NOTES FOR CONTRIBUTORS

OPINION

The views expressed in *Journal of Italian Cinema & Media Studies* (*JICMS*) are those of the contributors and do not necessarily coincide with the opinions of the principal editor, the associate editors, the Advisory or Editorial Boards.

RULES AND RESTRICTIONS FOR SUBMISSIONS

Articles submitted to *JICMS* should be entirely original and unpublished, should not be under consideration by any other publisher, and should not have been published previously even in part by any other publication. Plagiarism and self-plagiarism will result in an automatic rejection of the submitted article.

Interviews, events' reports, independent and experimental artists' biographies are considered.

Proposals of English translations or edited versions of previously published works will not be considered.

For reviews of books contributors should contact directly the reviews editor Ellen Nerenberg at enerenberg@wesleyan.edu.

For reviews of films (of independent and experimental filmmakers only) contributors should contact the editor Flavia Laviosa at flaviosa@wellesley.edu.

For enquiries and submissions for the Translations and Archival Notes columns contributors should contact Giorgio Bertellini at giorgiob@umich.edu.

SUBMISSION PROCEDURES

Before submitting their work, contributors should contact the editor and send a brief description of their proposed idea. If the editor considers the topic appropriate, she will invite the contributor to submit a full proposal in Microsoft Word 2016 (please do not send PDFs).

Writing an abstract has to be more than 'I am going to look into … using …'. It has to employ, not just cite, a methodology in a concise way that indicates what the argument, not just the topic, will be and how it will arrive at its conclusions. Some prospective conclusions also need to be present. The abstract should be informative; in other words, it should clearly, but briefly state the following: background/rationale; problems/issues examined (including research questions); details of method(s) used; results/findings; conclusion; and implication(s)/relevance of the study.

Abstracts should include the following information:

a) a clear title
b) a 500-word description outlining:
  - the topic
  - the critical approach of the proposed article – whether theoretical or historical
  - a cohesive description of the proposed article's argument and objective
c) relevant bibliography and filmography.

In addition to a 500-word abstract, contributors should send a 150-word biographical note to the editor, followed by a detailed list of their academic publications, and acceptance that, if the proposal is approved, the article will be submitted within twelve weeks of the official invitation to submit the article.

Proposals that do not include the above information will be sent back to the contributors.

The editor and members of the Editorial Board will review abstracts, provide feedback on whether submissions fit the aims and scope of the journal, and offer suggestions on how to improve the proposed topic. If an abstract is accepted, the editor will invite the contributor to submit the full-length article. Contributors are asked to confirm the date of their submission and are expected to honour such agreement. Should contributors have problems in sending the article by the due date, they should notify the editor at least two weeks prior to the deadline and negotiate a new date. However, any delay will place the article out of the journal's review/publication cycle.

The abstract, and later the article, should avoid a literary approach rooted in a humanities-centred model of inquiry. *JICMS* represents an outlet for scholars engaged in the history, theory and criticism of film and media practices in Italy. The journal intends to foster critical analysis in the artistic features, production processes and technologies of film- and media-specific areas. Therefore, the abstract, and subsequent article, should avoid treating a film as the narrative of a novel. Instead, contributors should engage in a cinematic text analysis where the points discussed about films are supported by technical references to the effect of the following aesthetic features: (a) the use of the camera (distance, framing, angles, movement); (b) montage, *mise en scène* (lighting, costume, scenic context); and (c) music/sound.

Contributors should avoid approaching films, themes or directors in a merely descriptive manner. They are expected to engage in in-depth analytical and interpretative work, formulate original perspectives and bring new critical insights. Their analysis should not be based on a preponderance of secondary sources nor be highly derivative of the scholarship referenced, but it should instead make a significant and innovative contribution to the pre-existing research and literature in the field.

Contributors should also avoid submitting abstracts and articles that deal with only one film or are close readings of a character's psychological process. *JICMS* seeks more comprehensive topics and treatments. Contributors, however, should limit the scope of their discussion to two or four films and few directors. For more information, please see the aims and scope of the journal on the website.

When contributors submit their full-length articles, they should not include their names or any information that would reveal their identity so that anonymity can be preserved in the blind peer-review process.

They should send their submission as an attachment in Word (.doc), named with the first few words of the title of their article.

