

Notes for Contributors

Editorial process

All articles submitted for NL must be original works not published or considered for publication elsewhere. The journal is a refereed, international journal, and the editors and two anonymous referees will evaluate all articles submitted for the journal. Anonymity is also accorded to authors.

Format

Articles must not exceed 8000 words (50,000 characters, including space), including notes and references – but introduction, keywords, abstract not included.

Author-name, Institutional affiliation, address, and e-mail of the author(s) on a separate title page only.

Author-CV: On same page: short cv of author, max 150 words

All articles should be made in Word. Font: Times New Roman size 12.

Top of article: authors name in italics.

Keywords – six words, or two-word phrases, that are at the core of what is being discussed. There is a serious reduction in an article's ability to be searched for if the keywords are missing.

Insert *abstract* after notes and references, in italics, max 150 words.

Format specifications

Headings, Paragraphs and sections

Bold is used for title of article (bold, size 14). Bold is also used for headings (size 12) in the article. By sub-headings, use italics (size 12). If further level is needed, use normal (size 12).

A new paragraph is indicated by a carriage return and one tabulator indent. A new section is indicated by two carriage returns (a blank line).

Orthography

The Journal follows standard British English. But standard American spelling may be used. Word language checking for UK-English or American can be used. Use 'ize' endings in stead of 'ise', when there is an option for that.

References

All references in the text should be according to the Harvard system, e.g., (Bordwell, 1989: 9). Book titles are italicized, with the main words capitalized. The titles of articles are placed in double quotation marks, with the main words capitalized, e.g., Gunning introduces these ideas in an article from 1983, "An Unseen Energy Swallows Space." See also the *sample references* below.

Works mentioned

Titles of films, TV-program, literary works etc. must be italicized. Works like this must be followed by year. Original title in other language than English must be given, title in English after year in *italics*, if original title in English exists, otherwise translation to English in double quotation marks, e.g. *Italienski for begyndere* (2000, *Italian for Beginners*), or *Barner* (1940, "The Child").

Quotations

NL'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 four lines or 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. Brief quotations within the main text are indicated by double quotation marks. Quotations of more than 50 words are treated as a separate section (blank line before and after, no quotation marks, no indent).

'Scare quotes,' highlighting or questioning the use of a term, are indicated by single quotation marks, also within an actual quotation, e.g.: As Bordwell states, "To speak of 'interpretation' invites misunderstanding from the outset" (Bordwell 1989: 1).

Punctuation marks should always be placed within quotation marks.

All omissions in a quotation are indicated thus: (...)

Italics may be used (sparingly) to indicate key concepts.

Images, Tables and Diagrams

All illustrations, photographs, diagrams, maps, etc. should follow the same numerical sequence and be shown as Figure 1, Figure 2, etc. The source has to be indicated below. Copyright clearance should be indicated by the contributor and is always the responsibility of the contributor. When they are on a separate sheet or file, an indication must be given as to where they should be placed in the text. Reproduction will be in greyscale (sometimes referred to as 'black-and-white'). If you are supplying any article images as hard copy, these should be prints between 10–20 cms wide if possible, and preferably greyscale if being submitted as illustrations for articles. However, colour prints, transparencies and small images can be submitted if you need to supply these. Photocopies are never advisable, but may be okay for diagrams. They are never acceptable for photographs. Line drawings, maps, diagrams, etc. should be crisp, clear and in a camera-ready state, capable of scanning and reduction. Although not ideal, slides are certainly acceptable.

If images are supplied electronically, all images need to have a resolution of at least 12 dpm (dots per millimetre) – or 300 dpi (dots per inch). The figure showing the number of pixels across the width of the image, a figure independent of millimetres, centimetres or inches, is reached by multiplying the width of the image in millimetres required for reproduction in the journal by 12, or in inches by 300. This is the actual information available that allows the production team to offset resolution (dpm or dpi) against width.

Images sent in as e-mail attachments should be greyscale to save time uploading and downloading. Tables should be supplied either within the Word document of the main text or as separate Word documents. These can then be extracted and reproduced. Reproducing text within images supplied separately is difficult: they need a high final resolution – around 48 dpm. An additional Acrobat PDF document is encouraged. The PDF is a good proof copy that can also be used for reproduction if the table is exactly as it should be, but if editing is necessary, this can be done in Word if there is a small spelling error or if a statistical error is identified later. Diagrams are difficult to construct in Word. Diagrams are best constructed in an object-oriented computer program rather than a text-oriented one. Diagrams can be supplied to us as JPEG, TIFF or Acrobat PDF documents. If a mistake is identified in a diagram, make the amendments and re-supply.

Bullets and numbered lists

NL prefer that you use bullet points when listing is necessary. If a numbered list is used they should be formatted as 1. 2. 3. Etc.

Notes

Notes may be used for comments and additional information only. Do not use footnotes for simple reference-purposes. Use the Word-program for footnotes, and please do not use endnotes. Notes should be used only in very special cases and only as footnotes. Footnotes must not exceed 30 words.

Dates

21 March 1978
1970s, 1980s
1964–67; 1897–1901
nineteenth century, twentieth century,
twenty-first century

Numbers

one to twenty (words); 21–99 (figures); 100, 200 thirty, forty, fifty (if expressed as an approximation)

15 years old
3 per cent, 4.7 per cent, 10 per cent,
25 per cent
pp. 10–19, 19–21; 102–07, 347–49
16mm, 35mm

Abbreviations

ibid., *op. cit.*, Ph.D., BBC, UN, MA, PAR (practice as research)

Foreign names

Capitalized proper names of organizations, institutions, political parties, trade unions, etc. should be kept in roman type, not in italics.

Specific Names

Names of art exhibitions, film festivals, etc. should be in roman type enclosed in single quote marks.

References

All references are listed at the end of the article, alphabetically and beginning on a separate page. A blank line is entered between references. The reference list must follow the Harvard style of reference, more specifically the APA-standard (<http://www.apastyle.org>) that should comply with End Note and other electronic standard reference programs. The following samples indicate conventions for the most common types of reference:

Anon (1931). Les films de la semaine. *Tribune de Genève*, p. 15 (January 28).

Cabrera, D. (1998a). Table Ronde de l'APA. *La Faute à Rousseau: 'Le secret'*, 18(1), pp. 28–29.

Cabrera, D. (1998b). Une chambre à soi. *Trafic*, 26 (1), 28–35.

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

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

Hayward, S. (1993). *French National Cinema*. 2nd edn. New York and Paris: Routledge.

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), 52–72.

Roussel, R. (1996). *Locus Solus*. Paris: Gallimard. (Originally published 1914).

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

Mendoza, A. (1994). *Las comunicaciones en ingles y espanol* [Communications in English and Spanish]. Madrid: Universidad de Madrid.?

(So this is for titles in other languages you want to translate to English, and where an official English version doesn't exist, list title in roman and in square brackets).

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. (2005). Web Communication and the Public Sphere in a European Perspective. At www.media.ku.dk, accessed February 15, 2005.