

Submission Guidelines

Midrash Journals

Please read these guidelines and the Publishing Agreement. It is important that when submitting your manuscript you also attach to it a copy of the Publishing Agreement

A properly prepared and formatted manuscript is essential to the successful production of a conference paper and article.

The following guidelines will help you prepare your manuscript so that it meets the requirements of the journals published by Midrash.

Our overall policy is to encourage the development of publishing and dissemination of research and analysis in any academic discipline by academic and non-academic persons on themes relevant to the journal.

We expect research papers to follow the conventions of academic standards. We also encourage papers which make comment on current social policy and practice. We will take a more relaxed attitude to such papers but expect the rules of politeness are followed.

Midrash journals are blind peer-reviewed (the reviews will not know the name of the author of the paper they are reviewing or each other). The process typically takes three months from the time of submission. Each work will be reviewed by at least two reviewers. We will not normally accept papers that have been published elsewhere.

Papers, when submitted, should be in accordance with the following guidelines.

How Long Should a Paper Be?

Scholarly papers are normally 5000 - 8000 words (20 - 40 pages double-spaced) - longer papers will also be considered - and should avoid (as far as possible) the over-use of discipline-specific jargon (though it is acceptable in definitions as well as when necessary for the development of the argument).

Non-scholarly essays should be approximately 2500 words (10 pages double-spaced). The writing style should be accessible to members in other disciplines and to the general public. Please make sure that papers are spell and grammar checked and in publishable format.

What Kind of Papers will We Consider?

We accept reports on research, analysis of materials, evaluations of practice and literature reviews. Authors should feel free to utilize materials, including photographs, sound, videotape, or active hyperlinks to other web pages or sites in their submissions. But remember to obtain permissions in writing from copyright owners.

What Should be Included on any Submission?

The author's name(s), departmental or institutional affiliations, snail-mail and e-mail addresses, and a short biography of each author should appear on the first page of the paper (in its file format).

A short (100-150 word) abstract of the paper should be included, as well as the disciplines and sub-disciplines upon which the work draws (i.e., deconstructive film theory, literature, anthropology, and the like).

Will I, as Author, Retain Copyright Ownership of my Paper?

The short answer is yes. Copyright will be jointly owned by yourself and the journal. The copyright for the compilation of all issues of *the journal* is retained by *the journal*. Requests for reprint, use of and on-line archiving of any article must be approved by both *Midrash Publishing* and the author. Contributors whose articles are selected for publication are encouraged to register their works with the Copyright Clearance Center or the reproduction rights organization in their country (e.g. Authors Licensing Agency) and to list *the journal* as the location of the article in order to ensure that their copyright is protected and that any royalties are paid.

Will I get Paid if my Paper is Published by a Midrash journal?

The journal will not normally pay an author. All published authors will receive the journal in which they are published free for a period of one year. They will also be expected to referee at least 3 papers (see the publishing agreement).

Which Word-Processing Software Should I Use?

All manuscripts are to be submitted in **Microsoft Word for Windows** format (most current versions of word-processing software allow you to save your files in a number of formats including Word).

Save manuscript on a **floppy disk or CD ROM**.

Name your files with your name, e.g. Kumar 1, Kumar 2 and so on.

How Do I Format My Manuscript?

Always **double space** your text, use **12-point Times Roman**, and use a **ragged-right** (not justified) margin. Indent the first line of each paragraph with a single Tab - use only one hard return between paragraphs. Each page should be labeled with a header that shows (1) author's last name, numbered sequentially beginning with 1 as the first page.

Do not format any text beyond the use of italics or, where necessary, boldface. Do not embed any micros or hidden formatting into your documents.

Remember to use side-headings to break-up your text.

How Do I Submit Charts, Graphs, Tables etc.?

All line art must be delivered in an electronic format or as camera-ready. All art work should be clean and free of blemishes. If you are unsure of how to produce a table or graph or how to include a photograph the *Midrash* production team can provide advice and practical help.

