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.

itinerant-space.co.uk

ITINERANT SPACE

Contents

Aims and scope

itinerant space is a 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 submissions can be found on page 13 and information detailing our process of peer review begins on page 14.

Acknowledgements

Types of contribution

itinerant space publishes short research extracts, not entire research projects. 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, take a look at the journal to see how contributors are using them:

1 **Text**
   a 300-1500 word text and one image plus caption
   e.g. research extract by Trent Kim
2 **Image**
   up to 6 images plus captions
   e.g. research extract by Claire van Rhyn
3 **Time-based**
   1 embedded link to a video or sound file
   e.g. research extract by Karen Bosy
4 **Sandbox**
   a mix of text / image / time-based media, giving contributors control over extent and layout.
   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.

Submission

1.1 The journal releases an open call for submissions.

1.2 In response, potential contributors assemble a submission suited to one of the journal's formats, by the deadline in the open call.
– guidelines for submissions: page 8

Final submission

2.1 The journal's peer review panel reviews all submissions and based on our criteria for selection (page 13), and peer review process (page 15), accepts proposals to support through the next stage of the process of submission.

2.2 All those submitting *unselected* submissions are informed and given adequate feedback.

2.3 Those submitting *selected* submissions are given adequate feedback and invited to develop final submissions by the deadline.
– guidelines for final submissions: page 17

Prep for publication

3.1 Final submissions are reviewed by the peer review panel who support contributors editorially to prepare their final submissions for publication.

3.2 Part of this support is technical to ensure final uploaded submissions succeed in clearly communicating contributor research intent.

Submission

Open call
The journal releases one open call for submissions a year. To check when the next open call release is due, visit the journal's <u>call for submissions</u> 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.

Keywords
The keywords of each journal issue develop through discussions about research practices and where they overlap.

Please select one or two journal issue keywords – provided in the open call document – that overlap, even slightly, with your practice.

To these journal issue keyword(s), add three keywords of your own to speculate on where your research practice may overlap with that of other researchers.

The journal does not use keywords to define practice. It uses them to indicate relationships between practices, however tenuous these might be.

Intent of research extract
In preparing your submission, please consult your PhD supervisor and 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?

Type of contribution
After reading the open call, look at previous issues of the journal and decide which one of the four formats is appropriate for communicating your research extract submission most effectively.

Select one from:
Text / Image / Time-based / Sandbox
– for links to examples of the formats, see page 6.

Project Overview and biography texts
Please contextualise your research extract by providing a shortened version of your PhD abstract.

Once uploaded to the journal, we label your short abstract 'Project Overview' so that readers can view your submitted Research Extract within the wider context of your research practice.

Please also provide a short biography. Each biography and abstract text should not exceed 180 words.

This journal welcomes bios using an informal voice and a personal tone (try to avoid lists of roles or achievements).

Submission checklist

- Consider intent of research extract submitted
- Consult your PhD supervisor, get feedback on your proposed submission
- Indicate the format you would like to use: Text, Image, Time-based or Sandbox.

- If **Text**, please submit the following:
  – 300-word minimum text in Microsoft Word
  – 1 image: high quality jpeg, 5Mb max. size
  – a caption text for the image in Word
  – PhD abstract, 180 words max. in Word
  – Biography, 180 words max. in Word

- If **Image**, please submit the following:
  – 6 images: high quality jpegs, 5Mb max. size
  – 6 caption texts for the images in Word
  – PhD abstract, 180 words max. in Word
  – Biography, 180 words max. in Word

- If **Time-based**, please submit the following:
  – 1 link to a video/sound file with access permission, password (if any), and if unedited, the relevant excerpt specified
  – a caption text for the video/sound file in Word
  – PhD abstract, 180 words max. in Word
  – Biography, 180 words max. in Word

- If **Sandbox**, please submit the following:
  – a PDF of a composition of unlimited text /

images / video/sound on a large digital canvas, landscape orientation
– refer to <u>Sandbox</u> on the journal platform for an idea of canvas size
– PhD abstract, 180 words max. in Word
– Biography, 180 words max. in Word

• Select one or two of the issue keywords provided in the open call
• Provide three keywords of your own

Submit
Please submit by email.

In the email subject line, please write:

itinerant space submission, the issue number quoted in the open call, your surname

Email your submission to:

<u>itinerant.space@rca.ac.uk</u>

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

Support

Submissions will be reviewed by the peer review panel. The journal's criteria for selection of submissions is on the next page. Our peer review process is on page 14.

Our editors are here to respond to your queries in support of your submissions. 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 submissions from postgraduate researchers (PGRs) at any stage of the MPhil/PhD journey – especially those who have newly or recently arrived at RCA. Submissions from individuals or groups are welcome.

