



 **Intellect Books**  
House Style

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## Intellect House Style

Intellect strives to articulate the author's voice as authentically and accurately as possible whilst maintaining grammatical excellence and consistency. This non-interventionist approach is reflected in the copy-editing of manuscripts. Whilst Intellect prefers to maintain editorial style and consistency between publications, when an author has a preferred system, provided it is sensible and consistent, it is acceptable to adhere to this. However, it is important for authors to discuss this preference with their book production contact ahead of the copy-editing stage. Generally, copy-editors spend most of their time and energy on the references section within articles so please ensure that you pay special attention to the guidelines about referencing. At Intellect we use the Harvard referencing system. The Harvard referencing system is flexible and simple, easy to use for the author as well as the reader. The style guide which follows is not the fully-fledged Harvard referencing system, but it is enough to get you started. Should you need additional information, there are a number of excellent Harvard referencing system sites on the Web such as:

- <http://libweb.anglia.ac.uk/referencing/harvard.htm>
- <http://www.leedsmet.ac.uk/lskills/open/sfl/content/harvard/>
- [http://www.usq.edu.au/library/help/ehelp/ref\\_guides/harvardonline.htm](http://www.usq.edu.au/library/help/ehelp/ref_guides/harvardonline.htm)

Additionally, please feel free to direct any queries you may have to:  
[jessica@intellectbooks.com](mailto:jessica@intellectbooks.com)

## **Consistency**

We use standard British English, using the Oxford English Dictionary as our source of reference, and the stylistic rules contained in the *Oxford Guide to Style* or the *Oxford Dictionary for Writers and Editors*, with a few minor exceptions.

Please note that there is a preference for 'ize' endings rather than 'ise' (e.g. 'organize', 'organization') but 'advertise' and 'compromise'; if you are unsure which ending to use, please consult one of the texts listed above. A list of preferred spellings of commonly used words can be found on page 14-16.

## A-Z Listings

### Articles not Papers

Please ensure that you use the term 'article' and not 'paper' when referring to your contribution to any journal. However, the term 'paper' can be used when referring to submissions to a conference.

### Acknowledgements

Acknowledgements should not appear as a footnote attached to the article title. Instead they should appear at the end of the article under the heading 'Acknowledgements'.

### Abbreviations

ibid., op. cit., Ph.D., BBC, UN, MA, PAR (practice as research)  
Spell out the names of countries (e.g. European Union, United Kingdom, United States) especially if they are used in a list or sentence containing the names of other countries (e.g. France, Germany, Spain) but retain the abbreviated form if it is used as an adjective (e.g. US policy, EU Social Fund). Do not confuse e.g. (meaning 'for example') with i.e. (meaning 'that is').

### Book Titles

When book titles (especially foreign book titles) are referred to in an article, please set them out in the following format: *Original title/Translation* (name of author, date of publication), thus: *Le Mariage de Loti/The Marriage of Loti* (Julien Viaud, 1991).

## Book Review Title Format

Please ensure that the titles of book (and other media reviews) are laid out as follows:

**Title of Publication, First Name and Last Name of Author, (Date of Publication), Edition Number**, Place of publication: Name of publisher, number of pages (nnn pp.), First ISBN, Hardback/Paperback, Price, [Plus, if appropriate:] Second ISBN, Hardback/Paperback, Price

## Bullet Points

The first word of each bullet point should have an initial capital letter and use full points only if the text in the bullet point consists of a completed sentence; otherwise use no punctuation if the bullet points are just a list of single (or a couple of) words or fragments of sentences.

## Captions

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.

## Contractions

Spell out contractions (e.g. don't, didn't, I'll, etc.) in articles but be more relaxed in Notes and Queries, Contexts and Debates, Polemics and the like.

## Dates

21 March 1978 (but September 11 if referring to September 11, 2001 (9/11 is even permitted in this context))

1970s, 1980s

1964-67; 1897-1901

nineteenth century, twentieth century, twenty-first century

## Diagrams

Diagrams are best constructed in dedicated graphic design programs, such as Adobe Illustrator, rather than in word. 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.

## Emphasis

When italics are used for emphasis within quotations, authors are asked to ensure that they indicate whether the emphasis is from the original text or whether they are adding it to make their own point. If this information is missing, it will be raised as a comment.

## Film Titles

When film titles (especially foreign film titles) are referred to in an article, please set them out in the following format: *Original title/Translation* (name of director, date of production), thus: *Angst essen Seele auf/Fear Eats the Soul* (Fassbinder, 1973).

