

# Notes for Contributors

## Submissions

Manuscripts should be sent to the Editors. Enquiries and other communications should be sent by e-mail to: Helena Scott, scotch@wmin.ac.uk

Please read the *Notes for Contributors from the Publisher* on the Intellect website at <http://www.intellectbooks.co.uk/misc/contributornotes.pdf>

The following notes are intended to complement these.

Any queries concerning the format and presentation of articles not covered by the above notes should be addressed to the Editors.

It takes a long time to standardize non-standard texts. Regrettably, then, if contributors do not present their text according to the following guidelines, the Editors may send it back.

## General

- Submit the article as an e-mail attachment in Word format. Do not send files in WordPerfect or Text files (i.e. with the suffixes '.wpf' or '.txt'). Do not send your article pasted into an e-mail message.
- Please send completed articles. We cannot advise you on 'un-worked-up' conference papers.
- Each journal issue has a maximum number of words. Your article should not exceed 6000 words (excluding Notes. See also the comment below on Notes).

## Metadata

Your article must be accompanied by the following metadata:

- Exact **title** of the article
- **Name** of author
- An article **abstract**, maximum 150 words
- Between 6 and 8 **keywords** - words or two-word phrases that indicate the core of what is discussed in the article
- Author **biography**, maximum of three sentences
- Author institutional and e-mail **addresses**, for inclusion at the head of the article
- **References**: a full list of the works cited in the article.

The Metadata items should be placed at the beginning of your document, except for the References, which should come at the end.

- Make sure we also have your telephone number so that we can contact you at the editing stage. We expect to do most of our business with you by e-mail, but it may be necessary to telephone you at the last minute because of urgent editing issues.

## Presentation

- The article title should be in bold at the beginning of the file, without inverted commas.
- The text, including the notes, should be in Times New Roman 12-point.
- The text, including the notes, must be double-spaced.
- The text should have at least 2.5 cm margins for annotation by the editorial team.

- Non-justified right-hand margins.
- You may, if you wish, break up your text with sub-titles (no more than three). In this case, the sub-titles must be in ordinary type, not capitals or 'small caps'.

## Quotations

- Quotations must be in English. For reasons of space we cannot normally publish the original text.
- 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 by a blank line before and after, and indented.
- Omitted material should be signalled thus: [...]. Note that there are no spaces between the suspension points.

## References

- Please check that ALL of your quotations are fully and correctly referenced before sending us your article – this is particularly crucial for website references (see below)
- Only include bibliographical references if there is a direct quotation from the text, or a direct allusion to the text concerned. In other words, references should not include 'interesting material that readers might like to know about'.
- We use the Harvard (author-date) 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 the punctuation should FOLLOW the reference within brackets, unless a quotation is indented, in which case punctuation should precede the reference.
- Your references refer the reader to a bibliography at the end of the article, before any endnotes. The heading should be 'References'. List the items alphabetically.

Note in particular:

- year of publication in brackets
- commas, not full stops, between parts of an item
- 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.' from the journal issue number
- colon between journal volume and issue number
- 'p.' or 'pp.' before page extents.

## 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: Sifton, J. (2006), "'No Blood, No Foul': Soldiers' Accounts of Detainee Abuse in Iraq', *Human Rights Watch*, 18 (3-G), <http://hrw.org/reports/2006/us0706/>. Accessed 14 March 2007.

## Notes

- Use as few notes as possible. If you do 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) NOT Roman (i, ii, iii).

## Language

The journal uses standard British English, and the Editors reserve the right to alter usage to that end. Because of the interdisciplinary nature of the readership, jargon is to be avoided. Simple sentence structures are of great benefit to readers for whom English is a second language.

## Illustrations

Illustrations are welcome. All illustrations, photographs, diagrams etc. should follow the same numerical sequence and be shown as Figure 1, Figure 2, etc. Indicate the source below the figure. List them on a separate sheet or file, indicating where they should be placed in the text. Photographs or drawings should be sent as pdf attachments with a minimum resolution of 300 dpi (dots per inch).

## Captions

All illustrations should be accompanied by a caption, which should include the Figure number and an acknowledgement to the holder of the copyright. The author has the responsibility to ensure that the proper permissions are obtained.

## Referees

The *JWCS* is a refereed journal. Strict anonymity is accorded to both authors and referees.

## Opinion

The views expressed in articles in the *JWCS* are those of the articles' authors, and do not necessarily coincide with those of the Editors or the Editorial Board.

## Language

*JWCS* is published in English.

## Guest Editors

Prospective Guest Editors should approach one of the three Journal Editors with a proposal for a themed issue or series.