

International Journal of Education through Art Publisher's Guidelines

Version: 27-07-2008

Process

Initial Submission Stage

Articles **and/or image texts** should be original and not be under consideration by any other publication.

They should be written in a clear and concise style and should not normally exceed 6000 words in length for a written paper **and 1000 words for an image text**. In the first instance, contributions should be submitted **to the editor by email attachment and one hard copy by post in Microsoft format (Word doc or RTF file but absolutely not in PDF file)** . The hard copy must be type written on one side only and double spaced. Margins should be at least 2.5 cm all round and pagination should be continuous. **Correspondence regarding visual images should be addressed to the assistant editor. All full articles and all correspondence with respect to any aspect of editorial policy should always be addressed to the Editor.**

Books for review should be addressed to the Reviews Editor.

Refereeing

The Journal is academic and refereed. Strict anonymity is accorded to both authors and referees. There are normally two referees, chosen for their expertise within the subject area. They are asked to comment on comprehensibility, originality and scholarly worth of the article submitted. The referees' comments and any additional comments the Editor may wish to add that require amendments will then need to be acted on for the article to receive further consideration by the Editor before it may be published in the journal.

Final Submission Stage

If the article is ultimately accepted (see Refereeing above) **a revised electronic version as agreed for final publication should be sent to the editor as an attachment within an email or on a disk**. The electronic version should be in Microsoft Word format (or RTF) . If submitted on a disk, the strong preference is for this to be submitted on a CD formatted as a hybrid, to be accessible to both PC and Macintosh, although a 3.5 in. disk formatted for PC only may be accepted. A disk should be labelled with the name of the author and the article title. If it is absolutely necessary to submit in a format other than WORD, a contributor should confer with the Editor before doing so. The journal is set with Apple Macintosh equipment, so all electronic files submitted must be in a program that can be read by an Apple Macintosh system. If this is not possible, a clean, well paced copy, with no manuscript marks, and in dense black print should be able to be scanned. If the copy is too faint, or otherwise is unable to be scanned, the Editor reserves the right to charge the author for retyping the article.

Copy editing and proofing

When text is supplied, it goes to the copy editor who edits on-screen. There may be questions about the article that need to be addressed – e.g. if information is missing – and the article may be returned in order to address these queries if there are questions.

Additional Submission Material

Images and Captions

Image texts should consist of a sequence of visual images that communicates a narrative pertinent to the vision of this journal. The images should be accompanied by a written text of no more than 1000 words. The written text should contain accurate factual information about the purposes and context for the images together with some critical evaluative commentary.

Images and Captions are always welcome also with written papers. In particular, discussions of particular buildings, sites or landscapes would be assisted by the inclusion of illustrations as this enables readers to see them. They do not absolutely need to be submitted at the time of the initial submission of the article, although it is preferable if they are. The omission of a caption is only acceptable if you feel the impact of the image would be reduced by the provision of written context. All illustrations, photographs, diagrams, maps, etc. should follow the same numerical sequence and be shown as Figure 1, Figure 2, etc. The source has to be indicated below. Copyright clearance should be indicated by the contributor and is always the responsibility of the contributor. When they are on a separate sheet or file, an indication must be given as to where they should be placed in the text.

Reproduction will **mostly** be in greyscale (sometimes referred to as ‘black-and-white’). If you are supplying any article images as hard copy, these should be prints between 10–20 cms wide if possible, and preferably greyscale if being submitted as illustrations for articles. However, colour prints, transparencies and small images can be submitted if you need to supply these. Photocopies **or power point slides** are never advisable, but may be okay for diagrams. They are never acceptable for photographs. Line drawings, maps, diagrams, etc. should be crisp, clear and in a camera-ready state, capable of scanning and reduction. Although not ideal, slides are certainly acceptable.

If images are supplied electronically (can be supplied to us as JPEG, TIFF), all images need to have a resolution of at least **12 dpm (dots per millimetre) – or 300 dpi (dots per inch)**. The figure showing the number of pixels across the width of the image, a figure independent of millimetres, centimetres or inches, is reached by multiplying the width of the image in millimetres required for reproduction in the journal by 12, or in inches by 300. This is the actual information available that allows the production team to offset resolution (dpm or dpi) against width.

