

NOTES FOR CONTRIBUTORS

GENERAL

Articles submitted to *International Journal of Technology Management & Sustainable Development* should be original and not under consideration by any other publication. They should be written in a clear and concise style.

LANGUAGE

The journal uses standard British English. The Editors reserve the right to alter usage to these ends.

REFEREES

International Journal of Technology Management & Sustainable Development is a refereed journal. Strict anonymity is accorded to both authors and referees.

OPINION

The views expressed in *International Journal of Technology Management & Sustainable Development* are those of the authors, and do not necessarily coincide with those of the Editors or the Editorial or Advisory Boards.

SUBMISSION

- Submit the article as an email attachment in Word or in Rich Text Format.
- Your article should not normally exceed 8,000 words (excluding 'Notes'), but longer pieces of up to 10,000 words may be considered.
- Include an article abstract of 150–200 words; this will go onto the Intellect website.
- Include a short biography in the third person, which will be included in the journal issue. Please also give your contact details, and an email address, if you wish.
- Provide up to six keywords for Indexing and abstracting services.
- Place these items at the beginning of your file, with the headings 'Abstract', 'Contributor's Details', and 'Keywords'.

PRESENTATION

- The title of your article should be in bold at the beginning of the file, without inverted commas.
- The text, including the notes, should be in Times New Roman 12 point.
- The text, including the endnotes, must be double-spaced.
- The text should have at least 2.5 cm margins for
- annotation by the editorial team.
- You may send the text justified or unjustified.
- You may, if you wish, break up your text with subtitles, which should be set in ordinary text and bold, not 'all caps'.

QUOTATIONS

- Quotations must be in English. For reasons of space we cannot publish the original text.

- Quotations must be within single inverted commas. Material quoted within cited text should be in double inverted commas.
- Quotations must be within the body of the text unless they exceed approximately four lines of your text. In this case, they should be separated from the body of the text and indented.
- Omitted material should be signalled thus: [...]. Note that there are no spaces between the suspension points.
- Avoid breaking up quotations with an insertion, for example: 'This approach to *mise-en-scène*', says MacPherson, 'is not sufficiently elaborated' (MacPherson 1998: 33).

REFERENCES

- The first mention of a film in the article (except if it is in the title) should include its original title, the director's surname (not Christian name), and the year of release, thus: *The Man with a Movie Camera* (*Chelovek s kino-apparatom*, Vertov, 1929). In all subsequent references the title should be translated into English, unless the film is known in all markets by its original title, for example *San Soleil*.
- We use the Harvard system for bibliographical references. This means that all quotations must be followed by the name of the author, the date of the publication, and the pagination, thus: (Walker 2005: 15). PLEASE DO NOT use '(ibid.)'. Note that the punctuation should always FOLLOW the reference within brackets, whether a quotation is within the text or an indented quotation.
- Your references refer the reader to a bibliography at the end of the article, before the endnotes. The heading should be 'Works Cited'. List the items alphabetically.

The following samples indicate conventions for the most common types of reference:

- Anon. (1957), *Narrative in Early Renaissance Art*, Oxford: Books Press.
- Bashforth, Kirsty (2016), 'The rules for socialising with work colleagues', *Harper's Bazaar*, July, <http://www.harpersbazaar.co.uk/people-parties/bazaar-at-work/news/a37383/how-to-socialise-effectively-at-work/>. Accessed 15 July 2016.
- 'Blood of My Blood' (2016), Jack Bender (dir.), *Game of Thrones*, Season 6 Episode 6 (29 May, USA: HBO).
- Bowie, David (2016), 'Blackstar', *Blackstar*, Sleeve notes, New York: Columbia Records.
- Brown, J. (2005), 'Evaluating surveys of transparent governance', *6th Global Forum on Reinventing Government: Towards Participatory and Transparent Governance*, Seoul, Republic of Korea, 24–27 May.
- Denis, Claire (1987), *Chocolat*, Paris: Les Films du Paradoxe.

Derrida, Jacques (2002), 'The university without condition', in P. Kamuf (ed.), *Without Alibi*, Stanford: Stanford University Press, pp. 202–37.

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

Gliesmann, N. (2015), *Denkwerkstatt Museum* ('Think workshop museum'), Norderstedt: Books on Demand.

Overdiek, Anja (2016), 'Fashion designers and their business partners: Juggling creativity and commerce', *International Journal of Fashion Studies*, 4: 1, pp. 27–46.

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.

Roussel, R. ([1914] 1996), *Locus Solus*, Paris: Gallimard.

Stroöter-Bender, J. (1995), *L'Art contemporain dans les pays du 'Tiers Monde'* (trans. O. Barlet), Paris: L'Harmattan.

UNDESA (United Nations Department of Economic and Social Affairs) (2005), *Report on Reinventing Government*, United Nations: New York.

Woolley, E. and Muncey, T. (forthcoming), '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*.

Zhang, Zimou (2004), *Shi mian mai fu* (*House of Flying Daggers*), China: Beijing New Picture Film Co.

- 'Anon.' for items for which you do not have an author (because all items must be referenced with an author within the text) September 12, 2011 12:24 Intellect/TMSD Page-100 TMSD-10-1-Proof-2
- year date of publication in brackets
- commas, not full stops, between parts of item
- absence of 'in' after the title of a chapter within a monograph, but please use 'in' after chapters in edited volumes
- 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
- colon between journal volume and number
- 'p.' or 'pp.' before page extents.

WEB REFERENCES

These are no different from other references; they must have an author, and that author must be referenced Harvard-style within the text. Unlike paper references, however, web pages can change, so we need a date of access as well as the full web reference. In the list of references at the end of your article, the item should read something like this:

Doble, Lily (2014), 'Westonbirt in Autumn', Lily Doughball, 19 October, <http://www.lilydoughball.com/category/photography/>. Accessed 15 July 2016.

NOTES

Notes appear at the side of appropriate pages, but the numerical sequence runs throughout the article. Notes should be kept to a minimum. 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 Word's notemaking 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).

ILLUSTRATIONS

Articles may be accompanied by images. It is the author's responsibility to supply images and ensure they are copyright cleared. Images should be scanned at 300 dpi resolution, saved as tiff files, and sent electronically to the Editor at SDF@intellectbooks.com. Do NOT insert images into a word document. Please ensure you insert a figure number at the appropriate position in the text, together with a caption and acknowledgement to the copyright holder or source.

TRANSLITERATION

We follow the Library of Congress transliteration, using a straight apostrophe: for the soft sign and a curly inverted comma 'as apostrophe and for quotations.

Any matters concerning the format and presentation of articles not covered by the above notes should be addressed to the Editor. The guidance on this page is by no means comprehensive: it must be read in conjunction with Intellect Notes for Contributors. These notes can be referred to by contributors to any of Intellect's journals, and so are, in turn, not sufficient; contributors will also need to refer to the guidance such as this given for each specific journal. Intellect Notes for Contributors is obtainable from <http://www.intellectbooks.co.uk/journals/page/index,name=journalstyleguide/> or on request from the Editor of this journal.