

Papers

Length of papers

Papers should be 3000 words long (excluding notes, references, author details, keywords and abstract). Revised papers should not exceed 4000 words.

Front cover

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

- Article Title
- Author's Name
- Author's postal and e-mail address
- Abstract of 100–200 words
- Keywords (six to eight, in lower case where possible)
- The title details should be centred and follow the format for heading 1 (see below)

Presentation/House Style

All articles should be written in Word and double-spaced, with 2.5 cms margins on all sides. The font should be Times New Roman, 12 point. The main body text should be justified, with paragraphs separated by a line.

Headings

Please do not exceed three levels of headings. The recommended format for headings are:

Heading 1 (12 point, Capitalised, Bold, Times New Roman)

Heading 2 (12 point, Capitalised, Bold, Italicised, Times New Roman)

Heading 3 (12 point, Capitalised, Italicised, Times New Roman)

Quotations

The recommended style for quotations embedded into a paragraph is single quote marks, with double quote marks used for a second quotation contained within the first. All long quotations (over 40 words) 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.

Notes

Endnotes 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).

References

All references in the text should be according to the Harvard system, e.g. (Bordwell 1989: 9). The reference list should be presented alphabetically at the end of the document.

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:

Journal article

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.

Book

Flitterman-Lewis, S. (1990), *To Desire Differently: Feminism and the French Cinema*, Urbana and Chicago: University of Chicago Press.

Edited book

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

Chapter in edited book

Grande, M. (1998), 'Les Images non-dérivées', in O. Fahle, (ed.), *Le Cinéma selon Gilles Deleuze*, Paris: Presse de la Sorbonne Nouvelle, pp. 284–302.

Conference paper

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.

Newspaper/magazine article (accessed online)

Anon. (2005a), 'Pubs open doors as terrorist blasts rock capital', *The Publican*, 14 July, <http://www.morningadvertiser.co.uk/General-News/Pubs-open-doors-as-terrorist-blasts-rock-capital>. Accessed 18 October 2013.

Website

Bondebjerg, K. (2005), 'Web Communication and the Public Sphere in a European Perspective', <http://www.media.ku.dk>. Accessed 15 February 2005.

Publication in press

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).

PhD Thesis

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.

The guidance on this page is by no means comprehensive and should be read in conjunction with the *Intellect Style Guide*, which can be found here: <http://www.intellectbooks.co.uk/page/index,name=journalresources/>.