

CONSCIOUS CONTROL

A JOURNAL OF THE F. M. ALEXANDER TECHNIQUE

HOW TO SUBMIT

CALL FOR MANUSCRIPTS

Conscious Control invites teachers, pupils and anyone who wishes to further the study of the F. M. Alexander Technique to submit articles (essays, interviews, letters, and other texts) on the Technique. The aim of the journal is to publish substantial and well-written articles on the Technique. The journal will also publish shorter, succinct papers.

It will publish new as well as previously published articles (mainly articles which are out of print). *CC* is not appropriate for newsreports, matters pertaining only to an individual teaching society, political debates of temporary nature and original research papers. (However, research can be presented in articles written for the lay reader, for example by taking a broader view, summarising findings before the new research, presenting the new research and then discussing the consequences of the new research. Examples of this style can be found in *American Scientist*.) Excerpts from books yet to be published will also be considered: please make an excerpt of a section that stands well by itself.

HOW TO SUBMIT

Manuscripts should be unpublished or out of print. In this context manuscripts which have only been available on the internet or have been presented as conference papers are considered as unpublished.

The submission of a manuscript will be taken to imply that it is unpublished and is not being considered for publication elsewhere *unless full details are clearly stated with the submission*.

Submissions can be made by mail or e-mail. Please include with each submission a covering page containing full names of the author(s), the title, a summary or abstract, a list of illustrations, a wordcount, a short biographical note (max. 100 words), contact telephone numbers and, where possible, e-mail address of the person who will deal with correspondence. Please also state any correspondence e-mail ad-

dress you want published at the end of the article. By submitting, you agree that you have read, understood and accepted the conditions for submissions.

Manuscripts submitted by e-mail must be sent as an attachment (not in the body of the e-mail) either as RFT (Rich Text Format) or DOC (Word document) with the appropriate suffix: .rtf or .doc.

The word count minimum for articles is 1,000 words. The limit for a single article submissions is 26,000 words. There is no minimum for reviews or letters to editor.

E-mail: jmofischer@mouritz.co.uk

Post: Mouritz, 66 Wricklemarsh Road, London SE3 8DS.

TABLES AND FIGURES

Illustrations should be relevant to the article. Diagrams and figures should be supported by permissions from copyright or intellectual property holders where appropriate. Figures should be numbered in order of appearance. Clearly descriptive or identifying captions should be provided for each figure, followed (at the end of the caption) by appropriate references for any reproduced material. Please take care to indicate clearly in the text where diagrams and tables are to appear. Illustrations and figures are preferred in the form of high resolution computer-generated graphics, clearly printed black and white line drawings, or photographs. Save each figure as a separate file, in either TIFF (Tagged Image File Format), JPEG, or EPS (Encapsulated PostScript) format. Electronic images of line drawings should have a resolution of 1200 dots per inch (dpi) and all other types of artwork must have a minimum resolution of 300 dpi. Mark a CD clearly with your name. If submitting by e-mail then TIFF files can be saved with LZW compression to reduce file size (Photoshop). ZIP compressions for Macintosh are also accepted. The max. size possible for an illustration in the journal is 144 x 190 mm. All illustrations should be large

enough to withstand 50% reduction and still be easily readable. Photocopies or previously printed material cannot be used. Note that all tables and illustrations are reproduced in black and white.

ABSTRACT

Abstracts (i.e. a summaries) are used for the journal's website to inform readers of the contents of a journal. Summaries will also be used by the editor to write brief introductory summaries. Summaries should be written in complete sentences, not exceeding 150 words, in a form comprehensive to any teacher of the Alexander Technique and suitable for publication separate from the complete article. Abbreviations should be avoided as far as possible in the Abstract. Abstracts are not necessary for reviews or letters.

ACCEPTANCE

The journal's editors reserve the right to accept or reject any of the articles received. The decision will fall into the following categories: accepted as is (excluding house-style changes), accepted with corrections (grammatical changes and other small changes made by the editor), accepted with revision (changes, made for clarity and space considerations), provisionally accepted (subject to requested changes made by the author) or rejected.

