

NOTES FOR CONTRIBUTORS

AIMS AND SCOPE OF JOURNAL OF APPLIED ARTS & HEALTH

Journal of Applied Arts & Health (JAAH) is the preeminent international academic journal representing research interests that focus on the interplay between arts and health. The journal's remit is art-based research. Research articles for peer review should seek to emphasize art as the mode of inquiry when applying art forms to health practices and be grounded in the relevant literature. *JAAH* encourages the use of art as research in providing an evidence base and discourages research studies that are predominantly non-artistic in nature. More specifically, we require authors to have the art processes speak more predominantly in their submissions (e.g. illustrations of various forms of artistic expression versus reductive tables with numbers). Our readers want to know about the artwork that was done and the participants' experience in their own words (be those verbal or non-verbally expressed authentically in art). In addition, notes from the field, visual essays, interviews, in memoria, book reviews, conference reports and key documents, all contribute to *JAAH*'s mission to stimulate scholarly interest and understanding in the field. *JAAH* only publishes in English. The views expressed in the journal are those of the authors and do not necessarily reflect those of the Editor or Editorial Board. We do not publish qualitative or quantitative research unless it was used as a springboard from which art-based research (ABR) developed and ABR must be the focus of the article.

The following notes are intended to assist contributors in preparing articles for consideration by the editor. Intellect's style and image guides are available on their website (<https://www.intellectbooks.com/journal-editors-and-contributors>) to answer formatting questions not addressed here and authors can also contact *JAAH*'s editor. Regrettably non-compliance with the requirements set out here is grounds for rejection. Please review Intellect's ethical guidelines to ensure your research aligns with them. You can find them at <https://www.intellectbooks.com/ethical-guidelines>.

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 Intellect's Inclusive Language Guide, Author Fund, Language Ambassadors and name-change policy, please consult our website: <https://www.intellectbooks.com/diversity>.

SUBMISSIONS

- **Research articles** will be evaluated by double-blind peer review. Research articles should:
 - Contain original research or scholarship.
 - Not be under consideration by any other publication.
 - Be between 3000–6000 words in length (inclusive of abstract, keywords, title, references and bios). If images are included, please note that the page count should not exceed 15 pages (400 words per page, 1 to 4 images per page).
 - Include a title, abstract (maximum 150 words), 6–8 keywords, and references formatted in Intellect's modified Harvard style
 - Include a Funding statement, including funder name and grant number (if applicable).
 - Include an Ethical Statement and Conflict of Interest Statement (if applicable). Generic copy will be input for authors who have nothing to declare.
 - Be written in a clear and concise style.
- **Notes from the field** will be evaluated by double-blind peer review and will adhere to the conventions for articles outlined above. However, articles in this section will be more focused on practitioner or client experience within the field and will allow for a range of creative reporting. These articles will tend to be more descriptive than research articles and should also refer to theory but are not necessarily reporting on designed research projects. Notes from the field articles should:
 - Be between 3000–4500 words in length (inclusive of abstract, keywords, title, references, and bios). If images are included, please note that the page count should not exceed 11.25 pages (400 words per page, 1 to 4 images per page).
 - Include a title, abstract (maximum 150 words), 6–8 keywords, and references formatted in Intellect's modified Harvard style.
 - Include a Funding statement, including funder name and grant number (if applicable).
 - Include an Ethical Statement and Conflict of Interest Statement (if applicable). Generic copy will be input for authors who have nothing to declare.
 - Not be under consideration by any other publication.
- **Visual essays** will be evaluated by double-blind peer review. Visual essays are a sequence of images accompanied by limited words to tell a story, argue a position, explain a concept, illustrate a problem and outline or document a process. This medium facilitates art-based research which is empirical or observable. Visual essays represent the visual equivalence of between 3000–4000 words in length (inclusive of abstract, keywords, title, references and bios). In using images, please note that the page count should not exceed 10 pages (approximates to 400 words per page, 1 to 4 images per page). Note that not all images may be reproduced in colour owing to quotas, therefore please indicate if it is essential

for particular images to be printed in colour. The submission should not be under consideration by any other publication. See other format guidance relating to cognate key elements to be included in submissions.

- **Review pieces** will not be subject to peer review but require editorial approval. Reviews may be of relevant books, significant conferences, seminars or workshops and should:
 - Be between 600–2000 words (inclusive of title, bios, and, if included, references). If images are included, please note that the page count should not exceed 5 pages (400 words per page, with a maximum of 2 images).
 - Be written in a clear, concise, readable style while avoiding colloquialisms unless explained.
 - Not be under consideration by any other publication.

SUBMISSION PROCEDURES

Contributions should be submitted electronically through the journal webpage. When sending your submission, make sure to separately include author biographies (50–100 words) and contact details. The contact details should include author ORCID identifier(s) 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>. Bios should include the institution to which author(s) is(are) affiliated. The full institutional postal address and a single email address will be needed for each contributor. Authors are also asked to submit a publishing agreement giving us permission to publish your article, should it be accepted by our peer review panel. An electronic template is available from the Intellect website: <https://www.intellectbooks.com/journal-editors-and-contributors#contributor-publishing-agreement-standard>.

