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# EDITORIAL POLICY AND GUIDELINES

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*Image & Text* has been published annually since 1992 (primarily as a journal for design) and was accredited by the South African Department of Higher Education and Training in 1997. Since 2011, it has been repositioned as a multi- and interdisciplinary journal that orbits around the nexus of visual culture. The aim of the journal is to draw perspectives from a broad field of interests and subjects: visual anthropology, material culture, visual arts, design culture, visualising sciences and technologies, art history, philosophy, fashion, media and film studies, architecture, literary studies, tourism studies, new media and cyber theory, and so forth. The grounding provided by visual culture studies as a comparative and enabling premise for all these approaches, subjects, interests, fields and theories is located in the global South, not only geographically but also critically.

The editors invite papers that address or intersect with the visual from any of the fields mentioned above. One of the aims is to showcase new and young academic voices, as well as more established voices.

- Authors may wish to discuss the scope or applicability of their articles prior to submission and are encouraged to contact the Editor in this regard.
- All manuscripts received are first read by members of the editorial committee, who may recommend changes before submitting the manuscript for peer review, or reject manuscripts outright that are deemed inappropriate or not up to standard.
- Manuscripts are sent for refereeing to at least two subject specialists in a double blind refereeing

process. The referees are chosen from other tertiary institutions or fields of expertise as appropriate. The comments and recommendations of the referees are conveyed to authors as necessary, and they may re-submit manuscripts once changes, if necessary, have been effected. If articles are rejected by both referees, authors are not encouraged to re-submit. Authors may provide the names of one or more potential referees for consideration by the editorial board but this does not guarantee that they will be used. All authors are subject to the same rigorous review process.

- Only material deemed to be of a suitably high standard is published.
- Articles may be submitted in English or in Afrikaans.
- Authors are sent proofs of their article, and a final version PDF upon publication.

Contributors should please ensure that their submissions satisfy the following editorial requirements:

- A declaration must be submitted wherein the author states that the article submitted is based on original research. The author must furthermore stipulate that the article has not been submitted elsewhere for consideration or has not already been published elsewhere under another title (an example is available on the journal website [www.imageandtext.up.ac.za](http://www.imageandtext.up.ac.za)).
- All articles must have a cover sheet that provides the following details:
  - Title of the article

- name of author/s
- affiliations and contact details of all author/s
- designation of author/s and date of submission
- Articles must be presented in the following sequence:
  - title of article
  - name of author/s
  - 200 word abstract and six keywords
  - main text
  - endnotes
  - references
  - images and captions
- Manuscripts must be typed in A4 format in Times New Roman or Arial 11-point font size, 1.5 line spacing with generous left and right margins, left aligned only.
- All pages must be numbered and the Harvard Reference System must be used throughout (an example is available on the journal website [www.imageandtext.up.ac.za](http://www.imageandtext.up.ac.za)).
- Length of articles must be approximately 5000 – 7000 words (including references).
- Please use endnotes rather than footnotes.
- The house style of *Image & Text* uses single quotation marks for direct quotes and double quotation marks to draw attention to a concept or word.
- Digital images must be of a quality suitable for reproduction and printing and should be 300dpi and in jpg or tiff format. Do not embed images in the text but indicate their placement in the text.
- Text and images must be submitted in separate files.
- Authors are responsible for obtaining copyright and reproduction clearance for all visual or other material submitted. A copyright agreement form must be signed and submitted to the journal Editor (an example is available on the journal website [www.imageandtext.up.ac.za](http://www.imageandtext.up.ac.za)).

## E-MAIL SUBMISSIONS AND CORRESPONDENCE

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