

Guide to submitting

This guide is an evolving document. Its purpose is to:

- make accessible the task of submitting contributions of research practice to the journal,
- be inclusive of diverse forms of artistic and design research practice.

In the process of submission, the journal invites feedback from contributors that this guide is informed and enriched by.

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Aims and scope

itinerant space is a new postgraduate research academic journal for artistic and design research practice. This journal promotes interdisciplinary research with the aim of supporting research practices. We are particularly interested in the generative dimensions of research practice.

itinerant space welcomes contributions from a wide range of artistic and design research practices. The journal's embrace of a spectrum of practices is afforded by the versatility of its online platform.

The journal's platform offers dedicated digital formats supporting text, image, sound and time-based media. In addition, it carries an application, called *sandbox*. *Sandbox* is a digital canvas which gives contributors control over visual composition of contributions that can consist of any combination of text, image, or time-based elements.

itinerant space features a critical commentary via which contributors can share feedback on articles received from the journal's network of critical friends.

The journal does not prescribe a theme for each issue. Instead, each publication is distinguished by a set of five keywords that contributors interpret and relate to their research practice methods in different ways. An issue theme(s) emerges out of the set of contributions the journal's peer review process curates.

We believe that involvement in the peer review process can be of great pedagogical benefit to PGRs, RCA and the wider art and design research community. Our criteria for selection of EoIs can be found on page 11 and information detailing our process of peer review begins on page 12.

Acknowledgements

The editors of *itinerant space* would like to thank those who have supported the journal with their expertise.

Kirsty Smith, (Communication Research PhD student), for vision and energy as a founding editor of *itinerant space*.

Carmen Hannibal, (Communication Research PhD student), for advisory input on peer review processes.

Tom Cridford, (RCA Librarian), for advisory input on copyright in academic publishing.

Types of contribution

itinerant space welcomes short research extracts as submissions. For example, an extract can be a study, a theory, an idea, an exploration, or a method.

This journal supports contributions in four different formats. Prior to submitting your proposal, it may be useful to reference the journal to see how these formats are currently being used:

1 **Text**

consists of a text and one image plus caption
e.g. research extract by Trent Kim

2 **Image**

consists of up to 6 images plus captions
e.g. research extract by Claire van Rhyn

3 **Time-based**

consists of one embedded link
e.g. research extract by Karen Bosy

4 **Sandbox**

Enables a combination of formats 1-3 above, giving contributors control over composition.
e.g. research extract by Nick Bell

Please look at the format for each contributor's research overview and biography. To reveal these when viewing an issue article (research extract), click on the author's name in the bottom left corner of the browser window.

Submission process summary

The process of submitting consists of three stages.

EoI proposal

- 1.1 The journal releases an open call for submissions.
- 1.2 In response, potential contributors assemble an Expression of Interest (EoI) proposal, for submission by the deadline.

– *guidelines for EoI proposals: page 8*

Final submission

- 2.1 The journal's peer review panel reviews all EoIs, and based on our criteria for selection (page 11), and peer review process (page 12), accepts proposals to support through the next stage of the process of submission.
- 2.2 All those submitting *unselected* EoI proposals are informed and given adequate feedback.
- 2.3 Those submitting *selected* EoI proposals are given adequate feedback and invited to develop final submissions by the deadline.

– *guidelines for final submissions: page 16*

Prep for publication

- 3.1 Final submissions are reviewed by the peer review panel who support contributors editorially to prepare their submissions for publication.
- 3.2 Part of this support is technical to enable contributors to upload final, edited submissions to the journal web platform prior to publication.

EoI – Expression of Interest proposals

Open call

The journal plans to release two open calls for submissions a year. To check when the next open call release is due, visit the journal's [call for submissions](#) page.

Each open call document will give a sense of what the journal is looking for from contributors for the next forthcoming issue. The open call keywords are cues for contributors to use in relating their research practices to the themes presented in each open call.

Type of contribution

After reading the open call, look at previous issues of the journal and decide which of the four formats: Text, Image, Time-based or Sandbox, is suitable for your submission.

Keywords

The keywords of each journal issue develop through discussions about practice. Please select one or two journal issue keywords – provided in the open call document – with this in mind.

Proposal

In preparing your proposal you may want to consider the following:

- 1 What are the intentions of the research extract? And/or, where is the researcher in the journey?

2 Where is the extract taking the research?

3 What insights will the extract provide?

Your proposal should be no longer than 150-200 words and sent as a PDF file. In the same PDF:

- Indicate the format you would like to use: Text, Image, Time-based or Sandbox.
- Include up to 5 images.
- Provide links to moving image or sound works and include passwords, if any. Specify the relevant excerpts in each link.
- Select one or two of the issue keywords provided in the open call.
- Include a short biography of 180 words max; this journal welcomes bios using an informal voice and a personal tone (try to avoid lists of roles or achievements).

Attach your PDF to an email.

- In the subject line it should say: '*itinerant space* EoI proposal', the issue number quoted in the open call, plus your surname.

