

## Author Guidelines

### Contents

1. Who can submit?
2. What you should consider before submitting.
3. What do you need to submit?
4. Format and Styling.
5. General Referencing Guidelines.
6. Languages, Transliteration, and Translation.
7. Visual Images.
8. Article Template Notes.
9. Creative Writing Pieces.
10. Book and Exhibition Reviews.

## 1. Who can submit?

- a. We invite submissions from postgraduates at taught level (MA, MLitt, MPhil, etc) or doctoral level, as well as early career academics who have not yet secured a full-time teaching position and are looking to publish to continue their research and improve their chances of employment. This includes independent researchers who are unaffiliated, but again should be in the early stages of their academic career; around five years from graduation. If you are unsure whether you are eligible to submit please contact the editors.
- b. We accept submissions from any of the above whose research falls under the bracket of Humanities, Arts, and Languages. Subjects may include English Literature and Language; Medical Humanities; History; History of Art; Religion and Theology; Classics and Ancient History; Archaeology and Anthropology; Drama and Theatre; Television and Film; Philosophy; Music; and Modern, European, and Medieval Languages.

## 2. What you should consider before submitting.

a. You must be able to commit to the deadlines set by the editors. One edition will take approximately 4-6 months from start to finish.

b. Publication Process:

Once the deadline has passed the editorial board reviews all submissions for eligibility and potential for publication.

All articles accepted at this first stage will be peer-reviewed, anonymously, at the second stage by an external academic(s) who specialises in all or most of the aspects of the paper.

Following this, only a small selection of papers will go forward to publication. Over a period of time (usually around 2 months) the author will work with the editor on recommendations by the reviewer and editor, and to prepare the piece for publication by focusing on formatting, presentation and any issues with argument.

The editors reserve the right to reject any article at any stage, particularly those that do not adhere to our guidelines or deadlines.

c. Due to the inter-disciplinary nature of the journal, esoteric topics must be written about with a general academic readership in mind.

d. Articles should be previously unpublished works and copyright will remain with *HARTS & Minds*. If you wish to reproduce your article elsewhere you must contact the editors for permission. *HARTS & Minds* will vigorously defend any copyright infringement of its material.

e. You must ensure that you have permission to use any visual or graphic material before submitting your article. The editors accept no responsibility for copyright infringement of images, graphs, etc used by individuals submitting articles to *HARTS & Minds*.

### 3. What do you need to submit?

For Articles:

- a. An abstract that is approximately 300 words in length.
- b. A draft article of around 6,000 words. The word count does not include endnotes or bibliography.
- c. If you come across the call for papers shortly before the deadline you may contact us to negotiate a deadline, but must be prepared to get the piece together swiftly.

For Creative Writing Pieces:

- d. An original creative writing piece of up to 4,000 words, or a selection of poetry. See section 21 for further details.

For Reviews:

- e. A book or exhibition review of between 1,000 and 1,500 words. See section 22 for further details.
- f. ALL submissions must be accompanied by a short biography (included in the template) or for unaffiliated researchers, an academic CV
- g. All documents, at all stages, should be submitted using the article template on our website to the editorial board at [editors@harts-minds.co.uk](mailto:editors@harts-minds.co.uk).

#### 4. Format and Styling.

- a. Authors must use the *HARTS & Minds* article template which is available to download from our website.
- b. We use endnotes, not footnotes. You should refer to the MHRA style guide for the presentation of quotations and references:  
<http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>
- c. Articles must be formatted in 12 point Times New Roman.
- d. Articles must use single line spacing.
- e. Articles must be 'justified'.
- f. The use of subheadings is optional but recommended, particularly with longer articles.

## 5. General Referencing Guidelines.

- a. British English must be used over American English with the exception of quotations. For example: favour not favor, realise not realize.
- b. The titles of books, plays, journals, newspapers, films, and works of art must be referred to in italics.
- c. The titles of short works of poetry or short stories must be referred to in inverted commas. For example: 'To a Republican Friend'.
- d. Numbers up to but not including 100 should be written out in full. For example: seventy-five.
- e. Where possible write 'for example' instead of 'e.g.', 'that is' instead of 'i.e.', and 'so on' instead of 'etc'.
- f. Do not use verb conjugation and contraction. For example: write 'does not' instead of 'don't' or 'doesn't'.
- g. Numbers must be Arabic (1, 2, 3) not Roman (i, iv, xi).
- h. All reference numbers must be placed at the end of the relevant sentence and after the final punctuation mark.
- i. If you use more than one quotation per sentence and from different sources, you must list each reference under one reference number.

