Notes for Contributors

Aims and Scope of *Choreographic Practices*

Choreographic Practices (*CHOR*) operates from the principle that dance embodies ideas and can be productively enlivened when considered as a mode of critical and creative discourse. The journal provides a platform for sharing choreographic practices, critical inquiry and debate.

Contributions are invited that articulate choreographic practices from a diverse range of perspectives. We are especially interested in receiving critical/creativepractice led research that is interdisciplinary and experimental in nature. Selected issues will also be thematically arranged. *CHOR* publishes both conventional and alternative modes of writing, including performative and visual essays.

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.

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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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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/intellectbooks/.

Length of Articles

Articles should be 5000–7000 words including notes, references, contributor biography, keywords and abstract.

Metadata

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

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- Abstract of 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', 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

In general, we discourage the use of extensive notes – 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 a note is necessary, please use Word's note-making facility, and ensure that these are endnotes, not footnotes. Place note calls outside the punctuation, *after* the comma, full stop, colon etc. The note call must be in superscripted Arabic (1, 2, 3).

Opinion

The views expressed in *CHOR* are those of the authors, and do not necessarily coincide with those of the Editors or the Editorial or Advisory Boards.

Peer Review

CHOR offers three different types of peer-review processes. It is up to the author to decide which process best suits their needs, but the *CHOR* editors are happy to help if required. The process chosen will be noted at the top of each article.

1. *Open peer-review* follows a traditional peer-review process except that the author(s) and the reader-reviewers are openly named. The writing is not anonymized. For this process, the editors ensure there are no potential conflicts of interest, and the reader-reviewers can decide whether or not to be named in the publication.
2. *Collaborative peer-review* is where the author(s) and a reviewer-collaborator enter a dialogue to help develop the writing towards publication. *CHOR*'s editorial team will be responsible for choosing an appropriately experienced reviewer-collaborator, and this person can be more or less involved depending on the collaboration. For this process, the reviewer-collaborator can decide whether or not to be named at the time of publication, although we would expect most to agree to this. The extent or depth of the dialogue or collaboration would determine the way in which the reviewer-collaborator is acknowledged.
3. *Traditional double blind peer-review* is where the author(s) and reader-reviewers remain unknown or 'blind' to each other. The writing is anonymized and the author receives anonymous responses from the reviewers via the *CHOR* editorial team.

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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.

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.

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.

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, 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,* Paris: 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/infs.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*, United Nations: New York.

Woolley, Eileen and Muncey, Tess (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. 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 *CHOR* should be original and not under consideration by any other publication. Contributions should be submitted electronically through the journal webpage: https://www.intellectbooks.com/choreographic-practices.

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.).

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