It is okay to send in images, either black and white or colour.

How Should the Artwork Be Placed in the Manuscript?

Number figures to correspond with their in-text references, and group all the illustrations at the end of the paper.

Do not embed electronic graphics in text; gather them instead in a separate art file. Indicate approximately where each figure should be placed (e.g., “FIGURE 1.4 ABOUT HERE” or in the case of a paper. “FIGURE 1 ABOUT HERE”).

How Do I Number the Figures?

Number figures consecutively throughout each paper.

What is a Figure?

A figure is anything other than text or a table you want to be placed into the text of your manuscript. The word figure is to be used to refer to a diagram, illustration, cartoon, picture and any other art work.

What About Tables?

Tables are similar to artwork in that they too are separate elements that require individual placement within text. As with figures, they also must be numbered consecutively throughout each paper, indicating their approximate placements (e.g., “TABLE 4 ABOUT HERE”) in your text.

How Do I Create Tables?

Use the table feature in Word to create tables.

How do I Create Drawings?

Use the drawing feature in Word to create diagrams.

Where Should Figures and Tables go in the Manuscript?

Gather all figures and tables into a separate electronic file labeled figures. In the printed manuscript, figures and tables should be placed with figures at the end of the paper.

How Do I Submit Artwork That Has Been Previously Published?

Any artwork, table or figure reproduced requires permission.

Tables or figures that have been adapted probably will not require permission but are subject to evaluation

By the *Midrash* publications team. (Note: “Adapted” means that you have added your own material to the original work to extend or expand an idea, and not merely “edited” down or rearranged the work.)

Remember that if you do not own the rights to a figure, table or illustration, you must first secure written permission to reprint it. This permission must be included when you send us your manuscript.

The Use of End Notes

The use of end notes are welcomed but keep them short and to the point. All notes should be at the end of the paper. Do not use end notes as a substitute for in-text citations (Harvard Style). Use them to explain a technical term or refer the reader to more detailed expositions of a concept.

How do I Format References (or citations)?

Provide a reference for any study, publication, statistics, or quotation that you cite in your text.

What Reference Style Should I Follow?

The *Midrash* preferred style based on that of the American Psychological Association (APA), found in its, Publication Manual of the American Psychological Association. In this style (sometimes known as the Harvard Method), the name and date of the cited work, rather than a superscript number (known as the Numerical Method), is referenced in text (e.g., “Smith, 1999: 21”), with the complete bibliographic citation listed in a reference list at the end of the article, paper or book. In the example here the ‘21’ references the page in Smith 1999. Remember to provide page references where possible; this is essential for direct quotes and paraphrasing.

What Information Do I Need to Include in the Reference List?

Each reference should include author, title, date of publication, page numbers, and (for journals) volume number. Be sure to include issue numbers for journals. It is also desirable to include page ranges for chapters in edited books. The following are examples of APA reference list entries:

- Journal article, two authors, journal paginated by issue:

Klimoski, R., and Palmer. S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

An entire book:

Cone, J. D., and Foster, S. L. (1993). *Dissertations and theses from start to finish: Psychology and related fields*. Washington, DC: American Psychological Association.

Article or chapter in an edited book, three editors:

Callicut, J. W. (2000). Social and mental health. In J. Midgley, M. B. Tracy, and L. Livermore (Eds.), *The handbook of social policy* (pp. 257-276). Thousand Oaks, CA: Sage.

- Electronic citations and references:

Information that you get from the Internet should be documented, indicating the date of retrieval for journal and newspaper articles, newsletters, surveys, government documents, and the like.

- Internet article based on a print source (exact duplicate):

VandenBos, G., Knapp, S., and Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. Journal of Bibliographic Research, 5, 117-123.