Email your proposal PDF to:

- itinerant.space@rca.ac.uk

Please ensure we receive your proposal email by the EoI proposal deadline stated in the open call.

Support

Expression of Interest proposals (EoIs) will be reviewed by the peer review panel. The journal's criteria for selection of EoIs is on the next page. Our peer review process is on page 12.

Our editors are here to respond to your queries in support of your proposals. Our processes are evolving in how best we support contributors. Your feedback is welcome. Please email the editors your suggestions.

- itinerant.space@rca.ac.uk

Each new academic year brings new researchers, new energies, ideas, and approaches. We welcome proposals from postgraduate researchers (PGRs) at any stage of the MPhil/PhD journey – especially those who have newly or recently arrived at RCA. Proposals from individuals or groups are welcome.

Once your proposal is accepted, please follow the guidelines for Final Submission that begin on page 16. The decision to accept or decline a proposal must ultimately be made by the editors. The criteria and peer review process through which the journal arrives at these decisions is on the following pages.

Criteria for the selection of EoIs

The journal's criteria for selecting EoI proposals and supporting them through to final submission if accepted is based on the quality of the proposal:

- relevancy to the keywords for the specific issue applied to,
- suitability to the formats that the journal supports ('publishability')
- when text is used, academic English is the norm
- presentation

Peer review

itinerant space is an experimental evolving platform on which each issue is a contested event in an iterative process.

The editors invite constructive feedback to any part of the journal's peer review selection process. It is important to note however, that change will be a product of negotiation by the peer review panel and therefore the changes proposed may not be immediately apparent to all, nor take anticipated forms.

Peer review panel

The peer review panel currently includes *itinerant space* editors Nick Bell, Karen Bosy, (Founding Editors), Carmen Hannibal, Kam Rehal (Issue Editor) and Teal Triggs (Editor-in-Chief).

As the journal evolves, our peer review panel will learn and become more skilled in the peer review process. A process that will define what the journal is. *itinerant space* provides an opportunity for RCA PGRs to gain experience in this important aspect of research publishing. The peer review panel, therefore, welcome applications from the RCA PGR community to become members of the peer review panel.

To apply, please download and complete the **application form** and email it to the editors at: itinerant.space@rca.ac.uk

The existing peer review panel will provide new members of the panel with an introduction to peer review. All successful applications are expected to complete a minimum of three months by which time they are allowed to continue on a rolling basis.

Peer review process

itinerant space makes use of a peer review process that consists of two stages:

- 1 All panel members are involved in the peer review process of reading and reviewing EoI proposals. Each member of the peer review panel will take the lead on addressing 2-5 proposals that align to their research subject area(s).
- 2 Panel members provide feedback to their allotted EoI proposals by expressing why the proposal has or has not been selected for submission. To establish continuity for accepted EoIs, the selected proposals will each be supported by a peer review panel member or editor who will remain their first point of contact throughout the remaining peer review process.

itinerant space adheres to the following principles for peer review in an academic journal:

- impartiality – without bias or conflict of interest,
- transparency —relevant feedback to all authors
- confidentiality – of proposal data and IP

The number of accepted submissions for peer review for each journal issue are based on the capacity of the peer review panel at that given time.

Peer review panel member biographies

Nick Bell is a founding editor of *itinerant space* and part-time PhD candidate in the School of Communication, RCA. His participatory action research invites community leaders to create channels for intercultural communication, exploring the impact on cross-community cooperation and resilience. His methods nurture connection between neighbours offline via longitudinal asynchronous dialogues.

Karen Bosy is a founding editor of *itinerant space* and part-time PhD candidate in the School of Communication, RCA. Her artistic research investigates Structural film strategies and the conceptual thinking around the transitional edge, a paradoxical understanding of the image frame, as used within critical-documentarist art practice.

Carmen Hannibal is a part-time PhD candidate in the School of Communication, RCA. Trained as an animator and with an academic background in the field of Animation Studies, she is critically investigating animated images, focusing on theoretical concerns and building upon interpretive methodologies.

Kam Rehal is an issue editor of *itinerant space* and PhD candidate in the School of Communication at the RCA. His research-practice develops a method of collaborative mark-making and conversation to support open dialogues intersecting growing, space and community within UK allotment groups.

Professor Teal Triggs is founding editor-in-chief of *itinerant space* and School Lead, Postgraduate Research in the School of Communication, RCA.

Final submission

Submission titles

- Character count maximum: 160 chs
- Please also provide a short version of 37 chs max

Content specification per type of contribution

1 Text

consists of a text of 300 words minimum, plus one image and caption.

