

# NOTES FOR CONTRIBUTORS 2012

Research articles for peer review should be innovative with respect to the themes that the journal is addressing and grounded in the relevant literature. Writing that combines images and illustrations is encouraged, as is reflective writing. In addition, book reviews, interviews with practitioners and reports of conferences/symposiums will all contribute to *JDSP's* mission to provide a platform for scholars, practitioners, educators and students who are involved in this body of work which has previously remained largely at the margins of scholarly debate. We wish to consider the impact and influence of the work on performance and to discuss the implications for research and teaching.

## OPINION

The views expressed in the journal are those of the authors, and do not necessarily coincide with those of the Editor or the Editorial Advisory Board.

## REFEREES

*JDSP* is a refereed journal. Referees are chosen for their expertise within the subject area. They are asked to comment on comprehensibility, originality and scholarly worth of the article submitted.

## SUBMITTING

Articles should:

- Contain original research or scholarship
- Not be under consideration by any other publication
- Normally be between 4000–6000 words

Non-standard submissions that might include illustrations, images, reflection and so on can be considered and do not need to conform to the word limits for research articles. Authors are welcome to contact the Editor for further guidance if required.

## ABSTRACT AND KEYWORDS

Each article should be accompanied by an abstract, which should not exceed 150 words in length. Each article should also be supplied with 4–6 keywords for searching purposes.

## LANGUAGE

The journal uses standard British English. The editor reserves the right to alter usage to this end. Foreign words and sentences inserted in the text should be italicized. Articles should be written in a clear and concise style.

## FORMAT OF SUBMITTED ARTICLES

Submissions to *JDSP* should be sent as an attachment to an e-mail message to the editor. The attached article should be 'anonymized'. This is to maintain confidentiality during peer review. You should delete the 'File properties' or 'Summary info' of your document (see file menu) that reveal your name and institution (where relevant). Be sure to add your full name and address in the e-mail message to the editor.

- Font should be Times New Roman 14, one-and-a-half-spaces and left aligned, not justified.
- Margins should be 1 in/2.5 cm all round.
- Pagination should be continuous with numbers applied top right.
- Images – illustrations, photographs, graphs, and graphics – should all be entitled 'Figure', be numbered consecutively, and be clearly legible. The source must be indicated below each to acknowledge the holder of the copyright. 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*. Visuals in proposals should initially be sent as low-res JPEG files as an email attachment. If articles are selected for publication, contributors will be asked to provide images to the Editor with respect to Intellect's Notes to Contributors.
- Contributors need to work within the existing Journal template in terms of design and layout (a free issue is available on the *JDSP* homepage for contributors to see what this means). More playful contributions are welcomed, particularly those that include images, but if a contributor has a particular idea in mind that might deviate from the template they must contact the Editor first to discuss the possibilities and prior to submitting a contribution that is necessarily dependent on a layout that deviates from the template.
- Quotations should be used sparingly and be identified by 'single' quotation marks if they are embedded in the text. Longer quotations (i.e. longer than 45 words) should be indented on both sides, without quotes. Both should be referenced using the Harvard system (see below). The page number(s) must be included.
- Foreign words and phrases inserted in the text should be in *italics*.

## ENDNOTES, REFERENCES AND CITATIONS

- 'Explanatory notes' should be kept to a minimum: they will appear in the outside left or right margins of the text. They should not contain publication details; submit all these as references. Please use the Word (or equivalent) 'Footnote' facility and ensure that they are submitted as endnotes, not footnotes.
- Place endnote marks outside the punctuation (*after* the comma or full stop). The note mark must be in superscripted Arabic (1, 2, 3), not Roman (i, ii, iii).
- Bibliographical references should use the 'Harvard system/style' (author + year: page), e.g. (Hartley 1989: 84) inserted into the text.

*All references must identify an author (surname or institution name) for all documents, whether found in archives, newspapers, the Internet, etc.*

- Each Harvard-style reference should be fully sourced in a list of 'Works cited' at the end of the text. Publications not mentioned in the text should not be included in this list, though they may be included under a separate 'Further reading' list.

#### FORMAT FOR CITING A BOOK

Author surname, Initial (year), *Title in italics*, Place of publication: Publisher. e.g. Hartley, L. (1989), *Wisdom of the Body Moving; an Introduction to Body-Mind Centering*, Berkeley, California: North Atlantic Books.

#### CITING AN ARTICLE

Author surname, Initial (year), 'Title in single quotation marks', *Name of journal in italics*, volume number: issue number (and/or month or quarter), page numbers (first and last of entire article). e.g. Carr, D. (1997) 'Meaning in Dance', *British Journal of Aesthetics*, 37: 4, pp. 349–366.

#### CITING A WEB PUBLICATION OR WEBSITE ITEM

Websites should be referenced as publishers of material: a separate author and the title of the information/document/pdf article should be supplied. e.g. Hale, C. (2004), 'The Science of Making Dances' *Dance Gazette*, 2, pp. 16–19, <http://www.choreocog.net/papers.html>

#### CITING PERSONAL COMMUNICATIONS AND INTERVIEWS

- Personal communications are what the informant said directly to the author, e.g. 'Bloggs thought this was a good thing (personal communication)'. This need have no citation in the references list. Equally the use of (personal communications) need not refer back to a named informant.
- A more formal research interview can be cited in the text (Bloggs, 16 March, interview), and at the end of the 'Works cited' list under 'Interviews'.
- If the informant gave an interview to someone else, which is being cited, then the author should cite the informant and the interviewer, e.g. (Bloggs, interview for Smith 1999) in the text, and reference it as: Smith, S. (1999), 'Interview with Bloggs', London: *Dance*, 5, pp. 1–10. The point is for another person to be able to find the interview, so keep to the format in which the interview was printed. In this case, the interviewee's name appears in the title of the article, showing he is not the author because the interviewer is. However, it could be the other way round.

#### DATA REQUIRED BEFORE PUBLICATION OF ANY ARTICLE

- Articles accepted for publication must contain
- Correct Harvard system references (see above for details)

- Article title
- Author name and institutional affiliation (where relevant)
- Abstract
- Author biography (c. 50–100 words) in English
- Key words (4–6 words or two-word phrases that indicate the core of what is discussed in the article)
- Author street and email address

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#### REVIEWING

Please contact the Editor if you are interested in reviewing for this journal.

#### CONTRIBUTIONS WELCOME

The Editor welcomes contributions. Any matter concerning the format and presentation of articles not covered by the above notes should be addressed to the Editor, Sarah Whatley, Coventry University, Priory Street, Coventry, United Kingdom

Tel: +44 (0)24 76158352 E-mail: [s.whatley@coventry.ac.uk](mailto:s.whatley@coventry.ac.uk)

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