There are four widths for images in the journal:

145mm	The width of an image across the whole page, including the text and the sidenote column. Used when there is a particular need to give a landscape image a large format.
110mm	The usual option for landscape images, but it can also be applied to some portrait images.
53mm	Covers a half column in the text. Used primarily when the image is portrait, especially if it is particularly high with respect to the width, or if the resolution of a supplied landscape image is so low that it requires the width to be minimized.
53–110mm	A compromise: the image frame is 110mm and the image is centred within the box. Applied when an image does not have the resolution for 110mm width but where a 53mm width would severely compromise its ability to illustrate the article.

image width (mm)	pixels in width
145	1740
110	1320
53	636
53–110	636–1320

These figures would give a resolution of 12 dots per millimetre, or 300 dots per inch, which is the ideal minimum. If the 'pixels in width' figure falls below 636, it is possible to reproduce at 53mm if the image is thought to be essential and cannot be submitted at a higher resolution, but the quality will go down in the printed form. Images sent in as e-mail attachments should be greyscale to save time uploading and downloading.

Tables should be supplied either within the Word document of the main text or as separate Word documents. These can then be extracted and reproduced. Reproducing text within images supplied separately is difficult: they need a high final resolution – around 48 dpm. An additional Acrobat PDF document is encouraged. The PDF is a good proof copy that can also be used for reproduction if the table is exactly as it should be, but if editing is necessary, this can be done in Word if there is a small spelling error or if a statistical error is identified later.

Diagrams are difficult to construct in Word. Diagrams are best constructed in an object-oriented computer program rather than a text-oriented one. Diagrams can be supplied to us as JPEG, TIFF or Acrobat PDF documents. If a mistake is identified in a diagram, make the amendments and re-supply.

Numbered notes

These are never essential within an item and should always be kept to a minimum. They must be submitted correctly at the time of the initial submission as they will need to be copy-edited. It is not acceptable to add notes at a later stage.

Visual texts

Visual texts should integrate images and text in a creative way so that they document, evaluate and critically reflect on art-based learning activities, events and outcomes. Images should not simply be illustrations of the content of the text or exhibit the authors or students' artistic productions as in a gallery but should constitute an essential component in the articulation of meaning.

The written text accompanying the images should be consists of about 1000 words. It is essential it include accurate factual information about the context for the images and educational project concerned (who did it, when, where, why, and what the project was). Visual texts should include an abstract, full references, and key words in accordance with the author guidelines for this journal

Visual texts should be submitted as PDF files. The written text and images must be submitted separately also. Please note all images need to have a resolution of at least 12 dpm (dots per millimetre) – or 300 dpi (dots per inch). They MUST be sent to the editor as separate JPEG or TIF files and numbered as follows: Fig1. jpeg. In addition, authors must provide a separate list of figures with captions and numbers to indicate the sequence in the written text . Copy write clearance should be indicated by the contributor. The source has to be indicated.

Checks before any submission stage

Metadata

The material at the front of a submission is commonly referred to as 'metadata' in the era of electronic journals, and is very important to each and every article. A contributor must check that each of the following been supplied to Intellect for each and every article:

- Article Title – Does the title at the head of the article have the actual wording required?
- Author Name – Does the author name appear correctly?
- Abstracts – An abstract needs to be self-standing. We need something that people can look at in an abstract journal, on our website, on the electronic access server's site, and see what the article is all about without references to what the author 'intends' to do in the article.
- Keywords – six words, or two-word phrases, that are core to what is being discussed. This used to be an optional extra, but it is now policy that Intellect journals require them as there is a serious reduction in an article's ability to be searched for if the keywords are missing.
- Author biography – There needs to be a biography on each contributor included with each and every contribution. This should be no more than three sentences, and may include their current affiliation.
- Author institutional affiliation – If there is an author affiliation, this should be given separately even if this is included in the biography. Just the name of the institution will suffice, but the department or faculty can also be named if wanted by the Editor.

- The institutional and email addresses need to be included at the **end** of the article.
- References – The references should be supplied according to the directions here so that the copy editor can work from this. Contributors must prepare a list of the works cited in the article, adding ‘further’ reading if appropriate, quite separate from any foot/end/side notes that may or may not have been constructed within the article.

An article cannot be considered to be complete if ANY of the above is missing. Reports require the title and venue of the event, author names, author addresses and author biographies. Abstract, keywords and references are not usually relevant, but are always an option in the case of reports. Reviews require a full reference for book/DVD/recording under review, reviewer name, reviewer address and reviewer biography. Abstract and keywords are not relevant, and references are not usually relevant, but they are always an option in this case.

Footnotes

Check to make sure that there are the same number of notes as superscript numbered references in the text, and that each note applies to the same reference if the noting has for some reason been done manually outside the Footnote facility of WORD.

