

International Journal of Contemporary Iraqi Studies | Volume Three

Technoetic Arts: A Journal of Speculative Research | Volume Seven Number Two

Journal of African Cinemas | Volume One Number One

International Journal of Iberian Studies | Volume Twenty Two Number One

Northern Lights: Film & Media Studies Yearbook | Volume Seven

New Cinemas: Journal of Contemporary Film | Volume Seven Number Two

Studies in European Cinema | Volume Six Number One

International Journal of Education through Art | Volume Four Number Three

Studies in Australasian Cinema | Volume Three Number One

Northern Lights: Film & Media Studies Yearbook | Volume Seven

Art, Design & Communication in Higher Education | Volume Eight Number One

European Journal of American Culture | Volume Twenty Eight Number Three

New Cinemas: Journal of Contemporary Film | Volume Seven Number One

The International Journal of Community Music | Volume Two Number Two and Three



**Intellect Journals**

# Short Guide to Journal Production

International Journal of Contemporary Iraqi Studies | Volume

Technoetic Arts: A Journal of Speculative Research | Volume

Journal of African Cinemas | Volume One Number

International Journal of Iberian Studies | Volume Twenty

Northern Lights: Film & Media Studies Yearbook | Volume

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## Introduction

This document is intended to guide you through the journal production process as clearly and simply as possible, to help ensure that your journal is published on schedule. Please keep this guide to hand and follow it closely whenever you are working on a new journal issue. Please also share this guide with any guest editors.

This guide does not replace your Journal Editor's Handbook but provides a summary of some of the most important points in a simplified version. If you require further information, please refer to your Journal Editor's Handbook or contact your journal manager who will be happy to help.

Throughout this guide there will be references to our Online Resources (ORs). These can be downloaded from the 'Resources for journal editors and contributors' page of our website ([www.intellectbooks.com](http://www.intellectbooks.com)).

Here you can find:

- An electronic version of this Short Guide to Journal Production
- An electronic version of the Intellect Style Guide
- A Copyright Consent Form
- A Running Order Table
- A Proof Corrections Table

## Journal Style Checklist

As an editor, it is your responsibility to ensure that contributors are aware of Intellect's house style and follow it closely. Please send your contributors an electronic copy of the Intellect Style Guide (OR), as well as your journal's Notes for Contributors.

If we receive an article from you that is not in accordance with our house style, it will be returned to you to be amended. This will slow down the production process considerably. Therefore, before sending any articles to us, please check that the contributor has followed the Style Guide by running through the following quick checklist:

### ✓ Endnotes

Please ensure that endnotes are used, not footnotes. Endnotes should be used sparingly and for giving useful additional information, not for listing references. In general, if something is worth saying, it is worth saying in the text itself. Unnecessary endnotes can be a distraction for the reader and clutter up the journal page.

### ✓ Language

Does the article need to be proofread by a native English speaker? If so, please ask the contributor to arrange this.

### ✓ Metadata

Missing metadata is one of the main reasons for delays in the journal production process. Therefore it is vital that the following is provided in each article:

- Article title
- Author's name and affiliation
- Abstract (approx. 100–200 words)
- Keywords (six to eight)
- Author's biography (approx. 100–200 words)
- Author's postal and email address

### ✓ Quotations

Please ensure that single quotation marks are used, not double (double quotation marks are only used for quotations within quotations). Quotations over 40 words should be 'displayed', i.e. indented, with a space above and below, and without quotation marks at the beginning or end.

### ✓ References

These must follow the Harvard System. Please familiarize yourself with this system, so that you can recognize when it is not being used correctly. For example, the reference in the text should be: (Keen 2007: 10). The reference at the end of the article should be:

Keen, S. (2007), *Empathy and the Novel*, Oxford: Oxford University Press.

All references should be listed alphabetically under the single heading References and not under separate headings such as Filmography, Websites, etc.

## Journal Contents Checklist

### ✓ Editorial

Editorials are a great way to connect with your readers. Inaugural issues and guest-edited issues must contain an editorial, and each complete journal volume should contain an editorial.

### ✓ Articles, reviews, reports etc.

Please check that each of these files is within the word limit specified in your Notes for Contributors, and that your journal has the correct word count for your pagination bracket: approximately 40,000–60,000 words for single issues and 60,000–80,000 words for double issues.