Once your submission is accepted, please follow the guidelines for Final Submission that begin on page 17. 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 selection

The journal's criteria for selecting and supporting submissions through to final submission is based on:
- the clarity of the submission
- relevancy to the issue keywords in the open call
- suitability to the formats that the journal supports – *publishability*
- accessibility of texts in academic English
- quality of presentation
- the workload capacity of the peer review panel at the time

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 (Founding Editor), Kam Rehal (Issue Editor) and Teal Triggs (Editor-in-Chief).

The panel needs to have more members if it is to support the expected number of submissions without exceeding the manageable workloads of its members.

We invite PGRs from all RCA schools to nominate themselves as members of the peer review panel.

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,

welcomes PGRs to step forward 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 submissions. Each member of the peer review panel will take the lead on addressing 2-5 submissions that align to their research subject area(s).

2 Panel members provide feedback to their allotted submissions by expressing why it will or will not be supported through to final submission. To establish continuity for supported submissions, each will be supported by a peer review panel member or editor who will remain a first point of contact throughout the remaining peer review process.

Peer review principles
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 submission data and IP
- efficiency – without overloading peer reviewers

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.

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
Please provide long and short versions of the title of your research extract:
* Long title up to a maximum of 160 characters
* Short title up to a maximum of 37 characters

Content specification per type of contribution

1 **Text**
a text of 300 words minimum, up to a maximum of 1500 words, plus one image and its caption.

* Text should be submitted in Microsoft Word: 12pt, Times New Roman or Arial, A4, 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 submitted. Contributors should ask their supervisors to read their submissions to obtain feedback before submitting.
* If you do not wish to use our default Creative Commons license (CC BY–NC–ND 4.0), select and attach your own choice of CC license badge with your submission (see pages 22-23 for details)

2 **Image**
   up to 6 images plus captions (1 caption per image
   or only where necessary)

   - Image resolution minimum:
     1000 pixels in smallest dimension.
   - Images file size maximum: 5 Mb
   - Image format: jpeg, maximum quality
   - Image caption text should be submitted in
     Microsoft Word: 12 pt, Times New Roman or
     Arial, A4, 25.4 mm (1-inch) margins.
   - Per caption text word length max: 40 words
   - Submissions should be thoroughly checked and
     proof-read before they are submitted.
     Contributors should ask their supervisors to
     review their submissions to obtain feedback
     before submitting.
   - If you do not wish to use our default Creative
     Commons license (CC BY–NC–ND 4.0), select
     and attach your own choice of CC license badge
     with your submission (see pages 22-23 for
     details)

3 **Time-based**
   one embedded link

   - Videos or sound files must be uploaded to the
     itinerant space Vimeo account. A login and
     password will be provided.
   - There is no caption text provision in this format.
     Instead, the Project Overview text (see page 20)

can be used to caption the video/sound piece in addition to contextualising it.

- Submissions should be thoroughly checked and reviewed before they are submitted. Contributors should ask their supervisors to review their submissions to obtain feedback before submitting.
- If you do not wish to use our default Creative Commons license (CC BY–NC–ND 4.0), select and attach your own choice of CC license badge with your submission (see pages 22-23 for details)

4 **Sandbox**
a mix of text / image / time-based media, giving contributors control over extent and layout.

- 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 submitted. Contributors should ask their supervisors to

> review their draft Sandbox proposals to obtain feedback before submitting.
> - If you do not wish to use our default Creative Commons license (CC BY–NC–ND 4.0), select and attach your own choice of CC license badge with your submission (see pages 22-23 for details)

Project overview text

The Project Overview text sets the research extract – the submission – 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 within the context of the full extent of each contributor's research practice.

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

- Project Overview text word-count max: 180

Biography

Each contributor provides the journal with their biography. This journal welcomes bios using an informal voice and a personal tone. Try to avoid lists of roles or achievements. Instead, capture your research practice approach, vision, the intent of your research and its urgency.

To view a contributor biography text when inside a contributor article in the journal, 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.

- Biography text word-count max: 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

Our default license:
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Attribution-NonCommercial-NoDerivatives 4.0
International
This license requires that reusers give credit to the creator. It allows reusers to copy and distribute the material in any medium or format in unadapted form and for noncommercial purposes only.

This license is 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.

Use of other CC licenses
If this default license is not suitable for you, please use <u>Creative Commons' License Chooser</u> to select one that is.

Publishing third party material

- When contributors need to publish third party material, we allow them to publish it with all rights attributed to the third parties:
© author name, 20XX, all rights reserved

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.

NOTE: 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

Contributors external to RCA

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

It is a condition of publication that every Final Submission – from contributors external to the RCA – carries a License Badge selected by its author.

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.

- itinerant.space@rca.ac.uk

We will endeavor to get back to you as soon as commitments to our own PhD research allows.

ITINERANT SPACE

itinerant space is a PGR-founded and PGR-run experimental scholarly platform. It exists to support PGRs at RCA wishing to communicate their research.

Each issue, *itinerant space* brings together a wide variety of forms of artistic and design research practiced by PGRs at RCA, to speculate on the relationships between them.