



## **Scottish Journal of Performance**

### **Instructions for Authors** (*Version 1.2 – May 2015*)

#### **Aims and Scope**

The Scottish Journal of Performance is a refereed journal which aims to promote and stimulate discussion, development and dissemination of original research, focusing both on:

- performance in Scotland (contemporary and historical) and/ or
- wider aspects of performance presented by scholars and reflective practitioners based in Scotland.

The desire to contribute to and improve the quality of research on and through performance is paramount. The Open Access policy adopted by the journal ensures that the outcomes of research can be easily accessed and shared, attracting an international readership of students, teachers, researchers and practitioners.

The journal invites contributions from a diverse community of researchers, providing opportunities for both established and early career scholars to submit work. Content centred on performance in Scotland and wider issues of performance discussed by scholars based in Scotland encourages the adoption of a wide range of methodological approaches.

Performance in this context encompasses a wide range of arts and entertainment and takes as central themes dance, drama, film, music and television. The Scottish Journal of Performance takes as a key focus the creation and execution of performance in various contexts. Submissions may consider the role and value of performance, performance education, teaching and learning in performance, theory and practice, performance psychology, community performance, performance in society (class, economics, ethnicity, gender, religion), youth performance, performance aesthetics, research methods and methodologies. This list is not intended to be exhaustive.

## **Structure and Content**

The main body of the journal comprises papers and practical presentations of postgraduate, early career and established scholarly work. The Scottish Journal of Performance offers a supportive environment where the aspiring academic can gain experience of the peer-reviewed journal process and showcase their work.

*Responses and Reviews* is a section dedicated to critical responses to submissions published in the journal, opinions on topical issues on performance, questions and letters to the editors and reviews of books, recent performances etc.

## **Submissions, Procedures and Formats**

Submissions focusing on the theme of performance can be made in the following formats:

- Scholarly articles (3000-5000 words, including footnotes and references)
- Practitioner reports (1000-3000 words)
- Photographic essays (2000-3000 words, 10-15 images)
- Media (film footage, audio recordings) with commentary (2000-3000 words)
- Reflective journals (2000-3000 words)
- Musical score with accompanying commentary (1000-2000 words)
- Reviews (750-1000 words)

The Scottish Journal of Performance adopts the Harvard referencing style. Guidelines for the journal's article style and reference style are available here: [http://www.scottishjournalofperformance.org/SJoP\\_style\\_guide.pdf](http://www.scottishjournalofperformance.org/SJoP_style_guide.pdf). Any consistent punctuation style and spelling may be used.

All written work should be submitted in .doc or .docx format. All scholarly articles should be prefaced by the title and a circa 200 word abstract.

A cover email should provide the title of the submission, name(s) of the author(s) as they wish it to be printed, institutional affiliation (if any), email address for correspondence, a brief biography (50 words) for all contributors, and — if relevant and not contained in the body of the text — a statement concerning the ethics of the research protocols. The cover email must also include the Author Agreement, as stated below.

All media, including images, figures and scores, should not be embedded within the text, but attached as separate high-resolution files (300 dpi or higher) and in .jpeg format (if appropriate), with the file name matching the title of the submission. Clear notation should be provided within the body of the written submission to indicate the placement of the media (e.g. INSERT IMAGE 1 HERE), with accompanying details: e.g. figure / image number, title of image, who the image is courtesy of. Authors must ensure that they have the right to publish media. This applies to direct reproduction as well as "derivative reproduction" (where you have created a new figure or table which derives substantially from a copyrighted source).

Submissions can be made by e-mail only, to [submissions@scottishjournalofperformance.org](mailto:submissions@scottishjournalofperformance.org). Authors will be sent e-mail confirmation when their submission has been received.

If you have any questions about formatting or referencing your submission, please contact the editors: [editors@scottishjournalofperformance.org](mailto:editors@scottishjournalofperformance.org).