Please do **not** group films together under a separate 'Films cited' heading at the end of the article. Instead, please list films alphabetically by director, thus: Denis, Claire (1987), *Chocolat*, Paris: Les Films du Paradoxe, alongside books, journals and other sources. The same rule applies to television programmes, music and other media.

## Foreign Words

Unless specified otherwise in the Preferred Spellings list (and in the *Oxford Dictionary for Writers and Editors*) foreign words and phrases inserted in the text should be italicized, but capitalized proper names of foreign organizations, institutions, political parties, trade unions, etc. should be kept in roman type, not in italics.

## Headings and Sub-headings

Titles of articles and subtitles within articles are capitalized according to grammar (i.e. the first letter in the title of an article followed by all lower case unless it is a book title, film title or a proper noun, etc.).

## Hyphens

Please use a hyphen to avoid mispronunciation, particularly where there is a collision of vowels/consonants e.g. anti-intellectual. (Note that cooperate and coordinate are written thus, despite the collision of o). A hyphen can also be used to avoid confusion where a prefix is repeated (re-release, sub-subcategory) or to avoid confusion with another word (reform/re-form, re-cover/recover).

Note that we use an en rule, rather than a hyphen (-) or an em rule (—), with space either side as a parenthetical dash, thus: 'There are two major kinds of populations - citizens and foreign exports - here.'

## Journal Titles

When journal titles (especially foreign journal titles) are referred to in an article, please set them out in the following format: *Original title/Translation* (date of publication).

## Keywords

The format of all 'Keywords' is all lower case (unless they are proper nouns) and listed one below the other. We suggest six words or two-word phrases.

## Lists

Some articles can become 'peppered' with numbered lists. We would far rather that authors use bullet points when they wish to list items of interest. See 'Bullet Points' for instructions on how to format these. Numbers should only be used in a list if in the preceding paragraph the author specifies a certain number of points to be made. When numbers are used they should be formatted as follows: '1. 2. 3.' etc. if the points being made are listed one below the other.

If the list of points is incorporated within a paragraph, then the numbers should be formatted '(1) (2) (3)' etc.

## Metadata

All articles must include the following metadata: title, name of author, abstract, keywords, a full references list at the end and biography of author. We also require the author to provide his/her street and e-mail addresses for administrative purposes.

Apart from its value for abstracting services, the abstract should also make a case for the article to be read by someone from quite a different discipline. Reviews must contain the title of the item being reviewed and full publication details (see 'Book review title format' above), the name of the reviewer and their affiliation. Missing metadata will be raised against the article/review title as a comment, unless it is a missing references list when it will be raised as a comment at the location where it should go.

## 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).

## Numbers

one to twenty (in words); 21-99 (in figures); 100, 200

1000, 1500, 5000, 10,000

thirty, forty, fifty (if expressed as an approximation)

15 years old (only introduce hyphens to avoid ambiguity, for example 'he is 7 years old', but '7-year-old children')

3 per cent, 4.7 per cent, 10 per cent, 25 per cent

pp. 10-19, 19-21; 102-07, 347-49

16mm, 35mm

## Other Names

Names of art exhibitions, art projects, film festivals, etc. should have capital initials and be in roman type. They should be enclosed in single quote marks on the first mention in an article, etc. Please use quotation marks and roman (not italic) type for titles of chapters in books; articles in periodicals; the titles of short stories, poems and songs. Note: quote marks are not used around the names of houses or public buildings.

## Percentages

We use 'per cent' rather than '%' if the term is used just once or twice in a single isolated paragraph. However, '%' is acceptable if a whole series of percentages are given within a paragraph in, for example, a statistical survey. Percentages should always be expressed in figures not words (i.e. 3 per cent; 4.7 per cent; 10 per cent; 25 per cent).

## Personal Pronouns

Capitalize the initial letter in personal pronouns (e.g. He, Him, His) only when referring to God. Do not use this form when referring to prophets or founders of the world's religions (e.g. Abraham, Bahá'u'lláh, Buddha, Jesus, Muhammad, etc.).

## Presentation

The title of the article should be in bold at the beginning of the article, without inverted commas. Below, add your name and affiliation. It is not necessary to add the location of your institution.

We confine the use of bold type to just headings and sub-headings within articles. It should not be used for emphasis, or in the names of organizations or exhibitions. Italics should only be used sparingly for emphasis as the sense of emphasis is reduced each time italicization is used, and also because italics are used for other purposes such as the titles of books, films or plays, etc. If an author wishes to draw attention to a word or phrase, it is acceptable to use roman type inside single quote marks.

