

NOTES FOR CONTRIBUTORS

OPINION

The views expressed in the journal are those of the authors, and do not necessarily coincide with those of the editor or the editorial boards.

REFEREES

The *International Journal of Education Through Art* is a refereed journal. Referees are chosen for their expertise within the subject area. They are asked to comment on comprehensibility, originality and scholarly worth of the article submitted.

LENGTH

Articles should be between 4500 and 6000 words and ideally around 5600 words in length.

SUBMITTING

Articles/visual texts should be original and not under consideration by any other publication. The submission and review process is now carried out completely online; please register for the journal at: <http://ojs.library.ubc.ca/index.php/ijeta/index>

LANGUAGE

The journal uses standard British English. The editor reserves the right to alter usage to this end. Foreign words and sentences inserted in the text should be italicised. Because of the interdisciplinary nature of the readership, jargon should be kept to a minimum. Whereas articles in Spanish, Portuguese, Chinese, Greek and Japanese may be submitted for review, translation into English will be the responsibility of authors should they be accepted for publication.

TRANSLATIONS

If readers are unlikely to understand the title of a non-English-language work in your text (and references), the title in the original language may be accompanied by an English translation by the author, especially if its sense is not implied by the surrounding text. This applies to all types of work (journal article, book, film etc.).

Unofficial translations (e.g. those by the author) should be placed in quotation marks with parentheses, in roman type with an initial capital on the first word of title and subtitle (see Gliessmann in References). After the first mention in text, the original title should be used alone.

The official titles of published translations are set in italics inside parentheses (see Zhang in References). After the first mention in text, the English title should be used alone.

PRESENTATION/HOUSE STYLE

All articles should be written in Word. The font should be Times New Roman, 12 point. The title of your article should be in bold at the beginning of the file, but not

enclosed in quote marks. Bold is also used for headings and subheadings (which should also be in Times New Roman, 12 point) in the article. Italics may be used (sparingly) to indicate key concepts.

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

AUTHOR BIOGRAPHY

A note on each author is required and this should include an institution or address. This should not exceed 80 words and must not be contained in the article, use the metadata section. Authors should also indicate how they wish their names to appear. The custom is without titles, one forename plus surname, but authors may vary this. The author should also provide a short sentence (of no more than sixteen words) stating their name and institutional affiliation or their identification (to appear at the bottom of page one of their contribution). The institutional postal and e-mail addresses need to be included at the head of the article.

METADATA

Contributors must check that each of the following have been supplied correctly:

- Article title.
- Author name.
- Author addresses – the submitted material should include details of the full postal and e-mail addresses of the contributor for correspondence purposes.
- Author biography – authors should include a short biography of no more than 80 words, specifying the institution with which they are affiliated.
- Author ORCID identifier. This must be supplied in the following format: <https://orcid.org/0000-0002-1825-0097>. If you do not yet have an ORCID identifier, please register here: <https://orcid.org/register>.
- Contributor publishing agreement giving us your permission to publish your article should it be accepted by our peer review panel. An electronic template is available from the Intellect website.
- Abstract not exceeding 150 words and concentrating on the significant findings; this will go on to the Intellect website. Authors may submit a second abstract in a first language other than English also where appropriate.
- Keywords – six to eight words, or two-word phrases. There is a serious reduction in an article's ability to be searched for if the keywords are missing.
- References – Intellect requires the use of Harvard references embedded in the main text in the following format (Harper 1999: 27).
- Funder name and grant number (if applicable).
- Bibliography – titled 'References'.

HEADINGS

The main text should be clearly organized with a hierarchy of heading and subheadings. Main headings should be typed in lower case, bold and increased size; secondary headings should be in lower case, bold italic.

QUOTATIONS

Intellect'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 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. Please note that for quotations within the text, the punctuation should follow the bracketed reference. For a displayed quotation the bracketed reference appears after the full stop.

All omissions in a quotation are indicated thus: [...] Note that there are no spaces between the suspension points.

When italics are used for emphasis within quotations, please ensure that you indicate whether the emphasis is from the original text or whether you are adding it to make a point.

CAPTIONS

The following is the agreed style for captions, and as much information as is available should be provided:

Figure 1: Artist, *Title of Artwork*, Year. Medium. Dimensions. Location. Copyright holder information [use of Courtesy of or © should be consistent]. For example:

Figure 1: Leonardo da Vinci, *Mona Lisa*, 1503. Oil on canvas. Courtesy of The Louvre, Paris.

Figure 1: Gran Fury, *Women Don't Get AIDS*, 1991. Offset lithography. Bus shelter sign, ink on acetate. 47 inches x 70 inches. © Gran Fury.

NOTES

In general, we discourage the use of extensive notes – 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 a note is necessary, please use Word's note-making facility, and ensure that these are endnotes, not footnotes. Place note calls outside the punctuation, *after* the comma, full stop, colon etc. The note call must be in superscripted Arabic (^{1,2,3}).

REFERENCES

All references in the text should be according to the Harvard system, e.g. (Bordwell 1989: 9). The default term used for this list is 'References'. Please do **not** group films together under a separate 'Films cited' heading. Instead, incorporate all films into the main body of references and list them alphabetically by director. The same rule applies to music: identify the composer and list alphabetically alongside books, journals and papers. Television programmes are listed under the name of the programme and/or the episode title.

