical-guidelines#human-animal-subjects>. You should also include any information here about workshops or interviews with vulnerable groups undertaken during research, photographed groups engaging in work relating to the research, etc. You must have written consent from all persons featured in images reproduced in your contribution.

Presentation/house style

All articles should be written in Word. The font should be Times New Roman, 12 point, single spacing. 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

Direct 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.

Indirect quotations:

For a indirect quotation the bracketed reference appears before the full stop.

References

All citations in the text should be according to the Harvard system, e.g. (Bordwell 1989: 9). The default term used for this list is 'References'. The 'References' list should only contain works that have been directly cited in-text. Anything else should be included in a second 'Further Reading' list. Please do not group films together under a separate 'Films Cited' heading. Instead, incorporate all films alongside books, journals and papers, alphabetically by director. The same rule applies to music: identify the composer and list alphabetically. 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:

- 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: Columbia 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 (1988), *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.
- Overdiek, Anja (2016), 'Fashion designers and their business partners: Juggling creativity and commerce', *International Journal of Fashion Studies*, 4:1, pp. 27–46, https://doi.org/10.1386/inf.3.1.27_1.

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.

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. 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 and Review Process

Submission procedures

Articles submitted to *Craft Research* should be original and not under consideration by any other publication. If earlier versions of a submitted manuscript have been published elsewhere previously, such as in a workshop or symposium, the contributors must inform the editors at the time of submission of this and they must demonstrate that the manuscript has undergone substantial revision.

You must submit two versions of your article:

1) The full version of your article as word document (.doc) containing the full text and all metadata as described under 'metadata', including:

- Article title (normally no more than 10 words), or
- (for book reviews) *Title of Publication*, Author or Editor Name/s (ed./eds) (Year), Edition number if not first, City: Publisher, number of pages, ISBN 123-1-12345-123-1, h/bk or p/bk, price
- Contributor name
- Abstract (not required for book reviews)
- Keywords (not required for book reviews)
- Type of paper submission
- Full text, with all subsections
- References
- Contributor's biography of 50–100 words.
- Contributor's postal and email address
- List of illustrations.

Illustrations/images must be submitted as separate files.

2) An anonymized version of your article as a pdf. In this version, images should be included where

they should appear in the text, and all references to the author(s) should be removed, including: name, affiliation, address, biography and any literary reference that refer to the author(s)'s work should be removed.

Contributions should be submitted electronically through the journal webpage.

Review process

Craft Research is a refereed journal.

Initial manuscript evaluation:

The Editors first evaluate all manuscripts. In exceptional circumstances a manuscript may be accepted at this stage. Papers, which are rejected at this stage, may be insufficiently original, have serious methodological flaws, have poor grammar or English language, or are outside the aims and scope of the journal. Those papers that meet the minimum criteria are passed on to at least two experts for review. Authors of manuscripts rejected at this stage will be informed normally within six weeks of the submission deadline for the next issue.

Peer Review Process:

This journal employs double blind reviewing, where both the referee and the author(s) remain strictly anonymous throughout the process. Referees are chosen individually according to their expertise to suit each submission. Referees are asked to evaluate manuscripts according to:

- Relevance and originality
- Quality (e.g. are papers methodologically and ethically sound?)
- Clarity (e.g. are results clearly presented and supporting the conclusions?)

Normally a manuscript will be reviewed within 10 weeks of the submission deadline for the next issue. Should the referees' reports contradict one another or a report be delayed, a further expert opinion may be sought. Editors and/or referees may request more than one revision of a manuscript.

Editors' decision:

The editors make the final decision about acceptance or rejection of a manuscript based on the recommendation of the referees and will be sent to the author along with any recommendations made by the referees. The editors' decision is final.

Intellect style guide

This guidance is by no means comprehensive and must be read in conjunction with the Intellect Style Guide, which can be found on the 'Resources for Journal Editors and Contributors' page of Intellect's website: <https://www.intellectbooks.com/journal-editors-and-contributors>.