To suggest books or conferences for review, contact the Reviews Editor, Gary Nash, at gary.jnash@gmail.com.

LANGUAGE

The journal follows standard British English. Use 'ize' endings instead of 'ise'. To facilitate this process, change the spellcheck to 'English (United Kingdom)' in Word. We also use the term 'art-based' rather than 'arts-based'. We discourage the use of the term 'intervention' and suggest alternative terms such as 'initiative' and 'programme'.

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/>.

REFEREES AND ANONYMITY

Journal of Applied Arts & Health is a refereed journal. All submissions meeting the journal's remit, including ethical and submission requirements, will be subject to peer review. All articles are reviewed double-blind with both the reviewer and the author anonymous to each other. Special issues also adhere to the journal's standard peer review process, which guest editors arrange according to the expertise demanded by the special issue's focus. In addition, an editorial review will be conducted after the peer review process and/or revisions are made based on the peer reviewers' comments to ensure journal consistency. In instances where peer reviewers' assessments of the submission are at odds, a third anonymized review will be made. Upon recommendation from peer reviewers and the editorial team, the majority view will be used to make the final assessment.

Submissions must be 'anonymized' to maintain confidentiality during peer review. In addition to replacing author names with [Author 1], [Author 2], etc. in all instances where authors are mentioned, you must delete the 'File properties' or 'Summary info' of your document that reveal your name and institution. In Microsoft Word, look for the 'inspect document' function in file properties (may also be listed as 'info' under the 'File' tab). You will delete all personal information by clicking on 'check for issues' next to 'inspect document' and select 'inspect document' – after the inspection, you will select 'remove all' for the 'document properties and personal information' area. In older versions of Word, you will also need to go to the 'related people' section in that same file properties area. There you will delete the author by right clicking on the author's name and selecting 'remove person' from the menu box that pops up (please note that in the updated version of Word, you do not need to take this second step as the first step will delete that information, too).

PERMISSIONS/COPYRIGHT/LIABILITY

The author is responsible whether material submitted (e.g. photographs, illustrations, trade literature and data) is subject to copyright or ownership rights. Where use is restricted, the publisher must be informed upon submission of the article and author is responsible for gaining permission to publish. Copyright clearance should be indicated by the contributor. Unless a specific agreement has been made, accepted articles become the copyright of the journal. The contributor publishing agreement should be completed and sent to the Editors to accompany every submission.

Authors must ensure that references to named people and/or organizations are accurate, non-discriminatory with regard to race, sex, sexuality, and without libellous implications.

OPINION

The views expressed in *Journal of Applied Arts & Health* are those of the authors, and do not necessarily coincide with those of the Editors or the Editorial or Advisory Boards.

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, one-and-a-half line spaces and left aligned, **not justified**. Margins should be 1 inch/2.5 cm all round. Pagination should be continuous with numbers applied top right. The title of your article should be in bold at the beginning of the file, but not enclosed in quote marks. It should be no longer than 16 words. 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. Foreign words and phrases inserted in the text should be in italics. The first paragraph of a section is not indented, but subsequent paragraphs should be. Additionally, there should NOT be extra spaces between paragraphs.

The Editor reserves the right to make appropriate changes related to correctness of grammar or spelling or to ensure conformity with the journal's current style.

ILLUSTRATIONS

JAAH welcomes images illustrating evidence within 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. Reproduction will be in either black-and-white or colour, based upon journal quotas.

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.

Non-picture figures (such as tables) should be clearly labelled and an indication given as to where they should be placed in the text. Unlike pictures, they can be embedded within the text or after the references section. Tables should be named as 'tables' while pictures will be listed as 'figures'.

All reasonable efforts are made to ensure the accurate reproduction of text, photographs (colour if possible) and illustrations. The publisher and editors do not accept responsibility for errors, be they editorial or typographical, nor for any consequences resulting therefrom.

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.

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).

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. Quotes fewer than 40 words should be embedded in the paragraph. 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 references in the text should be according to the modified Harvard system used by Intellect, e.g. (Bordwell 1989: 9). Please see below examples to help illustrate various scenarios authors might use in their submission:

- **Citing with a direct quotation:** e.g. Benoit Parks states that, 'If you are going to cite a source, you must remember to do so correctly' (2009: 56–57). If the author's name is not provided in the sentence, then include it in the parenthetical: 'If you are going to cite a source, you must remember to do so correctly' (Parks 2009: 56–57). If there is no page number, use 'n. pag.' (Parks 2009: n.pag.). Please note this format is used both for embedded and displayed quotes.
- **Citing without a direct quote:** In looking at her research, Ramona Quimby (2019) suggests that it's possible to reference a source without directly quoting from them.
- **Citing multiple authors:** Many scholars agree that proper formatting is crucial to a reader's understanding (Smith 2003; Horowitz 1999; Johnson 2010, 2018). or While some scholars believe proper formatting is crucial (Smith 2003; Horowitz 1999; Johnson 2010, 2018), others argue that formatting should never get in the way of content (Larsen 2006; Gutierrez 2016; Lenard 2019). Citing a source with multiple authors in text is done with 'et al.' (Rosen et al. 2012), but all authors must be listed in the References.