Please note in particular:

- Anon. (1957), *Narrative in Early Renaissance Art*, Oxford: Books Press.
- Bashforth, Kirsty (2016), 'The rules for socialising with work colleagues', *Harper's Bazaar*, July, <http://www.harpersbazaar.co.uk/people-parties/bazaar-at-work/news/a37383/how-to-socialise-effectively-at-work/>. Accessed 15 July 2016.
- 'Blood of My Blood' (2016), J. Bender (dir.), *Game of Thrones*, Season 6 Episode 6 (29 May, USA: HBO).
- Bowie, David (2016), 'Blackstar', *Blackstar*, sleeve notes, USA: Colombia Records.
- Brown, Jane (2005), 'Evaluating surveys of transparent governance', *6th Global Forum on Reinventing Government: Towards Participatory and Transparent Governance*, Seoul, Republic of Korea, 24–27 May.
- Denis, Claire (1987), *Chocolat*, France: Les Films du Paradoxe.
- Derrida, Jacques (2002), 'The university without condition', in P. Kamuf (ed.), *Without Alibi*, Stanford: Stanford University Press, pp. 202–37.
- Gibson, Rachel, Nixon, Paul and Ward, Stephen (eds) (2003), *Political Parties and the Internet: Net Gain?*, London: Routledge.
- Gliesmann, Niklas (2015), *Denkwerkstatt Museum* ('Think workshop museum'), Norderstedt: Books on Demand.
- Overdiek, Anja (2016), 'Fashion designers and their business partners: Juggling creativity and commerce', *International Journal of Fashion Studies*, 4:1, pp. 27–46.
- Richmond, John (2005), 'Customer expectations in the world of electronic banking: A case study of the Bank of Britain', Ph.D. thesis, Chelmsford: Anglia Ruskin University.
- Roussel, Raymond ([1914] 1996), *Locus Solus*, Paris: Gallimard.
- Ströter-Bender, Jutta (1995), *L'Art contemporain dans les pays du 'Tiers Monde'* (trans. O. Barlet), Paris: L'Harmattan.
- UNDESA (United Nations Department of Economic and Social Affairs) (2005), *Report on Reinventing Government*, New York: United Nations.
- Woolley, Eileen and Muncey, Tess (forthcoming), '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*.
- Zhang, Yimou (2004), *Shi mian mai fu (House of Flying Daggers)*, China: Beijing New Picture Film Co.

PERSONAL COMMUNICATIONS

Unless an informal conversation, interviews can be cited in text and included in the references. In the references, the name of interviewer/interviewee, type of communication, location, day and month should be included [if available].

- Björgvinsson, Evan (2009), telephone interview with A. Høg Hansen, 23 January.
- Branson, Richard (2014), in-person interview with J. Doe, Birmingham City University, 4 July.

WEBSITE REFERENCES

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. Website or blog titles should be in roman font. In the list of references at the end of your article, the item should read something like this:

Kermode, Mark (2017), 'Audience appreciation', Kermode Uncut, 17 November, <http://www.bbc.co.uk/blogs/markkermode/entries/61bec71c-916d-4a13-a782-79c3afb3c2b9>. Accessed 20 November 2017.

VISUAL MATERIALS

Illustrations within articles are invited to assist discussion of artworks, learning activities and/or environments. In general, only greyscale reproduction is available. All illustrations, photographs, diagrams, maps, etc. should follow the same numerical sequence and be shown as Figure 1, Figure 2, etc. The journal welcomes well-illustrated articles. Full colour is available in online issues, but in general grey scale is used in hard copy.

Please do not send original slides, photographs or other artworks.

Note if the article contains illustrations, please include (embed) them in low resolution format in the Word file, but separate high resolution files will be required if the article is accepted for publication. Authors must follow the advice in the online submission system. If articles are selected for publication, contributors will be asked to provide images to the editor in Tiff format (300 dpi, 145 mm/1740 pixel width).

The image should always be accompanied by a suitable caption (the omission of a caption is only acceptable if you feel that the impact of the image would be reduced by the provision of written context). The following is the agreed style for captions:

Figure 1: Artist, *Title of Artwork*, Year. Medium. Dimensions. Location. Copyright holder information.

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Before publication, authors are requested to assign copyright to the journal subject to retaining their right to reuse the material in other publications written or edited by themselves and due to be published at least one year after initial publication in the journal. A credit to the publisher and the original source should be cited if an article that appears in the journal is subsequently reprinted elsewhere.

PERMISSIONS

Copyright clearance should be indicated by the contributor and is always the responsibility of the contributor. The source has to be indicated beneath the text. When they are on a separate sheet or file, indication must be given as to where they should be placed in the text. The contributor publishing agreement should be completed and sent to the editors to accompany every submission.

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Please contact the editor if you are interested in reviewing for this journal.

CONTRIBUTIONS WELCOME

The editor welcomes contributions. Please note that all submissions must be made online at: <http://ojs.library.ubc.ca/index.php/ijeta/index>. If you have any questions, contact the editor at ljetaed4@gmail.com.

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