### **Author Agreement**

The following text must be included in your cover e-mail when submitting a manuscript:

By submitting to the Scottish Journal of Performance, I assert that this submission is original work, with all authors being appropriately credited, and all references appropriately cited. I affirm that all persons qualified for authorship are listed as authors and only those qualified to be authors are listed. I affirm that this work has not been published elsewhere, nor is it currently submitted elsewhere. I affirm that I have the right to publish all images and figures contained within the submission. I understand that SJoP publications are licensed under a Creative Commons Attribution 4.0 Unported License.

### **Review Process and Timeline**

All submissions undergo a rigorous peer review.

Student submissions are anonymously peer-reviewed by a member of the editorial team, a second student peer-reviewer and anonymously refereed by an international scholar.

Non-student submissions are anonymously peer-reviewed by two referees from a panel of international researchers, including scholars from the Royal Conservatoire of Scotland, University of St Andrews, University of Edinburgh and University of Glasgow, and by a student member of the editorial board.

Authors will be contacted as soon as an editorial decision has been reached.

Proofs will be returned to authors before publication. Any minor corrections that the author wishes to make must be reported within seven days. Major alterations cannot be proposed by the author at the proof stage.

### **Ownership and Intellectual Property Requirements**

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## **Policy on Handling Concerns or Allegations about Misconduct**

The Scottish Journal of Performance reviewers have a duty to report suspected duplicate publication, fraud or plagiarism to the Co-editors.

The Scottish Journal of Performance does not allow duplicate or redundant publication (also known as text-recycling). Material submitted to the journal must be original and not published or submitted for publication elsewhere. This rule applies to material submitted elsewhere while the journal contribution is under consideration.

The Scottish Journal of Performance is prepared to consider submissions containing material that has previously formed part of a PhD or other academic thesis which has been published according to the requirements of the institution validating the qualification. Publication of abstracts, and material that forms or previously formed part of an online academic collaboration such as a blog or personal website will also be considered.

If an author of a submission is re-using data published elsewhere, or those data are copyrighted, the author must provide documentation that the previous publisher or copyright holder has given permission for the data to be re-published.

Authors can seek further advice and clarification from their review editor.

## **Misconduct Procedures**

If a case of misconduct or plagiarism comes to light after a paper is published in the Scottish Journal of Performance, the journal will conduct an initial investigation. If plagiarism has occurred, the journal will contact the author's institute and funding agencies as applicable. If misconduct has occurred, the journal will run a statement, bidirectionally linked online to and from the original paper, to note the plagiarism and to provide a reference to the plagiarised material. The paper containing the plagiarism will also be marked on each page of the PDF. Depending on the extent of the plagiarism, the paper may also be formally retracted.

If a published paper is found to have major flaws or errors, the Co-editors will take responsibility for promptly correcting the written record in the journal. Content of the correction may address whether the errors originated with the author or the journal.

The editors may also then contact the author with a letter of explanation (for minor misunderstandings) or reprimand (warning of the consequences of future such instances, where the misunderstanding appears to be of a major nature).

If an author appeals a decision, the Editorial Advisory Board will be requested to convene a meeting to arbitrate. The decision of the Editorial Advisory Board will be final.

### **Complaints Procedure:**

This procedure applies to complaints about the publishing policies, procedures and actions of SJoP editorial team members.

SJoP defines a complaint as:

- anything defined as a complaint by the complainant.
- anything we believe goes beyond an expression of disagreement with a decision and identifies a perceived failure of process or severe misjudgment.

The complaint must relate to content or a procedure that was the responsibility of SJoP.

Complaints may be made by email or letter. Informing us in writing by email is advised as it provides the most reliable audit trail. The complaint should be directed initially to the person the complainant is already in contact with over the relevant matter. If that is not appropriate please email the Co-editor(s) or journal manager named on the 'About' page of the SJoP website.

Whenever possible, complaints will be dealt with by the person to whom they are made. Where that is not possible or appropriate the complaint will be referred to the most appropriate person.

All complaints will be acknowledged within three working days of receipt if made by email or post. If possible a definitive response will be made within two weeks. If the complainant is unhappy with the initial response, they can ask for the complaint to be escalated to the publisher.

## **Editorial Team**

Co-editor: Ben Fletcher-Watson (Royal Conservatoire of Scotland)  
(editors@scottishjournalofperformance.org)

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## **Editorial Advisory Board**

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