Style

Italics and bold

Intellect confines the use of bold type just for headings and sub-headings within articles. It should not be used for emphasis, or in the names of organizations, conferences or exhibitions. Italics should only be used sparingly for emphasis as the sense of emphasis is reduced each time italicization is used. Also because italics are used for other purposes such as the titles of books, films or plays, etc. If an author wishes to draw attention to a word or phrase, it is acceptable to use roman type inside single quote marks for the first use, and then no quote marks after that.

Hanging indents

Intellect aims to use bullet points when authors wish to list items of interest rather than have articles with many lists throughout. Hanging indents taking the form of full sentences should be punctuated appropriately with initial capitals and full stops at the end of each sentence. Hanging indents that do take the form of lists should not have punctuation or initial caps. Numbers, rather than bullet points, should only be used in a list if the preceding paragraph specifies a certain number of points to be made. When numbers are used they should be formatted as ‘1. 2. 3.’ etc.

Percentages

Intellect uses ‘per cent’ rather than ‘%’ if the term is used just once or twice in a single isolated paragraph. However, ‘%’ is acceptable if a whole series of percentages are given within a paragraph in, for example, a statistical survey. Percentages should always be expressed in figures not words (i.e. 3 per cent; 4.7 per cent; 10 per cent; 25 per cent).

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 four lines or 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. It is acceptable to use guillemets in articles or quotations written in the French language if an author prefers them but please use them only for quotations embedded into a paragraph – using English single quote marks for quotes within quotes – but do not use them within 'displayed' quotations to indicate quotes within quotes where Intellect then uses single quote marks.

Emphasis

When using italics for emphasis within quotations, it is important to point out whether the emphasis is from the original text or the contributor to the journal is adding it in order to make their own point. We recommend that immediately after the emphasis, square brackets are added to state '[original emphasis]' or '[added emphasis]'

Locations

There is sometimes confusion when referring to collections of England, Scotland, Wales, Northern Ireland and the Republic of Ireland. The term 'Ireland' includes both Northern Ireland and the Republic of Ireland, 'Great Britain' includes England, Scotland, and Wales, 'United Kingdom' includes England, Scotland, Wales and Northern Ireland, and 'The British Isles' includes England, Scotland, Wales, Northern Ireland and the Republic of Ireland.

The terms 'north', 'south', 'east' and 'west' have lower-case initials except when they are part of a politically defined region (e.g., East Germany) or a socially defined region (e.g., the North).

Websites

Website addresses should be underlined (i.e. www.intellectbooks.com) at all times. Website addresses should not be stated thus: <www.intellectbooks.com> because this causes a problem at the typesetting stage. The date of access to the stated URL should also be given as a record of how the pages were at the site when the reference was made.

References

Intellect requires the use of Harvard references embedded in the main text in the following format (Harper 1999: 27), and a single bibliography at the end of the article. Please try to ensure that there is always a date of publication; the place of publication and the name of the publisher whenever possible. The bibliography of work directly referred to in the text should be titled 'Works cited' to enable it to include videos, films, CDs and the like without ambiguity. Any list of relevant work in addition to works cited should be titled 'Further works'.

The bibliography should list the items alphabetically by author surname. If there is a list of 'Further Reading', this should be listed apart from the list of material

referenced within the article.

A footnote should not be made specifically to make a bibliographical reference as footnotes should only be used to provide explanations or expansions to the main text of the article. Publications can be referred to in footnotes using the Harvard format – e.g. ‘Smith (1999: 49) says that ...’. Do not use ‘(ibid.)’ or ‘(op. cit.)’ as they are not appropriate for the Harvard system.

All quotations must be followed by (in brackets) the surname of the author, the date of publication and the pagination. Note that the punctuation (comma/colon/full stop) at the end of a quotation should always follow the reference if a quotation is within the main body text, but should be placed before the reference if it is an indented paragraph quotation.

Here are examples of the most likely forms for references:

Anon (1931), ‘Les films de la semaine’, Tribune de Genève, 28 January 1931.

Cabrera, D. (1998a), ‘Table Ronde de l’APA (Association pour l’Autobiographie et le Patrimoine Autobiographique)’, La Faute à Rousseau: ‘Le secret’, 18, pp. 28–29.

———(1998b), ‘Une chambre à soi’, Trafic, 26, pp. 28–35.

Flitterman-Lewis, S. (1990), *To Desire Differently: Feminism and the French Cinema*, Urbana and Chicago: University of Chicago Press.