Please follow this file-naming convention when sending us these files:

An article by Smith in issue 1.1 of <i>New Cinemas</i> :	NC 1.1 art Smith.doc
A review by Davis in issue 7.3 of <i>The Radio Journal</i> :	RJ 7.3 rev Davis.doc

Each contributor must transfer the copyright of their contribution in a formal written manner by filling in a Copyright Consent Form (OR). Please keep these forms on file in case of queries further down the line.

### ✓ Figures (images, graphs, tables, diagrams) and captions

- Each journal can include unlimited black and white figures and up to four colour figures. If you require more colour figures, please contact your journal manager.
- Please check that figures are not embedded into articles but are sent as separate editable files, clearly labelled as Figure 1, Figure 2 etc.
- Please ensure that contributors have provided you with figure captions.
- All images must have a resolution of at least 300 dpi. If the resolution is lower than this the image will appear pixelated. If you are unsure about image resolution please contact your journal manager.
- It is the contributor's responsibility to obtain copyright permission to reproduce images in their article.

### ✓ Running Order Table

Please ensure that you include a Running Order Table (OR) when sending your journal files to your journal manager. Your journal cannot be typeset without this.

## Journal Production Timetables

When your journal manager receives your journal contents, you will be sent a production timetable (see example below). There are ten stages involved and the process should take a maximum of ten weeks. The stages are explained in more detail on the opposite page. Please try to stick to this timetable as much as possible and ask your contributors to do the same.

Stage	Task	Who	Start date	End date	Weekdays
1	Copy-editing	Copy-editors	4-Jan	16-Jan	10
2	Checking copy-edited files	Editor and contributors	16-Jan	30-Jan	10
3	Creating 1st proof	Typesetters	30-Jan	9-Feb	6
4	Checking 1st proof	Editor and contributors	9-Feb	16-Feb	5
5	Creating 2nd proof	Typesetters	16-Feb	19-Feb	3
6	Checking 2nd proof	Editor and journal manager	19-Feb	24-Feb	3
7	Creating 3rd proof	Typesetters	23-Feb	24-Feb	1
8	Checking 3rd proof	Journal manager	25-Feb	26-Feb	1
9	Checking print proof	Printers and journal manager	26-Feb	2-Mar	2
10	Journal printed and put online	Printers and journal manager	2-Mar	16-Mar	10

## The Ten Stages

1. A copy-editor will read through your entire journal contents, checking for clarity, accuracy and consistency, and inserting any comments or queries in the margin.
2. Your journal manager will send you the copy-edited files. Please pass these on to the contributors so they can deal with the copyeditor's queries ; this is not an opportunity for a re-write. When you return the files to us the text should be clean and free from margin comments, ready to be typeset.
3. The typesetters will create the 1st proof of your journal as a PDF.
4. Your journal manager will send you the 1st proof and a Proof Corrections Table (OR). You have joint responsibility with your journal manager for ensuring that all content is correct and accounted for, so please check the proof thoroughly: for example, are there any typesetting errors? Is the running order correct? Has anything been left out? Please record any amendments in the table.

Please also send the proof and table to each contributor, so they can check their article and record any amendments in the table. Your journal manager will use these tables to mark up the proof before returning it to the typesetters. (If you have the programme Adobe Acrobat Professional you can mark up the proof yourself if you wish.)

5. The typesetters will incorporate the requested amendments into a 2nd proof.
6. Your journal manager will check the 2nd proof to ensure that the amendments are correct, and send it to you to check for a final time.
7. If further amendments are required the typesetters will create a 3rd proof.
8. Your journal manager will check the 3rd proof to ensure everything is correct.
9. Your journal manager will order a hard copy of your journal from the printers and check that everything looks correct in print.
10. Your journal will be sent to print and put online.

## Afterword

Thank you for reading this Short Guide to Journal Production. You may need to adjust your ways of working in order to follow this guide, but experience has shown that it will save time for you in the long run and help to ensure that your journals are published on schedule.

We are very grateful for all the hard work that you put into your journal and we hope that this guide will help to make the production process as smooth, simple and enjoyable for you as possible.

If you have any questions about the journal production process, please contact your journal manager who will be happy to help.

With best wishes,

The Journals Team

