

## *Journal of Fair Trade*

Action ≈ Learning ≈ Theory ≈ Justice

### Guidelines for Contributors

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To write for the *Journal of Fair Trade* you do not have to be well known, but you must know a lot about the subject you're writing about. You need to prove to your readers that your article is backed by facts and primary sources with references/adequate graphs/drawings, etc. Your contribution must be original and not published elsewhere. You will be answerable if somebody challenges your work for plagiarism.

We particularly look to engage with contributors who can explain the thought process, learnings and actions of their subject matter in detail, so that the reader understands how to apply the innovation in a real situation. Articles should aim to describe realities and experiences that are replicable and scalable, as these are likely to be widely read, debated and taken forward by others.

#### **Article types**

##### *Fair Trade Futures*

Editorial/conceptual/polemic/debate pieces of no more than 2,000 words in length. Written by one or more members of the *Journal of Fair Trade* Advisory/Editorial Boards only, with the exception of commissioned guest editorials.

##### *Full length articles*

Full research pieces of minimum 3,000 and maximum 5,000 words in length. Longer articles may be agreed at the point at which they are commissioned or prior to submission. Shorter articles will also be considered, particularly for publication on the Members' Forum of the Fair Trade Initiative website.

##### *Collective article sets*

A themed set of articles of minimum 3,000 and maximum 5,000 words in length (preferred length 3,000 words, maximum total set length 15,000 words) on a common topic or theme (e.g. 'Chocolate challenges'), to be edited and published as a set.

##### *Review essays*

Descriptions and critiques of recently published books, maximum 2,000 words in length. Review essays should act as a springboard for thoughtful discussion and exploration of topics. Where not published in the Journal, review essays may be published on the Publications pages of the Fair Trade Initiative website.

## **Word count**

Note that all stated word counts are inclusive of abstract, references and any notes.

## **Language**

The working language for the *Journal of Fair Trade* is English. Where possible, contributors should provide an English translation of their article. Some support may be available for translation. Please apply for support prior to submission.

## **Style**

Articles must be rigorous, relevant and balanced. The Journal is aimed at a wide readership, so academic or specialist terminology must be explained or kept to a minimum. Local names and contextual information may be included, but we recommend an explanation within the text to make reading easier, or a short and educational glossary at the bottom of the article. Acronyms should be spelled out in full when used for the first time. Short notes and footnotes are welcomed as endnotes (numbered consecutively). Bibliographical and other references and citations must be presented accurately and in full. Please refer where possible to primary rather than to secondary sources, and give all direct quotations in single quotation marks.

## **Format**

Contributions should be word-processed in a standard, legible font using 1.5 spacing and an A4 format. Note that the manuscript file should be saved in the native format of the word processor used (Microsoft Word files are preferred). If a submission includes illustrations, photography or other images, these should be submitted as separate, high-resolution image files. The contributor is responsible for securing formal permission for their reproduction.

## **Title/Abstract/Keywords**

The article title and an abstract of 150 words should accompany the submission. Keywords (up to 10) may be suggested.

## **Biographical Information**

Separately or at the end of the article please supply a short biographical note (maximum 50 words) including: name, current job or affiliation, e-mail address and telephone number. Please include details of any recent publications or publications relating to the article, together with current interests or website links.

## **Photographs/Artwork**

All photographs/artwork should be sequentially numbered as Figure 1, Figure 2, etc. and should be referenced as such when they are referred to within the text. Please supply a caption for each figure. All photographs/artwork should be supplied as individual source files rather than (or as well as) being embedded within the manuscript. Images should be supplied in one of the following file formats and at a minimum resolution of 300 dpi (for photographs) or 500 dpi (for line drawings): JPG, TIFF, EPS, PDF.

## **Tables**

All tables should be sequentially numbered as Table 1, Table 2, etc. and should be referenced as such when they are referred to within the text. Please supply a caption for each table. Tables should be supplied in editable text format rather than as image files.

## **Peer Review**

All articles will be subject to single-blind peer review (the identities of the reviewers are concealed from the contributors). The *Journal of Fair Trade* invites content from both academics and practitioners, so reviewers will be asked to factor in who is writing the piece. You may be asked to undertake multiple rounds of revisions. Your article may be subject to rewriting and title changes may be proposed on the advice of the Editorial Board to suit your article and to make it attractive to readers.

## **Proofs**

The Editors reserve the right to copyedit all articles. A PDF proof of the typeset article will be issued for approval after acceptance. The purpose of this proof is to enable you to check the typesetting, editing, completeness and correctness of the article. Significant changes to the accepted article will be considered only at the Editor's discretion. Please ensure that all corrections are returned at once after a careful check of the proof, as further corrections may not be possible.

## **Copyright**

The Journal will be published online and in print. Authors will be asked to transfer copyright of their article for the full period of copyright at the point of publication, but authors will always hold the underpinning ideas and intellectual property associated with the article.

## **Submissions**

The Journal welcomes all submissions and enquiries. Please email the Editor-in-Chief and/or the Journal Manager as follows:

Editor-in-Chief:      paulinetiffen@joft.org.uk  
Journal Manager:      sallyjennings@joft.org.uk