Grande, M. (1998), ‘Les Images non-dérivées’, *Le Cinéma selon Gilles Deleuze* (ed. O. Fahle), Paris: Presses de la Sorbonne Nouvelle, pp. 284–302.

Hayward, S. (1993), *French National Cinema*. New York and Paris: Routledge.

Hottel, R. (1999), ‘Including Ourselves: The Role of Female Spectators in Agnès Varda’s ‘Le bonheur and L’une chante, l’autre pas’, *Cinema Journal*, 38: 2, pp. 52–72.

Roussel, R. (1996), *Locus Solus*, Paris: Gallimard. First published 1914.

Ströter-Bender, J. (1995), *L’Art contemporain dans les pays du ‘Tiers Monde’* (trans. O. Barlet), Paris: L’Harmattan.

Website references are like 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. In the list of references at the end of your article, the item should read something like this:

Cabrera, D. (2000), ‘Les idées sont vivantes et la vie est politique’, <http://www.peripheries.net/g-cabr.html>. Accessed 14 December 2000.

If in doubt as to how to reference material on a web page, please contact the Editor.

Form

Dates

21 March 1978

1970s, 1980s

1964–67; 1897–1901

nineteenth century, twentieth century,

twenty-first century

Numbers

one to twenty (words); 21–99 (figures); 100, 200
thirty, forty, fifty (if expressed as an approximation)
15 years old
3 per cent, 4.7 per cent, 10 per cent, 25 per cent
pp. 10–19, 19–21; 102–07, 347–49
16mm, 35mm

Abbreviations

ibid., op. cit., Ph.D., BBC, UN, MA, PAR (practice as research)

Quotations

Single quote marks followed by double quote marks.

Endings

When there is an option between ‘-ise’ or ‘-ize’ endings, ‘-ize’ is the preferred option.

Foreign words

Foreign words and phrases inserted in the text should be italicized.

Foreign names

Capitalized proper names of organizations, institutions, political parties, trade unions, etc. should be kept in roman type, not in italics.

Specific Names

Names of art exhibitions, film festivals, etc. should be in roman type enclosed in single quote marks.

Spelling

aaa

Academe
Act 1, Act 2
Advocate-General (of European Court of Justice)
African American (no hyphen even when attributive)
anglophone (all lower case)
12ème arrondissement
audio-visual
Autonomous Communities (of Spain)

bbb

Berne
biotechnology, biofertilizer

ccc

Channel 4, Channel 5
Chapter 1, Chapter 2 (in body text); chapter 1, chapter 2 (in references)
coexist

commonplace
Communist Party
cooperation, coordination
co-production

ddd

eee

Easter Uprising (Ireland)
e-mail
Estado Novo (in roman type)
et al.
Eurocentric

fff

fascist, fascism (all lower case except when referring to Italian Fascist Party)
fellowships
film-maker, film-making
film school environment
Foley(s), Foley effects (capital 'F')
folk tale (two words)
francophone (all lower case)
further education

ggg

gang bang (two words)
geopolitical
The Guardian

hhh

Hezbollah
higher education
hip hop
Hispanist
Home Rule

iii

ibid. (not Ibid.)
inter-colony, inter-colonial
Internet (capital 'I')
interrelationship
inter-war

jjj

kkk

lll

Latin American (no hyphen)
lifespan
lists: 1. 2. 3. (not (a), (b), (c))

mmm

Maghreb
marketplace
Mass (said Mass, hear Mass. i.e. Catholic term)
micro-organism
micro-organization
mise en abyme (no hyphens)
mise-en-scène (hyphenated)
multi-centred
multi-layered
multinational
multi-screen, multi-storey

nnn

nation state (no hyphen)
nationwide
neo-liberal

ooo

online
op. cit.
outdate

ppp

Pax Americana (roman, not italics)
per se
Ph.D.
policy-making, policy-maker
postcolonial
postdoctoral
postmodern
practice as research
prerequisite
public service broadcasting

qqq

rrr

Radio 1, Radio 2
reinvention
(Laughton) Report, (but 'the report')

sss

Sixties, Seventies (but see date formats)

smallholder

sociocultural

socio-economic

spaghetti western (all lower case)

sync, synced (not synch, synched)

ttt

takeover

uuu

vvv

vice versa (no hyphen)

voice-over

Volume 1, Volume 2 (in body text)

vol. 1, vol. 2 (in references)

voodoo

www

War on Terror

website

Western society

world-view

xxx

yyy

zzz