

NOTES FOR CONTRIBUTORS

The *Catalan Journal of Communication & Cultural Studies* (CJCS) accepts original contributions for consideration for publication. The guidance on this page is by no means comprehensive and must be read in conjunction with the *Intellect Style Guide*, which can be found here: <https://www.intellectbooks.com/journal-editors-and-contributors>. All manuscripts must be submitted through the submit button on the journal's page: <https://www.intellectbooks.com/catalan-journal-of-communication-cultural-studies>.

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>.

ARTICLES

Articles should be between 6,000–7,500 words including notes, references, contributor biography, keywords and abstract. They must be based on original research or offer well grounded theoretical contributions, they must be written in English in a clear and concise style and they must not be under consideration by any other publication. All submissions will be uploaded on the Journal's online platform. The author(s) must upload at least two files: (1) 'Article text': a blinded copy of the article containing an abstract (max. 150 words) and six keywords; (2) 'Metadata': a separate metadata file with the title of the article, name of the author(s), institutional affiliation, institutional address and e-mail, biographical note, abstract, keywords, and reference list of the article.

Images and graphs should be provided in hi-res .jpeg format in a separate file (can be .zip) under 'Images and Figures'. 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.

Authors must avoid any information within the article that makes it possible to infer their identity (acknowledgements must be avoided at this stage and references to their own work must be done in the third person). Articles that attain to minimum quality standards and fall within the aims and scope of the journal are submitted to a double-blind peer reviewing process. Manuscripts are evaluated on the basis of their originality, the soundness of their theory and methodology, the coherence of their analysis and their ability to communicate to an international readership (including non-specialist readers).

VIEWPOINT

This section will include research notes, short commentaries, reflections on current affairs, cultural and media events, short interviews, etc. Experts, leading scholars, experienced professionals and senior researchers are invited to submit their proposals which will be selected also in accordance with academic criteria and depending on the availability of space. Contributions for this section should not exceed 3,000 words in length. Viewpoints are submitted to a double-blind peer reviewing process.

GATEWAY

The Editors of CJCS will select an article from those previously published by academic journals for publication in this section. Gateway will give international coverage to the best articles written and published originally in Catalan or Spanish. The Editors will select the work using the abovementioned criteria and the authors must seek permission for translation and publication in CJCS. We encourage researchers to suggest articles for this section along with an argument for their suitability.

REVIEW

CJCS also publishes short book reviews, in English and commissioned by the Editors, about leading editorial projects in Catalan/Spanish or English in keeping with the aims and scope of the journal. Contributions for this section should not exceed 650 words in length.

STYLE GUIDELINES

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 normally be in black-and-white. Images sent in as e-mail attachments should accordingly be in greyscale.

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.

LANGUAGE

The journal follows standard British English. Use 'ize' endings instead of 'ise'.

METADATA

The following data are required for all submissions. Contributors must check that each item has been supplied correctly:

- Article title, or
- (for book reviews) *Title of Publication*, Author or Editor Name/s (ed./eds) (Year), Edition number if not first, City: Publisher, number of pages, ISBN 123-1-12345-123-1, h/bk or p/bk, price.
- Contributor name.
- Contributor addresses – the submitted material should include details of the full postal and e-mail addresses of the contributor for correspondence purposes.
- Contributor biography – contributors should include a short biography of around 100 words, specifying the institution with which they are affiliated.
- 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>.
- Received and Accepted dates.
- Copyright consent form giving us your permission to publish your article should it be accepted by our peer review panel. An electronic template is available from the journal office, address above.
- Abstract of 150 words; this will go on to the Intellect website (not required for book reviews).
- Keywords – six to twelve words, or two-word phrases. There is a serious reduction in an article's ability to be searched for if the keywords are missing (not required for book reviews).
- References – Intellect requires the use of Harvard references embedded in the main text in the following format (Harper 1999: 27).
- Bibliography – titled 'References'.
- Funder name and grant number (if applicable).

NOTES

Notes may be used for comments and additional information only. 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 note-making 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).

OPINION

The views expressed in *CJCS* are those of the authors, and do not necessarily coincide with those of the Editors or the Editorial Advisory Boards.

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.

PRESENTATION/HOUSE STYLE

All articles should be written in Word. The font should be Times New Roman, 12 point. The title of your article should be in bold at the beginning of the file, but not enclosed in quote marks. 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.

