



Creativity & Human Development International eJournal

Editors: Marilyn Fryer ~ Caroline Fryer Bolingbroke ~ Venu Dhupa

Author and artist guidelines

Our aim is to create a high quality e-journal which has a wide international appeal. We welcome material in written, visual and audio formats. Written pieces can be academic papers and lively journalistic style features, short items and opinion pieces. Artists may submit a gallery of work together with a short piece of writing (optional) and a biography. Submissions must be the original work of the author or artist and must not have been published elsewhere (including online) or be under consideration by another publisher.

Cover page

Please include on the cover page only:

- Author/artist name(s)
- Email, phone number, and correspondence address of main author or artist
- Brief additional biographical information (such as affiliation, role, relevant interests, awards and qualifications).

(This is for editorial use only. In the journal, any biographical information will only be used to introduce the contributor's work with his or her prior knowledge and permission.)

House style

Please follow the guidelines below to enable us to transfer your work to the website efficiently. Articles which don't conform to these guidelines will be returned to you for formatting before they can be published.

Font and layout:

- Body text: 12pt single spaced, black, only use one font preferably Arial or Calibri
- Left alignment
- No indentation at beginning of paragraphs
- Long quotes should be indented but please use the 'Indent' feature in your word processing package, rather than tabs or spaces, as these will not work online
- Single quotation marks and **not** double ones around any quoted material.
- Bullets or numbers using formatting – not typed bullets/numbers
- Single space only after full stops
- No underlining



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- 2 returns between paragraphs
- Wide margins
- Headings: Please use heading levels from your word processing package as follows:
 - Level A – H1
 - Level B – H2
 - Level C – H3
 - Level D – H4 (ideally just used for image captions)

Note: If you cannot format headings in this way please use font sizes to indicate levels of headings or simply use the guide above to indicate heading levels e.g. 'H1 Introduction' (we will remove the H1 code), this makes it much easier for us to format it for the website. Please do **not** use **bold** or underlining on headings.

- Footnotes: No page by page footnotes but endnotes using MS Word or similar are acceptable.
- Pagination: Centre bottom of page
- Article length:
 - Journalistic articles – no minimum, up to 3000 words.
 - Academic articles – up to 5000 words, excluding references.

Academic papers

- Will be blind peer reviewed.
- Must be fully referenced.
- 5000 words max., excluding references.
- Please include an abstract of up to 250 words together with up to eight key words.
- Please also include a short introductory paragraph (2 or 3 sentences) suitable for the web, to attract readers to your article. This can be in a more casual style from the rest of your article. You can also include a more formal introduction for the full article view if you wish.
- Supply full references using [APA referencing convention](http://www.apastyle.org/learn/faqs/index.aspx) (<http://www.apastyle.org/learn/faqs/index.aspx> scroll down the page to 'References'). However, please **do not indent** the second row of a reference.

Important

- Please check all hyperlinks work before submitting, especially in references (or include the full URL as well so we can link them manually)
- All tables, charts, diagrams and images must be submitted separately as either jpg or png files. Note: PDF or MS Word diagrams are **not** acceptable and will be returned.
- Please indicate in the text of your article where each diagram should be placed and ensure diagrams have logical filenames which make them easy to identify. Please supply captions and image credits if required. Jpg files containing diagrams, photos or other images should be at least 150dpi resolution and a minimum size of 400px wide. Maximum file size = 1Mb each. If possible, please use an image editing program or online editor to reduce the size of large images before sending to us.



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- Please include a picture of yourself along with a short biography. Your picture should be in jpg format, minimum size 500px x 500px and at least 150dpi resolution.
 - Please upload video or audio content to Youtube/Vimeo or similar then send us the ID number or URL of the video. Please contact us if you are unsure about suitability of any media content.
 - Sources of quotations and all other borrowed materials, whether written, visual or audio, should be clearly identified.
 - Any permissions must be obtained by the contributor and submitted to the editors prior to publication. Please note that responsibility for obtaining permissions and any ensuing liabilities rests with the contributor.
 - Please email material for consideration to the Managing Editor, Dr Marilyn Fryer marilyn@creativitycentre.com
 - Questions about the journal content can also be emailed to Marilyn.
 - Technical questions and queries about house style should be sent to Caroline Bolingbroke at info@creativityjournal.net
 - Please see the [FAQs](#) before contacting us.

Thank you for your cooperation. We look forward to receiving your material.

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