

# Notes for Contributors

## Introduction

The following notes are intended to assist contributors in preparing papers for consideration by the editor, and provide detailed guidance. Please follow these guidelines, as this ensures a smooth selection and publication process. The editors are ready to work closely with authors to assist them in developing their papers to meet these requirements.

- All papers should be submitted electronically, as an attachment to an email to the editor [simon@croodhouse.freereserve.co.uk](mailto:simon@croodhouse.freereserve.co.uk).
- No contribution will be accepted that has been published elsewhere, unless it is expressly invited or agreed by the editor.
- Papers and contributions accepted for publication become the copyright of the publisher, Intellect, unless otherwise stated.
- Authors submitting papers, and articles should specify for which section of the journal they wish to have them considered: major papers, working papers, reports, conference reports or book reviews.
- Major papers should not normally exceed 8000 words; working papers are expected to be 2000–3000 words; reports and conference reports up to 1000 words.

## Format of submitted articles

- The article should be ‘anonymized’ to maintain confidentiality during peer review. You should delete the ‘file properties’ or ‘summary info’ of your document (see file menu) that reveal your name and institution.  
Be sure to add your full name, address and institutional affiliation in your e-mail message to the editor.
- Papers should be submitted in English.
- All papers should be accompanied by up to six keywords and by a short abstract outlining the paper’s aims, main conclusions and if applicable, the methodology used (150–200 words).
- Papers should be accompanied by a short (about 50 words) description of the author(s) including, if

appropriate, the name of the organization with which they are affiliated.

- A list of works cited comprising *only* works cited in the article.
- Titles of organizations should be given in full on first occurrence and abbreviated thereafter.
- Use Arial 11pt font, double spacing, justified paragraphs.
- Pagination should be continuous with numbers applied bottom middle.
- Images such as tables, photographs and graphics should all be entitled ‘Figure’, numbered consecutively, captioned and be clearly legible. The source must be indicated below the figure. If images are less than half a page in size, they may be inserted into the text according to the place of insertion. If larger, they should be placed on separate pages at the end of the article. In this case, ensure that an indication has been given as to where they should be placed in the text, e.g. *Insert figure 3 here*.
- Quotations should be used sparingly and be enclosed in single quotation marks if they are embedded in the text.
- Longer quotations of more than 45 words should be indented on both sides without quotes.
- The Harvard reference system should be used for quotations, and a page number must be included.

## Endnotes and references

- Explanatory notes should be kept to a minimum: they will appear as sidenotes in the Journal. They should not contain publication details; submit all these as references. Please use your word processor’s ‘footnote’ feature to format notes as endnotes, not footnotes.
- Place note markers outside after the punctuation (e.g. after the comma, full stop, quotation marks).
- Bibliographical references in the text should use the Harvard system (author + year: page) e.g. (Preston 1986:45).
- For documents all references must identify the author (surname or institution name), whether found in archives, reports or the Internet.
- Each Harvard style reference should be fully sourced in a list of

‘Works Cited’ at the end of the text. Publications not mentioned in the text should not be included in this list, though they may be included under a separate ‘Further Reading’ list.

## Format for citing a book

- Author surname, initial (year), title in italics, Place of publication: Publisher. E.g. Preston, P. (1986), *The Critical Success Factors for Design Businesses*, London: Intellect.

## Citing an article

- Author surname, initial (year), ‘Title in single quotation marks’, Name of journal in italics, volume number: issue number (and/or month or quarter), page numbers (first and last of entire article).
- E.g. Preston, P. (2000), ‘Mapping the Creative Industries’ *IJAM*, 5: 1 (Spring), pp. 20–34.

## Citing a web publication or website item

- Websites should be referenced as the publishers of material: a separate author and the title of the information/document/PDF article, should be supplied:
  - e.g. Department of Culture, Media and Sport (1998) *Creative Industries Mapping Document 1998*, DCMS, London, <[http://www.culture.gov.uk/Reference\\_library/Publications/archive\\_1998/Creative\\_Industries\\_Mapping\\_Document\\_1998.htm](http://www.culture.gov.uk/Reference_library/Publications/archive_1998/Creative_Industries_Mapping_Document_1998.htm)> last accessed 27/08/2007
- For a website news article with no by-line, the day/month/year of initial publication must be given, and the website becomes the author.
- If the website is the ‘home site’ of an organization publishing its own material without a by-line, the organization should appear as the author.
- If web material is of the type that could be removed from a site in the near future and become irretrievable, authors are advised to include the date of access, to support the authenticity of the source, especially if it is contestable.

## Citing personal communications and interviews

- Personal communications are what the informant said directly to the author, e.g. 'Bloggs thought it was a good thing (personal communication)'. These should not be included in the list of 'Works Cited'.
- A more formal research interview can be cited in the text (Preston, 20 October 2007 interview), and at the end of the 'Works Cited' list under interviews.
- If the informant gave an interview to someone else, which is being cited,

then both the informant and the interviewer should be cited.

## Obligations

- Authors must ensure that references to named people and/or organizations are accurate, non-discriminatory with regard to race or sex, and without libellous implications.
- Opinions expressed in the *Creative Industries Journal* are solely those of the authors.
- The author is responsible for determining 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.

- All reasonable efforts are made to ensure the accurate reproduction of text, photographs and illustrations. The publisher does not accept responsibility for errors, be they editorial or typographical, nor for any consequences resulting therefrom.
- The editor reserves the right to make appropriate changes related to correctness of grammar or spelling or to ensure conformity with the Journal's style.