

# Notes for contributors

## Method for submission of material

Please submit your article electronically via ScholarOne Manuscripts online. Please visit <http://mc.manuscriptcentral.com/jade>

In the absence of internet access articles may be submitted by post in hard copy, accompanied by all the appropriate electronic documents on a CD, to:

Emma FitzGerald, Faculty of Education, Community & Leisure, Liverpool John Moores University, IM Marsh Campus Centre, Mossley Hill Road, Aigburth, Liverpool L17 6BD. Tel: 0151 231 5334 Email: E.Fitzgerald@ljmu.ac.uk

Please note that manuscripts and disks will not be returned to contributors.

## Manuscript Reviewing

Contributors should note that in order to maintain the high academic standards of the journal each submission is refereed blind by at least two reviewers, normally comprising members of the editorial team, and/or a consultant or an outside expert. All editorial decisions are subsequently approved by the Society's Publications' Board.

The principal editor is empowered to circumvent this procedure in the case of contributions that are particularly topical, meet the Publications Board's general criteria, or would have diminished effectiveness if publication is delayed. There is normally a period of several weeks between the acknowledgement of receipt of a submission and a decision to accept, reject, or specify amendments.

During submission authors will be asked to confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere; that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.

## Abstract

An abstract of 150 to 250 words must accompany each article, and should be submitted separately (please follow instructions in the submission process). The abstract is an important part of the article, since it is often widely reproduced and guides readers and researchers choosing to download the article. Consequently it should summarise the main purpose/research questions addressed in the paper, the methods and or theoretical approaches employed, and indicate the findings or conclusions that the authors have reached, giving a clear idea to the potential reader of the content of the article.

The abstract should be followed by a maximum of six keywords that succinctly indicate the content of the paper.

## The Main Manuscript

The main manuscript document file for submission should be prepared as a complete text but without acknowledgments, author details, affiliations or any running headers with author names that might identify the authors, to allow blinded review. All author details and biographies will be requested and submitted at different stages during the submission process.

The text should be printed on one side of the paper, preferably using the Times New Roman font, size 12 point, double spaced with ample margins, and clearly show the title of the contribution. All pages should be numbered. The document should be a Word document (or equivalent) and saved in compatibility mode i.e. with the suffix '.doc' (not 'docx'). The document should not be in a PDF format.

Manuscripts should normally be between 3000 and 7000 words maximum (including bibliography); visual equivalents to these word guidelines will also be considered.

Contributors should bear in mind that they are addressing an international audience.

The manuscript containing the main text must be uploaded with the file designation 'main document'.

Citation in the manuscript should be in the Harvard style, with references indicated in the text by giving the author's name and the year of publication in parentheses e.g. (Rose 2001). References should be listed in full at the end of the article in alphabetical order (please see further down 'Citations and References' for more information).

Endnotes (do not use footnotes) should be avoided where possible; if any are required please position at the end of the paper, prior to the list of references.

In the event of a resubmission after amendments, 'track changes' must be switched off and corrections should not be visible. Amendments should be explained in the 'cover letter' section of the electronic resubmission process.

### Use of English

In order to help consistency and minimise publication delays, authors are requested to follow the following guidelines:

1. English spelling conventions should be followed in the text (e.g. colour, centre, programme, etc.).
2. Do not use full stops in abbreviations – such as NSEAD – except in the common Latin abbreviations such as i.e., e.g. and etc.
3. Do not use apostrophes in plurals – the 1990s, GCSEs, etc.
4. Check the hyphenation of compound words is consistent, e.g. co-ordinators.
5. Do not use unnecessary capital letters. Words like government, art and design, head of art, do not need them. But a specific title, such as Rector of the Royal College of Art, does.
6. Do not underline any text. Only embolden or italicise text if there is a specific reason for it to be printed thus in the journal. This normally applies only to unusual words in languages other than English or, very occasionally, for additional stress.
7. Spell out numbers from one to ten like this. Use figures for numbers from 11 upward.
8. Use per cent in text and not the symbol % – but use % in tables.
9. Use single quotation marks 'for all quoted matter of a sentence or less' like this, except for quotes within quotes, 'where "double quotation marks" should be used' like this.

Longer citations (more than three lines) should be indented from the left margin, and the opening and closing quotation marks omitted, like this. The source of all quotations should be clearly cited in the text and in the list of references at the end. Please see below for guidance on this. (Bloggs 2009, 42)

### Citation and References

References should be indicated in the typescript by giving the author's name with the year of publication in parentheses. Quotations in the text and endnotes should be followed by page number from the source material (e.g., Rose 2001, 53). When several publications by the same author from the same year are cited then a, b, c, etc. should be placed after the year of publication. References should be listed in full at the end of the article in the standard Harvard format in alphabetical order as follows:

*Books:* Rose, G. (2001) *Visual Methodologies*. London: Sage.

*Journal articles:* Sprake, J. & Thomas, H. (2007) Transitional spaces: mapping physical change, *International Journal of Art & Design Education*, Vol. 26, No. 2, pp. 167-76.

*Chapters in books:* Johnson, J. (2005) Art in contentious spaces, in D. Atkinson & P. Dash [Eds] *Social and Critical Practices in Art Education*. Stoke-on-Trent: Trentham Books, pp. 124-7.

*For non-print material:*

*Web pages:* Garner, S. (2000) The Role of Drawing in Design (online). Available at: <http://open.ac.uk/garner/sketching> (accessed 19 June 2009).

*CD-ROMs:* Steers, J. (2000) 'InSEA: Past, Present and Future', (CD-ROM) Congress proceedings of 30th World Congress of InSEA, Brisbane, Australia. Elsternwick, Victoria: AIAE.

### Proofing

Responsibility for initial proofing rests with the author(s); manuscripts should only be submitted after careful reading for errors and typos. Authors often become 'close' to the text and develop writer's 'blindness' to errors; it is recommended that a third party is invited to help with this; if English is not the first language of the authors, then this may be essential; please see the 'Pre-submission English-language editing' services section below.

The PDFs of accepted texts will be sent to the authors' for proofing; corrections to should be kept to a strict minimum at proof stage: extensive alterations are not permitted. Prompt return of corrected proofs is essential.