

# NOTES FOR CONTRIBUTORS 2010

*Journal of Applied Arts and Health (JAAH)* is the academic journal for scholars from around the world whose research interests focus on the interplay between arts and health. Research articles for peer review should seek to evidence the effectiveness of applying arts to health practices and are grounded in the relevant literature. In addition, book reviews, article abstracts, conference reports, interviews, obituaries and key documents, all contribute to *JAAH*'s mission to stimulate scholarly interest 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 papers for consideration by the editor. Regrettably non-compliance with the requirements set out here is grounds for rejection. Papers and contributions accepted for publication become the copyright of the publisher, Intellect, unless otherwise agreed.

## 1) RESEARCH ARTICLES AND REVIEW PIECES

**1.1 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.
- Usually be between 3000–6000 words in length.
- Be written in a clear and concise style.
- Conform to the instructions outlined below in particular the use of the Harvard referencing system.

**1.2 Review pieces** will not be subject to peer review but require approval by a reader other than the editor or reviews editor.

Review pieces should:

- Should usually be between 600–2000 words.
- Be written in a clear, concise, readable style while avoiding colloquialisms unless explained.
- Not be under consideration by any other publication.

## 2) FORMAT OF SUBMITTED ARTICLES

• Submissions to *JAAH* should be sent as an attachment to an e-mail message to the editor: ross.prior@northampton.ac.uk

• The attached article should be 'anonymised', and contain an abstract and up to six keywords. This is 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 and address in the e-mail message to the editor.

Articles accepted for publication cannot be sent to the publishers (*Intellect*) until they contain:

- Correct Harvard system references (see below for details; however this is very similar to APA)

- Author name and institutional affiliation.
- Abstract (max. 150 words) in English.
- Keywords (max. 6) in English.
- Author biography (c. 50–100 words) in English.
- A list of References containing only works cited in the article.

- Font should be Times New Roman 12 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.
- Images – tables, photographs, graphs, and graphics – should all be entitled 'Figure'; be numbered consecutively; and be clearly legible. The source must be indicated below each. 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 identified by 'single' quotation marks if they are embedded in the text. Longer quotations (i.e. longer than 40 words) should be indented on both sides, without quotes. Both should be referenced using the Harvard system (see below). The page number(s) must be included.
- Foreign words and phrases inserted in the text should be in *italics*.

## 3) ENDNOTES, REFERENCES AND CITATIONS

- 'Explanatory notes' should be kept to a minimum: they will appear in the outside left or right margins of the text. They should not contain publication details; submit all these as references. Please use the Word (or equivalent) 'note' facility and ensure that they are submitted as endnotes, not footnotes.
- Place endnote marks outside the punctuation (after the comma or full stop). The note mark must be in superscripted Arabic (1, 2, 3), not Roman (i, ii, iii).
- Bibliographical references should use the 'Harvard style/system' (author + year: page), e.g. (Taylor 2003: 29) inserted into the text. Note that punctuation after the author's surname and between the year is not used) *All references must identify an author (surname or institution name) for all documents, whether found in archives, newspapers, the Internet, etc.* The 'author' for a law or bill will be the legislative body/parliament of a country, e.g. Department of Health. The author of a poll or survey is the polling organisation. The author of a news item is the journalist (his/her by-line) or the news agency, not the newspaper.

- Each Harvard-style reference should be fully sourced in a list of 'References' at the end of the text.

#### CITING A BOOK

Author surname, Initial (year), *Title in italics*, Place of publication: Publisher.

e.g. Taylor, P. (2003) *Applied Theatre: Creating Transformative Encounters in the Community*, Portsmouth, NH: Heinemann.

Note the use of a comma after the book title.

#### 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. Prior, R. (2007) 'Understanding actor trainers' articulation of their practice', *Studies in Theatre and Performance*, 27: 3, pp. 295–305.

#### CITING A WEB PUBLICATION OR WEBSITE ITEM

Websites should be referenced as publishers of material: a separate author and the title of the information/document/pdf article should be supplied: e.g.

Department of Health (2007) 'Report of the Review of Arts and Health Working Group', unpaginated, [http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_073590](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_073590)

If it is a website news article with no by-line, the day/month/year of its initial publication must be given, and the website becomes the author.

If the website is the 'home site' of an organisation publishing its own material without a by-line, the organisation should appear as the author. e.g. LAHF (2009), 'Alan Johnson speaking on Tuesday 16 September 2008', unpaginated, <http://www.lahf.org.uk/welcome>. Accessed 20 March 2009. [editorial note: Alan Johnson speaks but is not the author]. Should the web material be of the type that might be removed from a site in the near future and become irretrievable, authors are advised to include the date they accessed it, to support the authenticity of the source, especially if it is contestable.

#### CITING PRINTED NEWSPAPERS AND ONLINE ARTICLES FROM NEWSPAPERS

All newspaper articles should be referenced by their authors if they sign/ by-line it, i.e. Surname, Initial (Year), 'Headline title', *Newspaper title*, date of publication, page reference. If the author's name is not present then the publication title takes this place, e.g. *The Stage* (2009) 'The art of shifting the focus to local government transparency', 2 April 2009, p.8.

If the page number is missing in the case of an online source, write 'unpaginated' followed with the URL if possible, e.g.

*The Times Higher Education* (2003) 'For a long life, study medicine, not arts', [internet] 1 August 2003, unpaginated, <http://www.timeshighereducation.co.uk/story.asp?storyCode=178423&sectioncode=26>. Accessed 9 April 2009.

An editorial is authored by a newspaper and therefore the newspaper is listed as the author.

#### CITING PERSONAL COMMUNICATIONS AND INTERVIEWS

(a) Personal communications are what the informant said directly to the author, e.g. 'Smith thought this was a positive contribution (personal communication)'. This need have no citation in the references list. Equally the use of (personal communications) need not refer back to a named informant.

(b) A more formal research interview can be cited in the text (McNiff 11 September 2009 interview), and at the end of the 'References' list under 'Interviews.'

(c) If the informant gave an interview to someone else, which is being cited, then the author should cite the informant and the interviewer e.g. (McNiff, interviewed by Ross Prior 2009) in the text, and reference it as: Prior, R. (2009) 'Interview with Shaun McNiff', Northampton, Line. 16, p.1. The point is for another person to be able to find the interview, so keep to the format in which the interview was printed. In this case, the interviewee's name appears in the title of the article, showing he is not the author because the interviewer is. However, it could be the other way round.

#### 4) OBLIGATIONS

- 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.
- Opinions expressed in the Journal for Applied Arts and Health are solely those of the authors.
- 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.
- All reasonable efforts are made to ensure the accurate reproduction of text, photographs and illustrations. The publisher and editors do 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 current style.