

NOTES FOR CONTRIBUTORS

INTRODUCTION

The following notes are intended to assist contributors in preparing papers for consideration by the editor, and provide detailed guidance. Please follow these guidelines, as this ensures a smooth selection and publication process. The editors are ready to work closely with authors to assist them in developing their papers to meet these requirements.

Please note the guidance in this document is by no means comprehensive: it must be read in conjunction with 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.

- All papers should be submitted electronically, via the Intellect website: <https://www.intellectbooks.com/art-the-public-sphere>.
- No contribution will be accepted that has been published elsewhere, unless it is expressly invited or agreed by the editor.
- Papers and contributions accepted for publication become the copyright of the publisher, Intellect, unless otherwise stated.
- Authors submitting papers, and articles should specify for which section of the journal they wish to have them considered: major papers, working papers, reports, conference reports or book reviews.
- Major papers should not normally exceed 6,000 words; shorter articles are expected to be 2,000–3,000 words; event/conference reports, exhibition and book reviews up to 1,000 words.

DIVERSITY AND INCLUSION

Intellect is committed to creating a diverse and inclusive space for the benefit of its authors, editors, staff and the wider academic community. For more information and resources, including our Inclusive Language Guide, Author Fund, Language Ambassadors and name-change policy, please consult our website: <https://www.intellectbooks.com/diversity>.

FORMAT OF SUBMITTED ARTICLES

- Papers should be submitted in English.
- All papers should be accompanied by up to six key-words and by a short abstract outlining the paper's aims, main conclusions and if applicable, the methodology used (150–200 words).
- Papers should be accompanied by a short (about 50 words) description of the author(s) written in the third-person, including, if appropriate, the name of the organization with which they are affiliated.
- A list of works cited comprising *only* works cited in the article, titled 'References'.

- Titles of organizations should be given in full on first occurrence and abbreviated thereafter.
- Use Arial 11pt font, double spacing and justified paragraphs.
- Authors are responsible for clearing copyright issues and obtaining permissions for all images and must provide exact wording for captions to cover this.

The following is the agreed style for captions:

- Figure 1: Artist, *Title of Artwork*, Year. Medium. Dimensions. Location. Copyright holder information [use of Courtesy of or © should be consistent]. Please note the colon after the number and the terminating full point, even if the caption is not a full sentence.
- Images such as tables, photographs and graphics should all be entitled 'Figure', numbered consecutively, captioned and be clearly legible. The source must be indicated within the figure. If images are less than half a page in size, they may be inserted into the text according to the place of insertion. If larger, they should be placed on separate pages at the end of the article. In this case, ensure that an indication has been given as to where they should be placed in the text e.g. *Insert figure 3 here*.
- All images need a resolution of at least 300 dpi. All images should be supplied independently of the article, not embedded into the text itself. The files should be clearly labelled and an indication given as to where they should be placed in the text. Reproduction will normally be in black-and-white. Images sent in as e-mail attachments should accordingly be in greyscale.
- Quotations should be used sparingly and be enclosed in single quotation marks if they are embedded in the text.
- Longer quotations of more than 40 words should be indented on both sides without quotes.
- The Harvard reference system should be used for quotations, and a page number must be included.

ENDNOTES AND REFERENCES

- Explanatory notes should be kept to a minimum: they will appear as side-notes in the journal. They should not contain publication details; submit all these as references. Please use your word processor's 'footnote' feature to format notes as endnotes, not footnotes.
- Place note markers after the punctuation (e.g. after the comma, full stop, quotation marks).
- Bibliographical references in the text should use the Harvard system (author + year: page) e.g. (Preston 1986: 45).

- All references must identify the author (surname or institution name), whether found in archives, reports or the Internet.
- Each Harvard style reference should be fully sourced in a list of ‘References’ at the end of the text.

ALTERNATIVE TEXT

As part of Intellect’s commitment to fairness and accessibility, we ask our authors to provide descriptive text alternatives for all images, graphs, figures, etc. in your work. Useful guidelines can be found at the Diagram Center website and the Describing Visual Resources website. All Intellect journal content published from August 2023 onwards includes alternative text for all visual and audio material.

PERMISSIONS/COPYRIGHT/LIABILITY

Copyright clearance for non-original material included in the manuscript (e.g., images) should be indicated by the contributor and is always the responsibility of the contributor. The contributor publishing agreement, which also details which version of a contributor’s own article remains their copyright, should be completed and sent to the editors to accompany every submission.

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 separate a ‘Films cited’ heading. Instead, incorporate all films into the main body of references and list them alphabetically by director. The same rule applies to television programmes/music/new media: identify the director/composer and list alphabetically alongside books, journals and papers.

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 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.harperbazaar.co.uk/people-parties/bazaar-at-work/>

[news/a37383/how-to-socialise-effectively-at-work/](https://www.harperbazaar.co.uk/people-parties/bazaar-at-work/). Accessed 15 July 2016.

- ‘Blood of My Blood’ (2016), Jack Bender (dir.), *Game of Thrones*, Season 6 Episode 6 (29 May, USA: HBO).
- Bowie, David (2016), ‘Blackstar’, *Blackstar*, sleeve 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, Clare (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.
- 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, 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.

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].

- Björvinsson, E. and Høg Hansen, A. (2009), telephone interview, 23 January.
- Branson, Richard and Doe, John (2014), in person interview, 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](http://www.bbc.co.uk/blogs/markkermode/entries/61bec71c-916d-4a13-a782-79c3afb3c2b9). Accessed 20 November 2017.

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.