Contributors whose native/academic language is other than English are responsible for hiring a professional translator and editor. *JICMS* does not offer a free of charge English translation/editing service. Contributors should have their article reviewed/translated into British English by an academic native speaker of English who should not merely translate the article, but should be both proficient in translation from Italian to English and familiar with critical discourse. Submitted articles are sent to the peer reviewers only if they reflect the editorial guidelines and if their English version/translation is free of syntax, grammar or spelling errors.

PROFESSIONAL TRANSLATIONS

Translation from Italian to English is available for a fee. We recommend the services of Dr Jim Carter at jimrc@umich.edu

REFEREES

JICMS is a peer-reviewed journal. Strict anonymity is accorded to both contributors and referees. All research articles submitted to the journal are double-blind refereed to ensure academic integrity. Readers are given about 4-6 weeks to provide detailed, extensive, constructive feedback, offer comments to contributors about strengths and faults in their articles and to make specific suggestions for improvements. Even if the article is rejected, their comments may result in improved resubmissions to this journal or other journals at a later date.

In their reviews, readers evaluate:

- Importance of the subject
- Originality of the approach
- Soundness of the scholarship displayed
- Level of interest and pertinence for the journal's readership
- Quality of article structure
- Depth and strength of the argument
- Clarity of expression

Readers also address the following questions in the review process:

1. Is the purpose of the research stated well?
2. Is the significance of this research explained relative to the existing literature?
3. Does the paper offer new insights and contribute to the development of the subject?
4. Are there any typographical and syntactical errors?
5. Does the article need to be proofread by a native English speaker?

True to the spirit of the blind peer review for all essays that appear in the journal, *JICMS* would like readers to be aware that no member of the Editorial Board is involved in the review of books authored by other Editorial Board members. Further, Editorial Board members do not review edited volumes which feature their scholarship. By following this practice, the journal avoids cronyism and conflict of interest, while maintaining its academic integrity.

METADATA

Metadata should be sent only when the editor informs contributors that their articles have been officially accepted for publication. Contributors should supply the following information in the same word document (right on top of the text of the article) with the final version of the article:

- Article title (only the initial letter of the first word in upper case), or
- (for book reviews) *Title of Publication*, Author or Editor Name/s (ed./eds) (Year), Edition number if not first, City: Publisher, number of pages, ISBN 123-1-12345-123-1, h/bk or p/bk, price.
- Contributor's name and last name, followed by current academic affiliation. In the case of co-authored articles, Intellect will assume a shared responsibility and by default arrange their names alphabetically unless the contributors suggest otherwise. It is not an Intellect editorial practice to indicate the sections written by the individual contributors.
- Contributor's institutional postal and e-mail addresses (these are needed for correspondence purposes).
- Contributor 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 of 150 words; this will appear on Intellect's website (not required for book reviews).
- Keywords (eight, listed one per line, in lower case where possible). Select effective keywords to facilitate online searchability so that the article appears higher in search engine results (not required for book reviews).
- Contributor's biography of 150 words. Indicate:
  - current academic title, position and affiliation: teaching fellow, graduate student/Ph.D. candidate/student, visiting lecturer/professor, researcher, lecturer, assistant professor, full professor, reader etc.
  - specific field(s) of research
  - list of publications with titles of books only (not titles of individual articles) followed by the name of the publisher and year of publication in parentheses, e.g. (Intellect, 2019)
  - professionally related activities.

- References – Intellect requires the use of Harvard references embedded in the main text in the following format (Harper 1999: 27).
- Bibliography – titled 'References'.
- Received and Accepted dates (peer reviewed content only).
- Funder name and grant number (if applicable).

INTELLECT EDITORIAL GUIDELINES

The guidance on the following webpages:

https://www.intellectbooks.com/journal-editors-and-contributors

must be read in conjunction with the Intellect Style Guide, especially for spelling and grammatical queries, which the editor sends electronically to the contributors if their proposals are approved.

PRESENTATION/HOUSE STYLE

Contributions should follow the Intellect Style Guide rigorously. All articles should be written in Microsoft Word 2016 and submitted as an e-mail attachment. The article – including the endnotes, quotations, appendices, bibliography, etc. – should be double-spaced Times New Roman 12 point and size 100% (please do not send enlarged texts), and sent as an e-mail attachment. Articles in PDF format are not accepted. A typescript not adequately prepared and not well presented will be returned to the contributor. All corrections and improvements to style and construction must be made before contributors submit their articles to the editor.