## Quotations

Our 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. It is acceptable to use guillemets in articles or quotations written in the French language if an author prefers them, but please use them only for quotations embedded into a paragraph - using English single quote marks for quotes within quotes - but do not use them within 'displayed' quotations to indicate quotes within quotes where we then use single quote marks. Please note that for quotations within the text, the punctuation should follow the bracketed bibliographical reference. For an indented quotation the bracketed reference appears after the full stop. Omitted material in quotations should be signalled by an ellipsis enclosed in square brackets thus: [Ö]. Please note that there are no spaces between the suspension points. Please avoid breaking up quotations with an insertion such as, for example: 'This approach to mise-en-scène', says MacPherson, 'is not sufficiently elaborated' (MacPherson 1998: 33).

## References

We strongly prefer the use of Harvard references embedded in the main text in the following format (Harper 1999: 27), and a single bibliography at the end of the article rather than giving bibliographical references as side notes. The default term used for this list is 'References'. Bibliographies do not need to be split into 'References' and 'Further reading'. The terms 'ibid.' and 'op. cit.' are not appropriate in Harvard references.

Here are some examples of the most likely forms for references:

- Anon (1931), 'Les films de la semaine', *Tribune de Genève*, 28 January.
- Cabrera, D. (1998a), 'Table Ronde de l'APA (Association pour l'Autobiographie et le Patrimoine Autobiographique)', *La Faute à Rousseau: 'Le secret'*, 18, pp. 28–29.
- (1998b), 'Une chambre à soi', *Trafic*, 26, pp. 28–35.
- 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: Presses de la Sorbonne Nouvelle, pp. 284–302.

Hayward, S. (1993), *French National Cinema*, 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, pp. 52–72.

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

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

#### **Please also note the convention for conferences:**

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.

#### **Conference papers:**

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.

#### **Dissertations/Ph.D. theses:**

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.

#### **Personal communications:**

Personal communications are what the informant said directly to the author; e.g. 'Pam loved the drums (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. However, a more formal research interview can be cited in the text (Jamieson 12 August 2004 interview), and at the end in the reference list.

#### **Unpublished works:**

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).

**Website references:**

It is crucial to treat websites as publishers of material and not as authors of the material (except for the occasions where they are the author, of course). Website references are like 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. 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 organization publishing its own material without a by-line, the organization should appear as the author. 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:

Cabrera, D. (2000), 'Les idées sont vivantes et la vie est politique', <http://www.peripheries.net/g-cabr.html>. Accessed 14 December 2000.

**References checklist:**

- ✓ 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. Scottish Parliament. The author of a poll or a survey is the polling organization. The author of a news item is the journalist (his/her by-line) or the news agency, *not* the newspaper. If the journalist's name is missing, please use 'Anon'.
- ✓ Spell out the full first name(s) of an author if this is provided (i.e. do not reduce it/them to initials even if just initials are given for other authors in the 'References' list).
- ✓ Surname before initial for all authors listed before bracketed date; initial before surname for editors referenced after the bracketed date.
- ✓ Please try to ensure that there is always a date of publication enclosed in brackets.
- ✓ Please make sure you include the place of publication and the name of publisher.
- ✓ pp. before page extents (just p. if it is a single page).
- ✓ Full stop at end of *all* references in the list.

## Tables

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. An additional Acrobat PDF document, in high resolution, minimum 300 dpi, is encouraged. The PDF is a good proof copy that can also be used for production if the table is exactly as it should be, but if editing is necessary, this can be done in Word.

## Television Programmes

Titles of one-off TV programmes or a TV series must be italicized and followed by the name of the director and the year(s) of production. Note plural 's' should be italic, possessive 's' should be roman. Foreign TV programmes or series should follow the format for foreign film referencing, thus: *Original title/Translation*. Television programmes should be listed alphabetically by director in the references section, alongside books, journals and other sources. Please do not group them together under a separate 'Television programmes cited' heading. Titles of individual episodes of a TV series should be in roman type enclosed in single quote marks.

## Use of Commas

With regard to commas in a series (three or more words, phrases or clauses that appear consecutively in a sentence), we prefer that you do not use a comma before the 'and' or the 'or' between the last two items. A comma is only required before 'and' if you are joining two independent sentences with a conjunction.

