Intellect Journals: 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. 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. 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. 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 the 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 here (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 our 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.
  - 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 focussed 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.
  - 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 as an e-mail attachment in Microsoft Word format to JAAH.Submissions@yahoo.com. When emailing your submission, make sure to separately include author biographies (50–100 words) and contact details either in the text of the email or in a different file. 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. Full postal and e-mail addresses 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-oa).

To suggest books or conferences for review, contact the Reviews Editor, JAAH.Reviews@yahoo.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'.

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 anonymised 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 'anonymised' to maintain confidentiality during peer review. In addition to replacing author names with [Author1], [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'll select 'remove all' for the 'document properties and personal information' area. In older versions of Word, you'll 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 don't need to take this second step as the first step will delete that information, too).

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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 organisations 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.

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
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. 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.

Intellect asks all authors to provide descriptive text alternatives for all images, graphs and figures in their work. Please complete the Alternative Text Form to ensure that individuals who are unable to see the image can fully comprehend its purpose and obtain all essential information. If you are unable to access the form, we can email it to you in Word document form upon request.

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:** 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.' (Benoit 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 the list of references cited in-text is 'References'. 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://citationstyles.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" 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.

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 Solu*s, 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: Colombia Records.

Carlton, Vanessa (2002), 'Paint it Black', composed by M. Jagger and K. Richards, *Be Not Nobody*, CD, USA: A&M Records.

Denis, Claire (1987), *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 communication

Alanson, Steve (2016), in-person interview with J. Sprat, New York, 4 July.

Branson, Richard and Doe, John (2009), telephone interview, 23 January.

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.