

## **Intellect Journals: Notes for Contributors**

### **Aims and Scope**

*Art, Design and Communication in Higher Education* strives to develop research in arts and media based subjects in educational institutions. The range of this refereed journal encompasses all areas of higher education: the focus is placed upon practice-based education in fine art, as well as theoretical evaluations of subjects such as media studies, cultural studies, and the history of art and design. In its commitment to the expansion of learning and teaching methods through research, the journal offers detailed accounts of specific research projects. By using the findings of these enquiries, contributors reveal the potential value of new educational strategies, and stimulate the advancement of creative teaching methods.

Alongside these practical approaches, contributors also develop a critical platform for the study of teaching in the arts and media sector. In order to assimilate these theories in a real environment, the contributions query the context in which educational strategies are practiced. The journal examines the correlation between the success of practiced techniques, in relation to both the type of institution and the genre of study. Articles are gathered from an extensive community of researchers, allowing the journal to provide a comprehensive profile of education research in art, design and communication studies.

### **Types of contribution**

There are three possible types of contribution:

- Major Papers - suggested length is 5000-6000 words.  
Material presented will contribute to knowledge in its field and should include original work of a research or developmental nature and/or proposed new methods or ideas that are clearly and thoroughly presented and argued.
- Shorter Items of length 1,000 - 2,500 words.
  - Reports of research in progress
  - Reflections on the research process
  - Research evaluation of funded projects

### **Language**

The journal follows standard British English. Use 'ize' endings instead of 'ise'.

### **Illustrations**

We welcome images illustrating an article. 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.

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: Caption here. 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.

### **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 around 100-150 words, specifying the institution with which they are affiliated. This should be submitted on a separate page for the purposes of blind refereeing.
- Copyright consent form giving us your permission to publish your article should it be accepted by our peer review panel.
- Abstract of 100-150 words; this will go on to the Intellect website.
- Keywords – six words, or two-word phrases.
- References – Intellect requires the use of Harvard references embedded in the main text in the following format (Harper 1999: 27).
- Bibliography – titled ‘References’.

Total word count including references

### **Notes**

The use of footnotes and endnotes is discouraged and may be used for comments and additional information only. In general, if something is worth saying, it is worth saying in the text itself rather than diverting 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).

### **Opinion**

The views expressed in *Art, Design and Communication in Higher Education* are those of the authors, and do not necessarily coincide with those of the Editors or the Editorial or Advisory Boards.

### **Permissions/Copyright/Liability**

Copyright clearance should be indicated by the contributor and is always the responsibility of the contributor. Unless a specific agreement has been made, accepted articles become the copyright of the journal. The copyright clearance form should be completed and sent to the Editors to accompany every submission.

### **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 Editorial Assistant Victoria Haverson [v.haverson@arts.ac.uk](mailto:v.haverson@arts.ac.uk).

### 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.

### Referees

*Art, Design and Communication in Higher Education* is a refereed journal. Strict anonymity is accorded to both authors and referees.

### 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 refer to the Intellect style guide for further information.

### Submission Procedures

Articles submitted to *Art, Design and Communication in Higher Education* should be original and not under consideration by any other publication. If there is more than one author, please attach to every submission a letter confirming that all authors have agreed to the submission and that the article is not currently being considered for publication by any other journal.

Contributions should be submitted electronically either to the Editorial Assistant Victoria Haverson [v.haverson@arts.ac.uk](mailto:v.haverson@arts.ac.uk) as an e-mail attachment in Microsoft Word format or via the submission portal on the Intellect website <http://www.intellectbooks.co.uk/journals/view-Journal,id=139/>. Contributors will need to sign into the Intellect website to access this function.

### Procedure

The submission will be circulated anonymously to referees and it is the aim of the journal editorial team that authors will normally be informed of the submission's suitability for the journal within eight weeks. Authors of accepted papers will, in due course, receive proofs of their articles and be asked to send corrections to the editor.

**The guidance on this page is by no means comprehensive and should be read in conjunction with Intellect Style Guide. The Intellect Style Guide is obtainable from <http://www.intellectbooks.com/journals>, or on request from the Editorial Assistant of this journal [v.haverson@arts.ac.uk](mailto:v.haverson@arts.ac.uk).**