Any matters concerning the format and presentation of articles not covered by the above notes should be addressed to the Editor at catalan.journal@urv.cat

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. 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.

REFEREES

CJCS is a refereed journal. Strict anonymity is accorded to both authors and referees.

REFERENCES

At *CJCS* we use the Harvard referencing system. It is a flexible and simple system, easy to use for the author as well as the reader.

Should you need additional information, there are a number of excellent Harvard referencing system sites on the Web such as:

- <http://libweb.anglia.ac.uk/referencing/harvard.htm>
- <http://www.leedsmet.ac.uk/lskills/open/sfl/content/harvard/>

All references in the text should be like the following example: (Bordwell 1989: 9). Please observe that there is no comma between author and date. When the author is included in the text, then Bordwell (1989: 9); when sev-

eral authors are referenced they must be ordered alphabetically (Altheide 2003, Joye 2010, Renn 2010); and when three authors or more write an article then (Farré et al. 2013). The default term used for this list is 'References'. Please do not group films together under a separate 'Films cited' heading. Instead, incorporate all films into the main body of references and list them alphabetically by director. The same rule applies to television programmes/music/new media: identify the director/composer and list alphabetically alongside books, journals and papers.

Please note in particular:

- Titles should be translated into English where appropriate
- 'Anon.' for items for which you do not have an author (because all items must be referenced with an author within the text)
- A blank line is entered between references
- Year date of publication in brackets
- Commas, not full stops, between parts of each reference
- Absence of 'in' after the title of a chapter if the reference relates to an article in a journal or newspaper.
- Name of translator of a book within brackets after title and preceded by 'trans.', not 'transl.' or 'translated by'.
- Absence of 'no.' for the journal number, a colon between journal volume and number.
- 'pp.' before page extents.

The following samples indicate conventions for the most common types of reference:

BOOK

Hobsbawm, E. J. (1990), *Nations and Nationalism since 1780: Programme, Myth, Reality*, Cambridge: Cambridge University Press.

ARTICLE IN A JOURNAL

Balfour, S. (2008), 'The concept of historical revisionism: Spain since the 1930s', *International Journal of Iberian Studies*, 21:3, pp. 179–86.

CHAPTER IN A BOOK

Mikos, L. (2009), 'How the pumpkins conquered Germany: Halloween, media and reflexive modernization in Germany', in M. Foley and H. O'Donnell (eds), *Treat or Trick? Halloween in a Globalising World*, Newcastle upon Tyne: Cambridge Scholars Publishing, pp. 113–130.

CONFERENCE PAPER

Farré, J. and Gonzalo, J. (2008), 'A complete communicative turn on risk research', *First International Sociological Association Forum*, Barcelona, Spain, 5–8 September.

FILMS

Denis, C. (1988), *Chocolat*, France: Les Films du Paradexe.

TV PROGRAMMES

Game of Thrones (2011–present, USA: HBO).

'You Jump, I Jump, Jack' (2004), Kenny Ortega (dir.), *Gilmore Girls*, Season 5 Episode 7 (2 November, USA: The WB).

NEWSPAPER ARTICLE

Foix, L. (2014), 'Suárez, entre dues treves' ('Suárez, between two ceasefires'), *La Vanguardia*, 25 March, p. 21.

DOCTORAL THESIS

Domingo, D. (2005), 'Inventing online journalism. Development of the Internet as a news medium in four Catalan online newsrooms', Ph.D. thesis, Bellaterra: Universitat Autònoma de Barcelona.

UNPUBLISHED WORKS

Castelló, E. (forthcoming), 'Dramatizing proximity. Cultural and social discourses in soap operas from production to reception', *European Journal of Cultural Studies* (accepted for publication 12 May 2009).

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.

TRANSLATIONS

If readers are unlikely to understand the title of a non-English-language work in your text (and references), the title in the original language may be accompanied by an English translation by the author, especially if its sense is not implied by the surrounding text. This applies to all types of work (journal article, book, film etc.).

Unofficial translations (e.g. those by the author) should be placed in quotation marks with parentheses, in roman type with an initial capital on the first word of title and subtitle. After the first mention in text, the original title should be used alone.

Gliesmann, N. (2015), *Denkwerkstatt Museum* ('Think workshop museum'), Norderstedt: Books on Demand.

The official titles of published translations are set in italics inside parentheses. After the first mention in text, the English title should be used alone.

Zhang, Z. (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.

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