# Notes for Contributors

## 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: Caption here. 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'.

## Length of Articles

Articles should be from 6000–8000 words long, and must not exceed 8,000 words including notes and references – but not including the author biography, keywords or abstract.

## Metadata

Contributors must check that each of the following have been supplied correctly:

- Article Title.
- Author Name.
- Author addresses – the submitted material should include details of the full postal and e-mail addresses of the contributor for correspondence purposes.
- Author Biography – authors should include a short biography of around … words, specifying the institution with which they are affiliated.
- 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 … words; this will go on to the Intellect website.
- Keywords – six words, or two-word phrases. There is a serious reduction in an article's ability to be searched for if the keywords are missing.
- References – Intellect requires the use of Harvard references embedded in the main text in the following format (Harper 1999: 27).
- Bibliography – titled 'References'.

## 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 … those of the authors, and do not necessarily coincide with those of the Editors or the Editorial or Advisory Boards.

## Permissions/Copyright/Liability

Copyright clearance should be indicated by the contributor and is always the responsibility of the contributor. Unless a specific agreement has been made, accepted articles become the copyright of the journal. The copyright clearance form 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.

## 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

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

## References

All references in the text should be according to the Harvard system, e.g. (Bordwell 1989: 9). The default term used for this list is 'References'. Please do **not** group films together under separate a '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:

- '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:

Anon (1931), Les films de la semaine, Tribune de Genéve, 28 January.

Brown, J. (2005), 'Evaluating surveys of transparent governance', in UNDESA (United Nations Department of Economic and Social Affairs), *6th Global Forum on Reinventing Government: Towards Participatory and Transparent Governance*, Seoul, Republic of Korea, 24–27 May, United Nations: New York.

Denis, Claire (1987), *Chocolat,* Paris: Les Films du Paradoxe.

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', in O. Fahle, (ed.), *Le Cinéma selon Gilles Deleuze*, Paris: Presse de la Sorbonne Nouvelle, pp. 284–302.

Gibson, R., Nixon, P. and Ward, S. (eds) (2003), *Political Parties and the Internet: Net Gain?*, London: Routledge.

Gottfried, M. (1999), 'Sleeve notes to "Gypsy"', [Original Broadway Cast Album] [CD], Columbia Broadway Masterworks, SMK 60848.

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.

Johnson, C. (1998), 'The Secret Diary of Catherine Johnson', programme notes to *Mamma Mia*! [Original West End Production], dir. Phyllida Lloyd.

Richmond, J. (2005), 'Customer expectations in the world of electronic banking: a case study of the Bank of Britain', Ph.D. thesis, Chelmsford: Anglia Ruskin University.

Rodgers, Richard and Hammerstein II, Oscar (n.d.), *Carousel: A Musical Play* (vocal score ed. Dr Albert Sirmay), Williamson Music.

Roussel, R. ([1914] 1996), *Locus Solus*, Paris: Gallimard.

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

UNDESA (United Nations Department of Economic and Social Affairs) (2005), *6th Global Forum on Reinventing Government: Towards Participatory and Transparent Governance*, Seoul, Republic of Korea, 24–27 May, United Nations: New York.

Woolley, E. and Muncey, T. (in press), '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*. (Accepted for publication December 2002).

### *Personal communications*

Personal communications are what the informant said directly to the author, e.g. 'Pam loved the drums (personal communication)'. This needs no citation in the references list. Equally the use of personal communications need not refer back to a named informant. However, a more formal research interview can be cited in the text (Jamieson 12 August 2004 interview), and in the references list.

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

Bondebjerg, K. (2005), 'Web Communication and the Public Sphere in a European Perspective', http://www.media.ku.dk. Accessed 15 February 2005.

## Submission Procedures

Articles submitted to …should be original and not under consideration by any other publication.
Contributions should be submitted electronically as an e-mail attachment in Microsoft Word format. Books for review should be sent to the Reviews Editor, c/o the Editorial Office.

*The guidance on this page is by no means comprehensive: it must be read in conjunction with Intellect Style Guide. The Intellect Style Guide is obtainable from http://www.intellectbooks.com/journals, or on request from the Editor of this journal.*