The first paragraph of each section should have no indentation, and each following paragraph should be indented (4 spaces on the left). The text should be justified and should have at least 2.5 cm/1 inch margins for annotation by the editorial team. Contributors should also keep to the same number of lines per page and a standard width setting. Please add page numbers to your article.

The title of the article should be in bold at the beginning of the file, but not enclosed in quotation marks. Bold is also used for headings and subheadings (which should also be in Times New Roman 12 point) in the article which should be set in ordinary text, not 'all caps'.

Italics may be used (sparingly) to indicate key concepts. Formatting should be kept to a minimum. The text will be reformatted by the copy editor and typesetter. Any matters concerning the format and presentation of articles not covered by the above notes should be addressed to the editor.

LANGUAGE

The journal follows standard British English using the Oxford English Dictionary (OED). Please use 'ize' endings instead of 'ise', which, contrary to common belief, is British as well as American. There are a few exceptions such as 'advertise', 'compromise' and 'analyse', so when in doubt, please consult the OED.

LENGTH OF ARTICLES

Articles should be 6000–8000 words long and must not exceed 8000 words (including notes, references, contributor biography, keywords and abstract).

FILMS/TV PROGRAMMES

When films are referred to in detail in an article, please add them to the references in the following format:

Surname, Name (Year), *Original Title* (*English Translation*), Country: Production Company.

When TV series are referred to in detail in an article, please add them to the references in the following format:

Game of Thrones (2011–19, USA: HBO).

Gomorra: La serie (*Gomorrah*) (2014–present, Italy: Sky and Fandango).

TITLES

Titles of books, publications, magazines and journals should be followed by an English translation. See more details and examples under References.

Titles of institutions and organizations in languages other than English, should all be followed by the English translation e.g. Associazione Nazionale Industrie Cinematografiche Audiovisive e Multimediali (Italian Motion Picture Association).

ACRONYMS

Acronyms should be spelled out and translated when appropriate: e.g. Far East Film Festival (FEFF); or Banca Nazionale del Lavoro (BNL) (National Bank of Labour).

TRANSLATIONS

If you translate a citation from another language, please provide only the English translation in the body of your article. In an endnote indicate the following: 'Unless otherwise indicated, all translations from the original (e.g. Chinese, French, Italian, etc.) are mine'. For reasons of space, original texts cannot be published. 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 contributor, 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 contributor) 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.

DATES

Use 17 January 1987 (without commas; not January 17, 1987 or 17th January, 1987 or 17.1.87). Note: 'the 19th

century' but 'nineteenth-century traditions' (i.e. spelt out and hyphenated when used adjectivally).

QUOTATIONS

Intellect's style for quotations embedded into a paragraph is single quote marks, with double quote marks used for a second quotation contained within the first. In-text quotations of over 40 words long should be set as a display quote, i.e. set into a separate indented (4 spaces on the left) 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. Note that there are no spaces between the suspension points.

Avoid breaking up quotations with an insertion, for example: 'This approach to *mise-en-scène*', says MacPerson, 'is not sufficiently elaborated' (MacPerson 1998: 33). When italics are used for emphasis within quotations, please ensure that you indicate whether the emphasis is from the original text (original emphasis) or whether it is your own (emphasis added).

The frequency of in-text quotations (less than 40 words) should not interfere with – that is interrupt or weaken – the momentum of the contributor's argument.

For a display quote, the bracketed reference appears after the full stop. All omissions in a quotation are indicated thus: [...]. The number of display quotes (40 or more words) should be limited to 6. These should be of moderate length and should be introduced in a scholarly manner. The contributor should engage critically with the content of the quotations in ways that support the article's argument.

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.

NOTES

Endnotes, not footnotes, must be double-spaced. They 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 Microsoft Word's note-making facility and ensure that your notes are endnotes, not footnotes. Place note calls outside the punctuation, i.e. after the comma or the full stop. The note call must be in superscripted Arabic ([1, 2, 3]). Endnote numbers (in superior numerals and not in brackets) come after a punctuation mark in the article and not before.

