

NOTES FOR CONTRIBUTORS

GENERAL

Articles submitted to the *Journal of Curatorial Studies* should be original and not under consideration by any other publication. They should be written in a clear and concise style.

ARTIFICIAL INTELLIGENCE (AI) USAGE

Generative artificial intelligence (AI) and AI-assisted technologies should only be used to enhance readability and language, with human oversight and careful review to correct any errors or biases. AI should not be considered or used as an author or co-author. Authors must disclose their use of AI in a new section in their article(s), taking full responsibility for the content. Basic grammar and spelling tools do not require disclosure.

When relevant, the statement below should be inserted into a section labelled 'Acknowledgment of the Use of Generative AI and AI-Assisted Technologies in the Writing Process' at the end of the article but before the References section.

Statement: Throughout the preparation of this work, the author(s) employed [NAME OF TOOL / SERVICE] to [PURPOSE]. Following the utilization of this tool/service, the author(s) thoroughly reviewed and edited the content as necessary, assuming full responsibility for the publication's content.

Please also refer to our Artificial Intelligence page (<https://www.intellectbooks.com/artificial-intelligence>) and the Committee of Publication Ethics' page on Authorship and AI tools (<https://publicationethics.org/cope-position-statements/ai-author>).

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>.

LANGUAGE

The journal uses standard British English. The Editors reserve the right to alter usage to these ends.

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/>.

REFEREES

The *Journal of Curatorial Studies* is a refereed journal. Strict anonymity is accorded to both authors and referees.

OPINION

The views expressed in the *Journal of Curatorial Studies* 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.

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.

SUBMISSION

- Submit the article as an e-mail attachment in Word or in Rich Text Format.

- Your article should not normally exceed 6000 words (including 'Notes').
- Immediately under the title of your article, list up to six keywords and then an abstract of 150–200 words; this will go onto the Intellect website.
- Include a short biography in the third person, which will be included in the journal issue. Please include details of the full institutional postal address and a single e-mail address for the contributor for publication.
- Reviews are normally around 1000 words.
- 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.
- 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.

PRESENTATION

- The title of your article should be in bold at the beginning of the file, without inverted commas.
- The text, including the notes, should be in Times New Roman 12 point.
- The text, including the endnotes, must be double-spaced.
- The text should have at least 2.5 cm margins for annotation by the editorial team.
- Send the text unjustified.
- You may break up your text with subtitles, which should be set in ordinary text and bold, not 'all caps'.

QUOTATIONS

- Quotations must be in English. For reasons of space we cannot publish the original text.
- Quotations must be within single inverted commas. Material quoted within cited text should be in double inverted commas.
- Quotations must be within the body of the text unless they exceed approximately forty words. In this case, they should be separated from the body of the text and indented.
- Omitted material should be signalled thus: [...]. Note that there are no spaces between the suspension points.

ITALICS

- Titles of exhibitions, artworks, books and journals are italicized.

REFERENCES

- We use the Harvard system for bibliographical references. This means that all quotations and paraphrasing must be followed by the name of the author, the date of the publication, and the pagination, thus: (Walker 2005: 15). PLEASE DO NOT use '(ibid.)'. Note that for quotations in the text the punctuation should follow the reference within brackets. For an indented quotation the bracketed reference appears after the full stop.
- 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.

Here are examples of the most likely cases:

- Anon. (1931), 'Stalin i kino', *Pravda*, 28 January.
- Aitken, Ian (1989), 'John Grierson, Idealism and the Interwar Period', *Historical Journal of Film, Radio and Television*, 9:3, pp. 247–58, <https://doi.org/10.1080/01439688900260241>.
- Corner, John (1996), *The Art of Record: A Critical Introduction to Documentary*, Manchester: Manchester University Press.
- Denis, Claire (1988), *Chocolat*, France: Les Films du Paradoxe.
- Dermody, Susan (1995), 'The Pressure of the Unconscious Upon the Image: The Subjective Voice in Documentary', in Leslie Devereaux and Roger Hillman (eds), *Fields of Vision: Essays in Film Studies, Visual Anthropology and Photography*, Berkeley and Los Angeles: University of California Press, pp. 292–310.
- Il me faut tout oublier: Berlinda De Bruyckere, Philippe Vandenberg*, Paris: La Maison Rouge.
- López, John F. (2013), *The Hydrographic City: Mapping Mexico City's Urban Form in Relation to Its Aquatic Condition, 1521–1700*, Ph.D. dissertation, Cambridge, MA: Massachusetts Institute of Technology.
- UNDESA (United Nations Department of Economic and Social Affairs) (2005), *Report on Reinventing Government*, New York: United Nations.
- Youngblood, Denise (1991a), *Soviet Cinema in the Silent Era, 1918–1935*, Austin: University of Texas Press.

Youngblood, Denise (1991b), "History" on Film: The Historical Melodrama in Early Soviet Cinema', *Historical Journal of Film, Radio and Television*, 11:2, pp. 173–84, <https://doi.org/10.1080/01439689100260191>.

- 'Anon.' for items for which you do not have an author (because all items must be referenced with an author within the text)
- year date of publication in parentheses
- commas, not full stops, between parts of item
- absence of 'in' after the title of a chapter within a monograph, but please use 'in' after chapters in edited volumes
- name of translator of a book within parentheses after title and preceded by 'trans.', not 'transl.' or 'translated by'
- absence of 'no.' and 'vol.' for journals
- colon between journal volume and number
- 'p.' or 'pp.' before page extents.

WEB REFERENCES

These are no different from other references; they must have an author, and that author must be referenced Harvard-style within the text. Unlike paper references, however, web pages can change, so we need 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:

Collins, Felicity (2006), 'Memory in Ruins: The Woman Filmmaker in Her Father's Cinema', <http://www.latrobe.edu.au/screeningthepast/firstrelease/fr1201/fcr13a.htm>. Accessed 3 December 2006.

NOTES

Notes appear at the side of appropriate pages, but the numerical sequence runs throughout the article. Notes

should be kept to a minimum. 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 notemaking 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).

ILLUSTRATIONS

Articles may be accompanied by images. It is the author's responsibility to supply images and ensure they are copyright cleared. Images should be scanned at 300 dpi resolution, saved at about 10 x 15 cm (4 x 6 inches), saved as tiff files, and sent electronically to the journal editors. Do NOT insert images into a Word document. Please ensure you insert a figure number at the appropriate position in the text, together with a caption and acknowledgement to the copyright holder or source.

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.

TRANSLITERATION

We follow the Library of Congress transliteration, using a straight apostrophe: for the soft sign and a curly inverted comma ' as apostrophe and for quotations.

Any matters concerning the format and presentation of articles not covered by the above notes should be addressed to the journal editors. The guidance on this page is by no means comprehensive: it must be read in conjunction with the Intellect Style Guide. These notes can be referred to by contributors to any of Intellect's journals and so are, in turn, not sufficient; contributors will also need to refer to the guidance such as this given for each specific journal. The Intellect Style Guide is obtainable from <https://www.intellectbooks.com/journal-editors-and-contributors> or on request from the editors of this journal.