

## GUIDELINES FOR AUTHORS

**Referees:** All InSEA Publications are peer-reviewed. Referees are chosen for their expertise within the subject area. They are asked to comment on comprehensibility, originality and scholarly worth of the article submitted

**Title:** The recommended length of a title is no more than 12 words

**Length:** Book chapters should be between 4,500 and 6,000 words and **ideally around 5,600 words in length** (excluding references and, if included abstract and keywords).

**Submitting:** Texts should be original and not be under consideration by any other publication. Articles should be submitted online or to the editors of the title concerned

**Language:** InSEA Publications use standard British English. The editors reserve the right to alter usage to this end. Because of the interdisciplinary nature of the readership, jargon should be kept to a minimum.

**Visual Materials: IMPORTANT** Illustrations to articles, which assist discussion of artworks, learning activities and/or environments are very welcome. Illustrations may be submitted in colour. Please do not send original slides, photographs or other artworks.

**NOTE** If the contribution contains illustrations, please include (embed) them in **LOW RESOLUTION** format in the Word file, but separate **HIGH RESOLUTION** files will be required if the article is accepted for publication. If contributions are selected for publication contributors will be asked to provide images to the Editor in JPEG or Tiff format (300dpi, min 4 x 6 inches)

**Captions:** All visual materials should be accompanied by a caption, which should include the Fig. No., and the acknowledgement to the holder of the copyright.

**Copyright:** Copyright clearance should be indicated and is always the responsibility of the contributor. The source has to be indicated beneath the text. When they are on a separate sheet or file, indication must be given as to where they should be placed in the text. The author has responsibility to ensure that the proper permissions/model for visual image releases are obtained.

**Quotations:** Paragraph quotations (40 words or more) must be indented and italicised with an additional one-line space above and below and without quotes.

**Other Styles** Margins should be at least one inch all round and pagination should be continuous. Foreign words and sentences inserted in the text should be italicised.

**Author note:** A note on each author is required and this should include an institutional postal address and email address. **This should not exceed 80 words** and must not be contained in the article, use the metadata section. Authors should also indicate how they wish their names to appear.

**Keywords: (if required by editors)** No less than three and up to six keywords, or two-word phrases, that are core to what is being discussed need to be included at the beginning of articles.

**Abstract: (if required by editors)** Each article should be accompanied by an abstract, which should be no less than 75 words and not exceed 150 words in length. Authors must submit a second abstract in a first language other than English where appropriate.

Please do not include references in the abstract

**Notes** Do not use footnotes, if notes are absolutely necessary, use endnotes.

## References

References should be kept to a practical minimum. Please follow APA 7 conventions

**A reference list is essential.**

## VISUAL ESSAYS

### [Image/Text-Based Submissions]

The TOTAL word limit for a Visual Essay is 1,000 words. Visual Essays should be a minimum of 2 pages and a maximum of 10 pages. What is more important than length is the quality of the interaction of image and text to deliver meaning.

### What IS a Visual Essay?

*We offer these comments as guidance, there are many ways to make a visual essay and we would encourage you to discuss your proposal with the Editor before you submit.*

Visual essays or image/text-based submissions, should integrate image and text in a creative way to document, evaluate or reflect on art-based learning activities, events or outcomes. Think of it as an exploration of a topic that conveys ideas and meaning through visual means as well as language. It is important to note that we view visual essays as equal in academic status to traditional text-based articles. Images should not simply illustrate 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.

**Proposals** for visual essays should include a **critical introduction** (or an abstract) which should be no less than 75 words and not exceed 150 words in length outlining to the editorial team why the work submitted is relevant to the theme of art education. This proposal should also be accompanied with the images according to the relevant guidelines stated in this document. If the feature is selected for publication the editorial team will be seeking your input on the design of the feature and the critical introduction will normally become the 'abstract'. The total word limit for image/text features is 1,000 words.

The submission may:

- Be entirely visual.
- Include image and text working together to tell the story, with predominance of images over text.
- Include images originating from a range of sources, for example, an image collection that is already available such as a curated collection or an image archive. Images that have been produced specially for the essay; images collected as research data; images collected to report and document an artistic process or event or images selected or produced to reflect on a particular aspect of art education.

### What is NOT a Visual Essay?

- Lecture notes
- PowerPoint presentations
- Exhibition notes, reviews or catalogues
- Images of the author's artwork or sketchbooks
- An essay with illustrations

If the feature is selected for publication the editorial team will be seeking your input on the design of the feature. The total word limit for image/text features is 1,000 words. Visual Essays should be a minimum of 2 pages and a maximum of 10 pages.

Authors might refer to examples previously published by [InSEA Publications](#).

**Copyright:** Copyright clearance should be indicated and is always the responsibility of the contributor. The source has to be indicated beneath the text. When they are on a separate sheet or file, indication must be given as to where they should be placed in the text. The author has responsibility to ensure that the proper permissions/model for visual image releases are obtained.

### Submission

#### Authors should submit the following:

- Critical introduction (no more than 150 words)
- 4 to 6 Keywords
- Full postal and email contact details of authors
- Visual Essay (image and text integrated – 1,000 words max)

Visual Essays should be submitted first as a Word file, or an **editable** pdf file. At the submission stage, authors should integrate the images in the file at low resolution; if accepted for publication, editors will require high-resolution images and will work with authors on the layout of the Visual Essay. Contributors will be asked to provide images to the Editors in Tiff format (300 dpi, 145mm/ 1740 pixel width).

**Opinion**

The views expressed in InSEA Publications are those of the authors, and do not necessarily coincide with those of InSEA, the Editors or Publications Board.

For further information or any questions, please contact:

Glen Coutts

Chair, InSEA Publications Board

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