- Internet article based on a print source (electronic source may be different):

VandenBos, G., Knapp, S., and Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

- Stand-alone document, no author identified, no date:

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

For details, please see the Publication Manual of the American Psychological Association, 5th edition or the APA Web site on electronic resources at www.apastyle.org/eleceref.html

A number of Web sites offer general guidelines to APA style. Two good sources are

http://webster.commnet.edu/apa/apa_index.htm

<http://www.uwsp.edu/acad/psych/apa4b.htm>

PERMISSIONS

Copyright law is complex and extends protection to all media: books and publications, audio and video recordings, software programs, broadcast and news media, films, CD-ROMs, the Internet, and artistic or creative works, published or unpublished. As author, you shoulder the responsibility to obtain all necessary permissions and to pay any associated fees. Be prepared: securing permissions can be a lengthy and expensive endeavor.

How Do I Know if a Permission is Required?

In determining “fair use”- legally reproducing previously published material without securing permission from the copyright holder - courts consider these four factors:

1. The purpose and character of the use, including whether such use is of a commercial nature or nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use on the potential market for or value of the copyrighted work.

Midrash's general permissions policy is to require written permission from the original copyright holder to reprint or adapt material previously published. This includes, paintings, sculpture, fiction, logos, images, mastheads, and famous faces or body parts (models) and the like.

Exceptions may be made when the work is the main topic with significant analysis.

Permission fees can be high.

If you need help obtaining permissions contact the Midrash publications team.

Books

Permission is needed for the use of more than 500 cumulative words from any single full-length book.

Fiction or poetry requires more careful consideration.

As with any other copyrightable material, it is Midrash's policy to require permission for use of Internet or Web materials unless a particular use can be qualified as fair use or public domain.

Interviews

If you intend to use interviews you have conducted or obtained second-hand whenever possible, obtain permission to use the interview or part of it. If you cannot secure a release, depending on the nature of the interview and whether you identify the participants, we may need to exclude or otherwise protect the identities of individuals or entities.

Journal Articles or Anthology Chapters

Use of more than 300 cumulative words from any single journal article or chapter requires permission. If your article or book includes entire articles or extracts already published elsewhere, permission must be granted by the original copyright holder. It is frequently a condition that the chapter appear as it was published and not be altered in any way, your permission request should specify whether you intend to edit the work.

Newspapers or Magazines

Permission is needed for the use of more than two or three sentences. Authors must couple this use with analysis. If you intend to use mastheads, photos within articles, captions, or logos, you must spell these out on your request for permission, as these rights may be held separately by a graphic artist or photographer.

Photographs

In addition to permission from the copyright holder, if the photo was taken in a private location or is of a professional model, its use may require the subject's signed release. We do not accept photographs of minors (children).

Poetry, Lyrics and Musical Scores

Anything, even a few words or a phrase or notes, especially when used for effect rather than analysis, requires permission. These fees tend to be high.

Speeches

Unless the speech is a political or campaign speech, its use probably requires permission if it is fixed in a tangible form (written or recorded).

How Do I Get Permission to Reproduce Previously Published Material?

Send a letter to the copyright holder. Let them know exactly what you want to reproduce, how it will be used and if possible a copy or the immediate text into which the extract (item) will be placed. The process of obtaining permissions process can take months. If you do not receive a response in a reasonable amount of time, follow up with a phone call. If you still do not receive a response, consider deleting the material from your manuscript or replacing it with something else.

How Do I Submit Permissions to the *journal*?

Please send permissions to the *journal* along with your manuscript, remembering to keep a copy for your records.

SENDING YOUR MANUSCRIPT TO A MIDRASH JOURNAL

You can email or use land-post to send your manuscript to a Midrash Journal.

email: midrash@mac.com or theorists@mac.com

How Do I Ship My Manuscript to a journal?

You can also submit your article in the following way to *the journal*

On disk/CD ROM to:

**PO Box 4449
Kingswinford
West Midlands
England
DY6 9WT**

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