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.' for items for which you do not have an author (because all items must be referenced with an author within the text).
- A blank line is entered between references.
- Year date of publication in brackets.
- Commas, not full stops, between parts of each reference.
- Absence of 'in' after the title of a chapter if the reference relates to an article in a journal or newspaper.
- 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, a colon between journal volume and number.
- 'pp.' before page extents.

The following samples indicate conventions for the most common types of reference:

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: Columbia 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 (1988), *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.
Gliessmann, 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, Tessa (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.

Titles of books or articles in other languages should not be translated into English.

TV programmes should be alphabetized by title and incorporated into the main body of references.

Titles of films that are mentioned with sufficient analytical focus must be added to the references with their full details. On the other hand, there is no need to add to the references titles of films that are only mentioned very briefly in passing.

ILLUSTRATIONS

We welcome images illustrating an article. Contributors are allowed to submit a maximum of 5 images. All images need a resolution of at least 300 dpi. All images, graphs or tables should be sent as separate jpeg or tiff files and not embedded in Word documents. All images should be supplied independently of the article, not embedded into the text of the article. The files should be clearly labelled and an indication given as to where they should be placed in the text.

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: Description of image (Actor Name if available), Director (dir.), *Film*, Year. Country. Copyright holder information.

Please note the colon after the number and the terminating full point, even if the caption is not a full sentence. Copyright clearance should be indicated by the contributor and is always the responsibility of the contributor.

On the text of the article contributors should indicate where to insert the images in this way: Insert Figure 1: caption.

Intellect allows 24 pages of colour images per volume (average of 8 per issue). If contributors wish to feature more colour pages within, then these can be purchased at 10 GBP per page.

Please note that this is per page, so if contributors feature two colour images on one page, it would still count as one of the 24 pages.

PERMISSIONS/COPYRIGHT/LIABILITY

Copyright clearance is the responsibility of the contributor who should clear copyright before submitting images. The Intellect Copyright Licence form covers this. Contributors should keep evidence of image permissions for their own records. They should also ensure that a full credit is provided for the caption. Unless a specific agreement has been made, accepted articles become the copyright of the journal.

PDF COPIES AND DISCOUNTED SUBSCRIPTIONS

Contributors will receive free copies of the PDFs of their articles for their personal use. Restrictions on the use of these PDFs will still be in place, and contributors must adhere to Intellect's Green Open Access policy should they wish to share or upload their articles online.

Contributors' institutions are entitled to a 50% discount for the first year they are subscribed.

PDFs of other articles can be purchased from the journal's website. Each published issue will be available online around 1 to 2 weeks from the date Intellect sends it to print.

ONLINE POSTING POLICY

There is a 12-month embargo period from date of publication for posting the post-print version of your article – this is the version post peer review. The pre-print version (before peer review) may be posted online at any time.

COPYRIGHT POLICY

The contributor retains copyright of the accepted contribution and Intellect holds the copyright to the published PDFs. Contributors are only permitted to consider republishing any part of the accepted contribution after the embargo period. Contributors will notify Intellect of their intention to republish any part of the accepted manuscript, and we ask that the Intellect journal and article DOI is noted in any re-publication as the first site of publication.

ABSTRACTING AND INDEXING

Contributors are asked to do the following to facilitate citations of their publications:

Online searchability: make the most of keywords in the title and the abstract so that your articles appear higher in search engine results.

Abstracts should be clear, descriptive and not narrow in scope.

Make sure there are as many links as possible to your articles, e.g. from your institute's website, LinkedIn, blogs, social media and e-mail signatures.

Publish Open Access – Intellect offers Gold Open Access and Green Open Access (see https://www.intellectbooks.com/open-access). This will allow readers without institutional subscriptions to access, and therefore cite the articles.

Promote your articles by presenting and networking at conferences and use your institutions' communication channels such as newsletters and press releases.

If you feel the journal should be indexed with a particular database, please send us the details and we will look into submitting the title on your behalf.

The guidance on this page is by no means comprehensive: it must be read in conjunction with the Intellect Style Guide. The Intellect Style Guide is obtainable from https://www.intellectbooks.com/journal-editors-and-contributors, or on request from the editor of this journal.