## Preferred Spellings

### aaa

*Academe*  
*Act 1, Act 2*  
*ad hoc* (in roman, not italics)  
*Advocate-General* (of *European Court of Justice*)  
*African American* (no hyphen even when attributive)  
*anglophone* (all lower case)  
12<sup>e</sup>me arrondissement  
artwork (all one word)  
audio-visual  
auteur, auteurism, auteurist (in roman, not italics)  
Autonomous Communities (of Spain)

### bbb

Berne  
biotechnology, biofertilizer

### ccc

*Cahiers du Cinéma* (in italics, two initial caps)  
Channel 4, Channel 5  
Chapter 1, Chapter 2 (in body text);  
chapter 1, chapter 2 (in references)  
coexist  
Cold War  
commonplace  
communism, communist (all lower case except when referring to the Marxist-Leninist political system in the Soviet Union, China, etc.)  
Communist Party  
cooperation, coordination  
co-production  
cultural studies

### ddd

de rigueur (in roman, not italics)  
DJ

### eee

eastern  
Easter Uprising (Ireland)  
e-mail  
Estado Novo (in roman type)  
et al. (in roman, not italics)  
Eurocentric  
extratextual

### fff

fascist, fascism (all lower case except when referring to Italian Fascist Party)  
fellowships  
Fifth Generation Chinese film directors  
film-maker, film-making  
film noir, films noirs (plural) (in roman, not italics)  
film school environment  
Foley(s), Foley effects (capital 'F')  
folk tale (two words)  
francophone (all lower case) and la francophonie  
Fredric Jameson (not Frederic nor Frederick)  
further education (all lower case)

### ggg

gang bang (two words)  
geopolitical  
glasnost (in roman, not italics, all lower case)  
The Guardian

### hhh

Hezbollah  
higher education (all lower case)  
hip hop  
Hispanist  
Home Rule

**iii**

Iberian peninsula  
 ibid. (not Ibid.)  
 inter-colony, inter-colonial  
 Internet (capital 'I') and Intranet  
 interrelationship  
 intertextual  
 inter-war  
 intifada (all lower case)

**jjj**

Jameson, Fredric

**kkk****lll**

Labour Party (UK)  
 Labor Party (Australia)  
 Latin American (no hyphen)  
 life cycle, life form  
 lifespan, lifestyle  
 lists: 1. 2. 3. (not (a), (b), (c))  
 Luso-Brazilian  
 lusophone (all lower case)

**mmm**

Maghreb  
 marketplace  
 Mass (said Mass, hear Mass. i.e. Catholic term)  
 McGuffin  
 media studies (all lower case) unless the name of a specific examination or qualification (e.g. BA Media Studies)  
 micro-organism  
 micro-organization  
 mise en abyme (italics, no hyphens)  
 mise-en-scène (italics, hyphenated)  
 multi-centred

multi-layered  
 multimodal  
 multinational  
 multiracial  
 multi-screen, multi-storey

**nnn**

nation state (no hyphen)  
 nationwide  
 neo-liberal  
 New Wave (but see nouvelle vague below)  
 northern  
 nouvelle vague (in italics, two separate words, all lower case)

**ooo**

off-screen  
 offstage (all one word, not hyphenated)  
 online  
 on-screen  
 onstage  
 op. cit.  
 outdate

**ppp**

par excellence (in roman, not italics)  
 Pax Americana (in roman, not italics)  
 per se (in roman, not italics)  
 Ph.D.  
 policy-making, policy-maker  
 postcolonial  
 postmodern  
 post-structural, post-structuralism  
 practice as research  
 prerequisite  
 public service broadcasting

**qqq****rrr**

Radio 1, Radio 2  
reinvention  
(Laughton) Report, (but 'the report')  
roman noir (in italics)

**sss**

screenwriter, screenplay  
scriptwriter  
September 11 (if referring to attack on  
the World Trade Center in 2001)  
Sixth Generation Chinese film directors  
Sixties, Seventies (but see date formats)  
smallholder  
sociocultural  
socio-economic  
southern  
spaghetti western (all lower case)  
spiritualism  
sync, synced (not synch, synched)

**ttt**

takeover  
The Times (UK), but the New York Times  
Transition to Democracy (the period just  
after the death of Franco in Spain)

**uuu****vvv**

vice versa (no hyphen)  
voice-over  
Volume 1, Volume 2 (in body text)  
vol. 1, vol. 2 (in references)  
voodoo

**www**

War on Terror  
webcam  
website  
western society (but the West)  
World Trade Center (note US English  
spelling)  
world-view

**xxx****yyy****zzz**

Zeitgeist (initial cap., not italics)



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