

NOTES FOR CONTRIBUTORS

The guidance on this page complements the *Intellect Style Guide* (available at: <https://www.intellect-books.com/journal-editors-and-contributors>). Advice provided here is tailored to the requirements of the *Journal of Greek Media & Culture*, so in case of conflict with the *Intellect Style Guide*, please prioritize the instructions below.

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.intellect-books.com/diversity>.

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 an indication of appropriate content for captions:

Figure 1: Artist, *Title of Artwork*, Year. Medium. Dimensions. Location. Copyright holder information [use of Courtesy of or (c) 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.

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.

LANGUAGE

The journal follows standard British English. 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 contributors 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/intellect-books/>.

LENGTH OF ARTICLES

Articles must not exceed 9000 words including notes and references – but not including the contributor biography, keywords or abstract.

METADATA

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

- 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.
- Contributor name
- Contributor addresses – the submitted material should include details of the full institutional postal address and a single e-mail address for the contributor for publication.
- Contributor biography – contributors should include a short biography of around 150 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 250 words; this will go on to the Intellect website (not required for book reviews).
- 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 (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 the *Journal of Greek Media & Culture* 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. 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

The *Journal of Greek Media & Culture* 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:

- 'Anon.' for items that do not cite an author.
- A blank line between references.
- Date of publication (year) 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. Use colon between journal volume and number, for example (12:3).
- 'pp.' before page extents.
- Chapter and journal article titles should be sentence case, both in the transliterated Greek and the English translation.
- Book titles, journal titles and film titles in English should be maximally capitalized (title case) and italicized (i.e. all main words should be in capitals). Titles in other languages should follow the conventions of title capitalization of that language. The transliterated titles in Greek should therefore use sentence capitalisation (i.e. capitals for the first word of each title/sentence), as per Greek convention. For further advice on Greek transliterations, please see below.

- The first mention of a film in the article should include its original title, the English translation, the director's surname (not Christian name), and the year of release, thus: *Kynodontas (Dogtooth)* (Lanthimos 2009). If the film is included in the title, then all these details should be mentioned on the first mention in the main text (and repeated in the abstract, if applicable).

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), Jack Bender (dir.), *Game of Thrones*, Season 6 Episode 6 (29 May, USA: HBO).
- Bowie, David (2016), 'Blackstar', Blackstar, Sleeve notes, USA: Columbia Records.
- Brown, Julia (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 Peggy 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*, 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.
- Papadimitriou, Lydia (2006), *The Greek Film Musical: A Critical and Cultural History*, London: McFarland.
- Papadimitriou, Lydia (2009), *To elliniko kinimatografiko miouzikal: Kritiki-politismiki theorisi* ('The Greek film musical: A critical cultural approach') (trans. Margarita Koulentianou, Antigoni Parousi), Athens: Papazisis.
- Plantzos, Dimitris (2017), *To prosfato mellon: I klasiki arhaiotita os viopolitiko ergaleio* ('The recent past: Classical archaeology as a biopolitical tool'), Athens: Nefeli.
- Roussel, Raymond ([1914] 1996), *Locus Solus*, Paris: Gallimard.
- Ströter-Bender, Jutta (1995), *L'Art contemporain dans les pays du 'Tiers Monde'* (trans. Oliver Barlet), Paris: L'Harmattan.
- UNDESA (United Nations Department of Economic and Social Affairs) (2005), *Report on Reinventing Government*, United Nations: New York.
- 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*.

Zestanakis, Panagiotis (2017), *Styl zois, emfyles sheseis kai neoi koinonikoi horoi stin Athina tis dekaetias tou 1980* ('Lifestyles, gender relations and new social spaces in 1980s Athens'), Ph.D. dissertation, Rethymnon: University of Crete.

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].

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, in that they should be listed at the end (i.e. not as an endnote). The reference must have an author, and the author must be referenced in Harvard style within the text (Author date). No need for a publisher or place of publication, but full web reference and date of access are required. Website or blog titles should be in roman font.

Example:

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.

TRANSLITERATION

A. TITLES

All titles (books, articles, films, artworks etc) in Greek should be cited in transliteration, and NOT in the Greek alphabet. Titles of books or films should be in Italics; titles of articles in roman and quotation marks. All titles in transliterated Greek should be followed by a translation provided by the author. This should appear in brackets after the transliterated Greek title, and in quotation marks. Translated titles should be in roman (i.e. NOT italics), to indicate that this is your own translation (i.e. an 'unofficial' translation). For works that have been published/released with an English title (i.e. with an 'official' translation), please use this and include it in brackets without quotation marks and in italics. You do not need to translate titles of newspapers or magazines.

Papargyriou, Eleni (2020), 'Eimaste autoi pou eimaste otan kindyneuoume' ('We are who we are when in danger'), *Efimerida ton syntakton*, 13 June.

Papanikolaou, Dimitris (2018), *Kati trehei me tin oikogeneia: Ethnos, pothos kai syggeneia tin epohi tis krisis* ('There is something about the family: Nation, desire and kinship at a time of crisis'), Athens: Patakis.

Matesis, Pavlos (1990), *I mitera tou skylou (The Daughter)*, Athens: Kastaniotis.

Lanthimos, Yorgos (2009), *Kynodontas (Dogtooth)*, Greece: Boo Productions.

B. CAPITALIZATION

As noted above, for Greek titles, both in transliteration and in translation, follow the rules of Greek title reference: Capitalize ONLY the first letter of the first word of any title/sentence.

C. NAMES OF PEOPLE

Names of people referenced should follow the transliteration these people have adopted in their English language work (if applicable).

Examples:

Taksis, Cavafy, Vassiliki Kolocotroni (and not Vasiliki Kolokotroni), Yorgos Lanthimos (and not Giorgos), Yannis Tzioumakis (and not Giannis), George Dalaras (and not Giorgos Ntalaras) etc.

D. NAMES OF PUBLISHERS

Names of Publishers should be transliterated. In case a Greek publisher uses an English title for English-language publications, please use this.

Examples:

Patakis. Kastaniotis.

But: National Theatre of Greece (not Ethniko theatro tis Elladas). Benaki Museum (not Mouseio Mpenaki).

E. TABLE OF TRANSLITERATION

η and ι TRANSLITERATE TO i

υ TO y [yparhei; yposhomai]

ο in diphthong TO u [ouranos; ypourgeio]; generally, keep this, BUT allow yourselves to transliterate ο when pronounced 'φ' TO f [eg. Eleftheriotis] and when pronounced 'β' TO v [Avgi]. You *may* keep u when an English word is close [autokinito], or a name is more recognizable with the u transliteration (e.g. Eudokia).

initial χ TO ch

middle χ TO h or ch, according to logic as long as it is consistent [but NEVER with x]

ξ TO x [NOT ks]

φ TO f [NOT ph]

ψ TO ps

ο and ω TO o

All other diphthongs with each letter transliterated (thus:

ou, ai, ei, nt, mp, gg, gh)

β TO v (NOT b)

μπ TO mp (NOT b NOR mb)

γ TO g always

SUBMISSION PROCEDURES

Articles submitted to the *Journal of Greek Media & Culture* should be original and not under consideration by any other publication. Contributions should be submitted electronically through the journal webpage.