Networks

Feature article guidance notes

Networks feature articles are aimed at teachers, support staff and managers working in art / design / media higher education (including journalism, cultural studies and art and design history).   We hope that the features will support cross-disciplinary sharing of experiences and research relating to learning and teaching in these disciplines. In order to facilitate the sharing of ideas please consider the breadth of audience: the main text should be clearly organised using headings and subheadings as appropriate; the style should be clear and concise; where technical or other discipline-specific terms are used, these should be explained on first use. We encourage the use of visuals.

Please structure your study as follows:

Author's name and institution

Title of article

Keywords
Please provide 4-6 keywords to make the feature article searchable.

Abstract
Include a brief outline (approximately 100 words) of the feature article.

Main text
The feature article should be 2,000 – 3,000 words long. Submissions must be made using MS Word with formatting kept to a minimum and the 'Stylesheet' tool never used. The style should be indicated as 'Normal' throughout. Please write out all acronyms on first use. Use size 10 arial font and single spacing. Quotations of 40 words or longer should be indented in the text with an additional one line space above and below.

Contact information
Include any contact details that you would like us to publish.

Biography
Approximately 100 words including any credentials and professional experience/qualifications that inform the feature article. If the feature article is accepted, these details will be published (verbatim) in *Networks* and on this website.

References
Please use the Harvard referencing system described in the Referencing guide. The use of footnotes or endnotes is discouraged.

Images
We actively encourage the use of images. If at all possible please include 3-4 images/illustrations. Please title images using figure numbers and include a list of corresponding captions. If you are including images please ensure that you have acquired all relevant permissions. Do not embed images within the main text. Please email them in JPEG format at 300dpi quality or higher.

Submission
Submit as a Microsoft Word document to Debbie Flint: d.flint@brighton.ac.uk

Successful authors will receive a £300 fee.

Please note that we are unable to publish all features submitted; articles will be reviewed by the *Networks* team and evaluated for their relevance to the subject community, anticipated interest and timeliness. You may be asked to make amendments. If you would like to make a speculative enquiry or discuss a submission please contact Debbie Flint: d.flint@brighton.ac.uk