

Notes for Contributors

General

Articles submitted to *Journal of Japanese and Korean Cinema* should be original and not under consideration by any other publication. They should be written in a clear and concise style.

Language

The journal uses standard British English. The Editors reserve the right to alter usage to these ends. Note the preference for '-ize' endings (but 'advertise' and 'compromise').

Referees

Journal of Japanese and Korean Cinema is a refereed journal. Strict anonymity is accorded to both authors and referees.

Opinion

The views expressed in *Journal of Japanese and Korean Cinema* are those of the authors, and do not necessarily coincide with those of the Editor or the Editorial Board.

Submission

- Submit the article as an e-mail attachment in Word or in Rich Text Format.
- Your article should not normally exceed 8,000 words (excluding 'Notes'), but longer pieces of up to 10,000 words may be considered.
- Your submission MUST include the following metadata on a separate page:
 - ✓ Title of article
 - ✓ Your name
 - ✓ Your institutional affiliation, including department
 - ✓ Institutional address
 - ✓ Work telephone number (please indicate if you do not want this published)
 - ✓ E-mail address (please indicate if you do not want this published)
 - ✓ An Abstract of 150–200 words; this will go onto the Intellect website
 - ✓ Up to six keywords (for indexing and abstracting services)
 - ✓ A short biography in the third person, which will be included in the journal issue

Presentation

- The title of your article should be in bold at the beginning of the file, without inverted commas.
- Please use double-spaced Times New Roman 12 point, including for the references and endnotes.
- The text should have at least 2.5 cm margins for annotation by the editorial team.
- You may send the text justified or unjustified.
- You may, if you wish, break up your text with subtitles, which should be set in ordinary text and bold, not 'all caps'.

Quotations

- Quotations must be in English.
- Quotations must be within single

inverted commas. Material quoted within cited text should be in double inverted commas.

- Quotations must be within the body of the text unless they exceed approximately four lines of your text. In this case, they should be separated from the body of the text and indented.
- Omitted material should be signalled thus: [...]. Note that there are no spaces between the suspension points. However leave a space outside both square brackets.
- Avoid breaking up quotations with an insertion, for example: 'This approach to *mise-en-scène*', says MacPherson. 'is not sufficiently elaborated' (MacPherson 1998: 33).

References

- The first mention of a film in the article (except if it is in the title) should include its original title, the director's surname (not Christian name), and the year of release, thus: *Night Cries: A Rural Tragedy* (Moffatt, 1989).
- We use the Harvard system for bibliographical references. This means that all quotations must be followed by the name of the author, the date of the publication, and the pagination, thus: (Kaes 1992: 15). PLEASE DO NOT use '(ibid.)'. Note that for quotation within the text the punctuation should follow the reference within brackets; for indented quotation the reference within brackets appears after the full stop.
- Your references refer the reader to a bibliography at the end of the article, before the endnotes. The heading should be 'References' and it should list the items alphabetically. Here are examples of the most likely cases:

Anon. (1920), 'On Our Selection: Australian Play at the Lyric', *The Times*, 25 August, p. 15.

Battersby, J. (1980), *Cultural Policy in Australia*, Paris: UNESCO.

Cochrane, P. and Goodman, D. (1988), 'The Great Australian Journey: Cultural Logic and Nationalism in the Postmodern World', *Australian Historical Studies*, 23: 91, pp. 21–44.

Jacka, E. (1998), 'Australian Cinema', in J. Hill and P. Gibson (eds), *The Oxford Guide to Film Studies*, Oxford: Oxford University Press, pp. 516–22.

Jones, D. (1974), 'David Williamson', *Cinema Papers*, 1, January, pp. 6–9.

Please note

- Spell out in full University of Queensland Press and Oxford University Press
- 'Anon.' for items for which you do not have an author (because all items must be referenced with an author within the text)
- Year date of publication in brackets

- Commas, not full stops, between parts of item
- Surname before initial for all authors listed before bracketed date; initial before surname for editors referenced after the bracketed date
- Use (ed.) and (eds)
- Absence of 'in' after the title of a chapter within a monograph, but please use 'in' after chapters in edited volumes
- 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
- Colon between journal volume and number
- 'p.' or 'pp.' before page extents
- Provide page references for whole article or chapter
- Full stop at end of all references in the list

Web references

These are no different from other references; they must have an author, and that author must be referenced Harvard-style within the text. Unlike paper references, however, web pages can change, so we need 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: Cassar, D. (2000), 'Culture of Difference', www.sensesofcinema.com/contents/00/9/symposiym.html#7, Accessed 22 March 2000.

Notes

Notes appear at the side of appropriate pages, but the numerical sequence runs throughout the article. Notes should be kept to a minimum. 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 that 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).

Illustrations

Articles may be accompanied by images. It is the author's responsibility to supply images and ensure they are copyright cleared. Images should be scanned at 300 dpi resolution, saved as Tiff files, and sent electronically to the Editor at ian.r.henderson@kcl.ac.uk. Do NOT insert images into a Word document. Please ensure you insert a figure number at the appropriate position in the text, together with a caption and acknowledgement to the copyright holder or source.

Any matters concerning the format and presentation of articles not covered by the above notes should be addressed to the Editor. The guidance on this page is by no means comprehensive: it must be read in conjunction with Intellect Notes for Contributors. These notes can be referred to by contributors to any of Intellect's journals, and so are, in turn, not sufficient; contributors will also need to refer to the guidance such as this given for each specific journal. Intellect's Notes for Contributors are obtainable from www.intellectbooks.com/journals, or on request from the Editor of this journal.