- Text should be submitted in Microsoft Word: 12 pt, Times New Roman or Arial font, A4 page size with 25.4 mm (1-inch) margins.
- Harvard referencing should be used in the text (author, date: page number).
- Submissions should be thoroughly checked and proof-read before they are emailed to the team. Contributors should ask their supervisors to read their proposals to obtain feedback before submitting.
- Select and attach a CC license badge with your submission (see pages 20-21 for details)

2 Image

consists of up to 6 images plus captions

- Image resolution minimum: 1000 pixels in smallest dimension.
- Images file size maximum: 5 Mb
- Image format: jpeg, maximum quality

- Image caption text (if supplied) should be submitted in Microsoft Word: 12 pt, Times New Roman or Arial font, A4 page size with 25.4 mm (1-inch) margins.
- Caption text word length maximum: 40 words
- Submissions should be thoroughly checked and proof-read before they are emailed to the team. Contributors should ask their supervisors to review their proposals to obtain feedback before submitting.
- Select and attach a CC license badge with your submission (see pages 20-21 for details)

3 Time-based

consists of one embedded link

- Upload videos to the *itinerant space* Vimeo account. A login and password will be provided.
- Note that there is no caption text provision in this format. Instead, the Project Overview text (see page 10) can be used to contextualise the video.
- Submissions should be thoroughly checked and proof-read before they are emailed to the team. Contributors should ask their supervisors to review their proposals to obtain feedback before submitting.
- Select and attach a CC license badge with your submission (see pages 20-21 for details)

4 Sandbox

enables a combination of formats 1-3 above and gives contributors control over the composition.

- The free-form format of the Sandbox application allows contributors to create a submission using a combination of text, image, and time-based content.
- Contributors will be sent a link to a demonstration video and pdf that provides detailed guidance on how to use the WordPress Block Editor – that is the Sandbox application – to create a Sandbox submission.
- Authors should be prepared to allow time to learn and experiment with this application. Editors will support contributors in this process.
- Sandbox drafts should be thoroughly checked and proof-read before they are proposed to the team. Contributors should ask their supervisors to review their drafts to obtain feedback before submitting.
- Select and attach a CC license badge with your submission (see pages 20-21 for details)

Project overview text

The Project Overview text sets the research extract – the contribution – in the broader context of the full scope of each contributor’s research practice. Each contribution to the journal is an extract from a much larger whole. The Project Overview text makes clear the role and purpose of the research extract in the

context of the full extent of each contributor's research practice.

To view a contributor Project Overview text when inside a contributor article, click on the contributor name in the extreme bottom-left corner of the browser window.

- Word count maximum: 180

Biography

Each contributor supplies the journal with a biography. This journal welcomes bios using an informal voice and a personal tone (try to avoid lists of roles or achievements).

To view a contributor biography text when inside a contributor article, click on the contributor's name in the extreme bottom-left corner of the browser window. There is also a page of contributor biographies on the 'About' page.

- Word count maximum: 180

Citations

- Harvard referencing should be used for figures if required and all copyright agreements must be obtained in advance of submission.
- Harvard referencing should be used in the text (author, date: page number).

Quotations

- Use single quotation marks rather than double.

- Quotations of less than 60 words should follow on in the text in quotation marks.
- Quotes of more than 60 words should be displayed set out from the text, without quotation marks and indented left and right and in italics.
- Quotations **MUST** always include a source.

Acronyms and abbreviations

- Do not punctuate acronyms or abbreviations except for e.g., i.e. and Fig.
- Explain acronyms on first mention and then use the abbreviated form consistently.
- Expand any acronyms; remember your audience is international.

Trade Names and Commercial Products

- Registered trade names and other products should be spelled with an initial capital letter. It is not necessary to use quotation marks. Please avoid using capital letters for the whole name of a commercial product or items of equipment.

Copyright Material and Permissions Clearance

itinerant space allows contributors external to RCA to select from the whole range of Creative Commons (CC) licenses by using their License Chooser.

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International

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Most likely preferable for researchers who don't want their work remixed, adapted, or built upon – whether text, image, sound or video. This allows a work – in whatever form – to be cited although not for a commercial purpose, and as long as the work isn't altered (e.g. cropped, distorted, collaged together with other works) in any way.

If this default license is not suitable for you, please use [Creative Commons' License Chooser](#) to select one that is. It is a condition of publication that every Final Submission – from contributors external to the RCA – carries a License Badge selected by its author.

- When contributors need to publish third party material, we allow them to publish it with all rights attributed to the third parties:
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For example, if a contributor is in possession of text, images, sound or video produced by participants on a project, that they are permitted to publish, each item can be captioned this way.

- CC license codes obtained by contributors from the [Creative Commons Licence Chooser](#) will be placed by the editors with each contributor's

Project Overview text.

When selecting text and illustrative material from other sources, contributors should be aware that it may be in copyright. If so, permission of the copyright holder will be required before the material can be published. Responsibility for obtaining permissions and any fees that may be incurred for gaining permissions will reside with the contributor.

Copyright material includes:

- written material you may wish to quote
- statistics or data from other sources
- diagrams or illustrations from other sources
- photographs from other sources

Support and contact

Our editors are here to respond to your queries in support of your submissions. We are seeking new ways of supporting contributors and feedback is welcome. Please email the editors your suggestions.

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