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. You cannot use Word's bibliography and citation software, as it does not follow Intellect's style. However, you can try using the Citation Style Language (CSL) file in their house style: <https://www.intellectbooks.com/media/intellect-newgen-style.csl>. This CSL is compatible with Mendeley, Zotero, Papers, and many more listed on the citation styles website: <https://citation-styles.org/>.

The following examples indicate conventions for the most common types of reference grouped by general reference type with various example types under them. For reference types not listed here, see Intellect's

style guide found on their website (<https://www.intellectbooks.com/journal-editors-and-contributors#style-guide>). Please note, to save space, we have not used 1.5 inch line spacing or an extra space in between references, but this should be done in your submission.

ARTICLES

- Asthana, Anushka, Stewart, Heather and Brooks, Libby (2016), 'Theresa May visits Scotland to press case for "special union"', *The Guardian*, 15 July, pp. 4–5.
- 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.
- 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.
- Woolley, Elaine and Muncey, Talia (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*.

BOOKS

- Anon. (1957), *Narrative in Early Renaissance Art*, Oxford: Books Press.
- 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, Nina (2015), *Denkwerkstatt Museum* ('Think workshop museum'), Norderstedt: Books on Demand.
- Reason, Peter and Bradbury, Hilary (2013), *The Sage Handbook of Action Research: Participative Inquiry and Practice*, 2nd ed., London: Sage.
- Roussel, Raymond ([1914] 1996), *Locus Solus*, Paris: Gallimard.
- Saunders, Mark, Lewis, Phillip and Thornhill, Adrian (2016), *Research Methods for Business Students*, Cambridge: Pearson.
- Ströter-Bender, Juliana (1995), *L'Art contemporain dans les pays du 'Tiers Monde'* (trans. O. Barlet), Paris: L'Harmattan.

CONFERENCES, FORUMS, SYMPOSIA

- Brown, Joe (2005), 'Evaluating surveys of transparent governance', *6th Global Forum on Reinventing Government: Towards Participatory and Transparent Governance*, Seoul, Republic of Korea, 24–27 May.
- Cook, Dave (2000), 'Developing franchised business in Scotland', *Small Firms Adding the Spark: The 23rd ISBA National Small Firms Policy and Research Conference*, Robert Gordon University, Aberdeen, 15–17 November.

MEDIA (film, TV, music, online video, art, websites)

- Blood of My Blood' (2016), Jack Bender (dir.), *Game of Thrones*, Season 6 Episode 6 (29 May, USA: HBO).
- Bowie, David (2016), *Blackstar*, CD, USA: Columbia Records.
- Carlton, Vanessa (2002), 'Paint it Black', composed by M. Jagger and K. Richards, *Be Not Nobody*, CD, USA: A&M Records.
- Denis, Claire (1988), *Chocolat*, France: Les Films du Paradoxe.
- Gevinson, Tavi (2016), 'End of 2016', *Style Rookie*, 12 December, <http://www.thestylerookie.com/2016/12/end-of-2016.html>. Accessed 14 August 2018.
- Monet, Claude (1899), *The Water-Lily Pond*, London: The National Gallery.
- Sugg, Zoella (2016), 'May favourites 2016', YouTube, 29 May, <https://www.youtube.com/watch?v=CR9g5BKeivk>. Accessed 21 June 2016.
- Zhang, Ziyi (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.
- Robson, Paul (2008), email to author, 1 December.

REPORT

UNDESA (United Nations Department of Economic and Social Affairs) (2005), *Report on Reinventing Government*, New York: United Nations.

THESIS/DISSERTATION

Richmond, Josiah (2005), 'Customer expectations in the world of electronic banking: A case study of the Bank of Britain', Ph.D. thesis, Chelmsford: Anglia Ruskin University.

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.

APPEALS

If you believe that your article has been rejected unfairly, please submit an appeal letter to JAAH.submissions@yahoo.com. Appeals must be submitted within 30 days of the rejection decision. Appeals will only be considered if all specific disputed points of the reviewers' and editors' comments are addressed in the appeal letter, and decisions may only be reversed if the editors are convinced that the decision was a mistake, or if the reviewers made errors of fact or showed evidence of probable bias. The principal editor will decide whether to invite a resubmission, send it to another external reviewer, or uphold the original decision. In all cases, the principal editor's decision is final and secondary appeals will not be considered.

The guidance on this page is by no means comprehensive: it must be read in conjunction with the Intellect Style Guide. The Intellect Style Guide is obtainable from <https://www.intellectbooks.com/journal-editors-and-contributors>, or on request from the editor of this journal.