NOTES FOR CONTRIBUTORS

The *Catalan Journal of Communication & Cultural Studies* (*CJCS*) accepts original contributions for consideration for publication. The guidance on this page is by no means comprehensive and must be read in conjunction with the *Intellect Style Guide*, which can be found here: https://www.intellectbooks.com/journal-editors-and-contributors. All manuscripts must be submitted through the submit button on the journal's page: https://www.intellectbooks.com/catalan-journal-of-communication-cultural-studies.

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ARTICLES

Articles should be between 6,000–7,500 words including notes, references, contributor biography, keywords and abstract. They must be based on original research or offer well grounded theoretical contributions, they must be written in English in a clear and concise style and they must not be under consideration by any other publication. All submissions will be uploaded on the Journal's online platform. The author(s) must upload at least two files: (1) 'Article text': a blinded copy of the article containing an abstract (max. 150 words) and six keywords; (2) 'Metadata': a separate metadate file with the title of the article, name of the author(s), institutional affiliation, institutional address and e-mail, biographical note, abstract, keywords, and reference list of the article.

Images and graphs should be provided in hi-res .jpeg format in a separate file (can be .zip) under 'Images and Figures'.

Authors must avoid any information within the article that makes it possible to infer their identity (acknowledgements must be avoided at this stage and references to their own work must be done in the third person). Articles that attain to minimum quality standards and fall within the aims and scope of the journal are submitted to a double-blind peer reviewing process. Manuscripts are evaluated on the basis of their originality, the soundness of their theory and methodology, the coherence of their analysis and their ability to communicate to an international readership (including non-specialist readers).

VIEWPOINT

This section will include research notes, short commentaries, reflections on current affairs, cultural and media events, short interviews, etc. Experts, leading scholars, experienced professionals and senior researchers are invited to submit their proposals which will be selected also in accordance with academic criteria and depending on the availability of space. Contributions for this section should not exceed 3,000 words in length. Viewpoints are submitted to a double-blind peer reviewing process.

GATEWAY

The Editors of *CJCS* will select an article from those previously published by academic journals for publication in this section. Gateway will give international coverage to the best articles written and published originally in Catalan or Spanish. The Editors will select the work using the abovementioned criteria and the authors must seek permission for translation and publication in *CJCS*. We encourage researchers to suggest articles for this section along with an argument for their suitability.

REVIEW

CJCS also publishes short book reviews, in English and commissioned by the Editors, about leading editorial projects in Catalan/Spanish or English in keeping with the aims and scope of the journal. Contributions for this section should not exceed 650 words in length.

STYLE GUIDELINES

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. 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 [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.

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

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- Article title, 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.
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- Abstract of 150 words; this will go on to the Intellect website (not required for book reviews).
- Keywords – six to twelve words, or two-word phrases. There is a serious reduction in an article's ability to be searched for if the keywords are missing (not required for book reviews).
- References – Intellect requires the use of Harvard references embedded in the main text in the following format (Harper 1999: 27).
- 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.

- Funding statement, including funder name and grant number (if applicable).
- Ethical Statement and Conflict of Interest Statement.

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 *CJCS* are those of the authors, and do not necessarily coincide with those of the Editors or the Editorial Advisory Boards.

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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. 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 at catalan.journal@urv.cat

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

CJCS is a refereed journal. Strict anonymity is accorded to both authors and referees.

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:

- Titles should be translated into English where appropriate
- '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:

BOOK
Hobsbawm, E. J. (1990), *Nations and Nationalism since 1780: Programme, Myth, Reality,* Cambridge: Cambridge University Press.

ARTICLE IN A JOURNAL
Balfour, S. (2008), 'The concept of historical revisionism: Spain since the 1930s', *International Journal of Iberian Studies*, 21:3, pp. 179–86.

CHAPTER IN A BOOK
Mikos, L. (2009), 'How the pumpkins conquered Germany: Halloween, media and reflexive modernization in Germany', in M. Foley and H. O'Donnell (eds), *Treat or Trick? Halloween in a Globalising World,* Newcastle upon Tyne: Cambridge Scholars Publishing, pp. 113–130.

CONFERENCE PAPER
Farré, J. and Gonzalo, J. (2008), 'A complete communicative turn on risk research', *First International Sociological Association Forum*, Barcelona, Spain, 5–8 September.

FILMS
Denis, C. (1988), *Chocolat,* France: Les Films du Paradoxe.

TV PROGRAMMES
Game of Thrones (2011–present, USA: HBO).
'You Jump, I Jump, Jack' (2004), Kenny Ortega (dir.), *Gilmore Girls*, Season 5 Episode 7 (2 November, USA: The WB).

NEWSPAPER ARTICLE
Foix, Ll. (2014), 'Suárez, entre dues treves' ('Suárez, between two ceasefires'), *La Vanguardia*, 25 March, p. 21.

DOCTORAL THESIS
Domingo, D. (2005), 'Inventing online journalism. Development of the Internet as a news medium in four Catalan online newsrooms', Ph.D. thesis, Bellaterra: Universitat Autònoma de Barcelona.

UNPUBLISHED WORKS
Castelló, E. (forthcoming), 'Dramatizing proximity. Cultural and social discourses in soap operas from production to reception', *European Journal of Cultural Studies* (accepted for publication 12 May 2009).

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 *CJCS* should be original and not under consideration by any other publication. Contributions should be submitted electronically through the journal webpage.

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

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

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

Zhang, Z. (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.

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