## 6. Languages, Transliteration, and Translation.

- a. All articles must be written in English. Translations must be provided for any references to or extracts from texts in any language other than English, either in an endnote or in the main text.
- b. An example: ‘Je n’ay veu,’ Montaigne claims, ‘monstre ou miracle au monde plus expres que moy-mesme.’ [I have seen no more evident monster or miracle in the world than myself.]
- c. Any books, poems, etc with titles in languages other than English must be written in their original language and a translation must be provided.
- d. A different font can be used only for specific passages/references written in a language that will not accept Times New Roman.
- e. Substantial foreign phrases or quotations should be un-italicised. Latin and transliterations of other ancient languages should be italicised when included in the main text or endnotes. Both transliterations and quotes in non-Latin scripts must not use quotation marks.

## 7. Visual Images.

a. Obtaining copyright for images or other graphic material is the responsibility of the author. The editors accept no responsibility for misuse of images. The editors regret that they are unable to offer funding for copyright licenses.

b. Images must be captioned. Details of paintings, drawing, prints, sculptures, objects, etc must be listed in the following order: figure number; artist; title; date; materials; size; collection or location.

c. An example: Fig. 1: Caravaggio, The Calling of Saint Matthew, 1599-1600, oil on canvas, 3.2 x 3.4 m., Contarelli Chapel, San Luigi dei Francesi, Rome.

d. It should be noted that the referencing of paintings, sculptures, architecture, ceramics, furniture, jewellery, etc, does not fall into a standard format and that these guidelines are not absolute. In practice, you should give your reader as much information as possible.

e. If you have reproduced an image from any source other than a slide library it is essential to acknowledge your source. This must be done through the addition of standard information about the publication or online resource from which you took the image.

For example: Fig. 1: Caravaggio, The Calling of Saint Matthew, 1599-1600, oil on canvas, 3.2 x 3.4 m., Contarelli Chapel, San Luigi dei Francesi, Rome. Source: L. Schneider Adams (ed.), A History of Western Art, 4th edn (New York: McGraw-Hill, 2001), p.45.

f. For photographs you may include a brief description rather than a title.

g. When reproducing a photograph taken by an established artist or photographer, you must list the artist or photographer first.

For example: Fig. 1: Dorothea Lange, Migrant Mother, Nipomo, California, 1936, gelatine silver, 31.0 x 25.2 cm, Dorothea Lange Collection, Oakland Museum of California, Oakland.

h. Film and video stills must be referred to as per this example: Fig. 1: Still from Metropolis, Fritz Lang, (British Film Institute, London, 1926).

## 8. Article Template Notes.

- a. Articles must be formatted in 12 point Times New Roman and all text should be justified with single line spacing. All margins should be set at 2.5.
- b. Replace title and author with your own article title and your name. Title must be bold and capitalised. Author name must be in italics.
- c. Replace the text under abstract with your own and include up to ten key words to help identify your article for a web search.
- d. The main body of text is split into sub-sections which you may or may not want to use. Please consider using sub-sections if your article is particularly long.
- e. Copy and paste the section of your article that you wish to insert over the template text. This will ensure that your article is formatted correctly.
- f. On the even-numbered pages starting from 2, replace the shortened title with a shortened version of your own article's title.
- g. On the odd-numbered pages starting at 3, replace author with your own full name.
- h. This template uses endnotes and you should adapt your article to suit this format before copying and pasting.
- i. There are examples in the notes and bibliography of how the MHRA formats references, but you must refer to the MHRA style guide for specific regulations.
- j. At the end of the document there is space for a short author biography. Please write no more than 60 words about what you are studying and where.

## 9. Creative Writing Pieces.

- a. We welcome original creative writing submissions of poetry (suggested: one long or three short pieces) or creative essays, or short stories of up to 4,000 words that relate to the relevant theme of the journal.
- b. Poems must be presented in a word document using Times New Roman, size 12, unless your piece requires different stylistic settings.
- c. Short stories must use the main article template, removing any sections that are not relevant.
- d. All submissions must be accompanied by a biography/academic CV.

## 10. Book and Exhibition Reviews.

- a. We welcome submissions of book or exhibition reviews between 1,000 and 1,500 words that are of an inter-disciplinary nature and relate to the relevant theme of the journal.
- b. By exhibitions we are referring to an art installation, museum exhibition, academic event, or conferences. If you have an idea but are not sure whether it falls under our remit, please contact the editors.
- c. Exhibitions and conferences must have been held within the last two years and you must have attended the relevant event.
- d. Books must have been published within the last five years.
- e. *HARTS & Minds* will not purchase or provide any materials for book reviews. It is the responsibility of the author to provide relevant materials to the editors of *HARTS & Minds* for the purposes of review. All materials will be returned to the author following our review process and you are responsible for all postage costs.
- f. Reviews must use the main article template, removing any sections that are not relevant. You must also adhere to our main guidelines as if writing a standard article.
- g. All submissions must be accompanied by a biography or academic CV.