FORMAT

Accepted manuscripts will be edited by the editor for grammar, language, and house style, including conciseness, readability, directness, etc. The editor will correspond with the author if other than grammatical changes are suggested. Once those changes have been agreed upon, PDF proofs will be e-mailed (or mailed, if requested) to the corresponding author. To avoid delay in publication, only necessary changes should be made, and corrections should be returned within five business days. Author response to proofs is limited only to typographical and minor technical errors.

Author's awareness of the house style is a help, but not a necessity. Please see the "Elements of the house style" at the end of this paper for the main points.

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Letters and reviews may be published by author on the internet after publication in *CC*.

SUBMISSION DATES

CC is published twice a year, in April and November. Articles to be considered for the April issue should be received no later than 5th January. Articles to be considered for the November issue should be received no later than 5th August. Articles received after the "deadline" for one issue will be considered as submitted for the following issue. The first issue of *CC* will be published in April 2007.

REMUNERATION FOR PUBLISHED MATERIAL

All entries accepted, except letters, qualify the author for 10 courtesy copies. (Where there is more than one author, the copies are divided between the authors.) Authors of articles longer than 3,000 words, will also receive one years' subscription to the journal. If the author is already subscribing, the subscription will be extended one year. Only one subscription is given, so in the case of multiple authors, please indicate who is to receive the subscription.

In addition the following payments are offered for an original article. This is only offered to previously unpublished articles. Payment is *per* article, not per author, and will only be made to one person, so in the case of multiple authors, please indicate who is to receive the payment. Articles longer than 8,000 words: £75; longer than 12,000 words: £125; longer than 16,000 words: £150.

The calculation will be done by the editor who will include footnotes and captions, but not references and bibliography lists.

In addition by submitting the author(s) accepts and warrants the following conditions.

1. You hereby assert your moral rights to be identified as the author of the Article according to the UK Copyright Designs & Patents Act 1988. 2. You warrant that you have secured the necessary written permission from the appropriate copyright owner or authorities for the reproduction in the manuscript of any text, illustration, or other material. 3. You warrant that, apart from any such third party copyright material included in the manuscript, the manuscript is your original work, and cannot be construed as plagiarising any other published work, and has not been published elsewhere. 4. You warrant that the manuscript contains no statement that is abusive, defamatory, libellous, obscene, fraudulent, nor in any way infringes the rights of others, nor is in any other way unlawful or in violation of applicable laws. 5. If the manuscript was prepared jointly with other authors, you warrant that you have been authorised by all co-authors to submit the manuscript on their behalf, and to agree on their behalf the order of names in the publication of the manuscript.

The rest of these guidelines provide recommended suggestions for preparing a manuscript for submission as well as notes on the housestyle.

NOTES ON WRITING

Some notes for writing substantial articles:

- An article should be organized around a clearly defined theme or subject.
- Make your title and abstract meaningful as they include important keywords.
- Make a detailed outline which sets out the sequence of the exploration or argumentation. Rewrite the outline.
- An article should function as a whole. It should have thematic unity and an integrated structure.
- Write with your readers in mind. Be clear and explicit so that they can follow your argument. Be concise and yet complete.
- All technical terms that may not be clear to the reader should be clearly explained.
- Revise, rewrite and proofread.
- Authors who speak English as a second language are encouraged to seek the assistance of a colleague experienced in writing in English.
- If you use a computer, save your files often and make multiple backup copies.
- Take your time. It can be useful to put a draft

aside for some weeks in order to look at it again with a fresh mind, and to repeat this process.

Authors are encouraged to use nonsexist language. For the use of gender-neutral language please see <http://www.oup.com/us/samplechapters/0841234620/?view=usa>

This author guide at The Registry of Interpreters for the Deaf contains useful general information on writing in general:

<http://www.rid.org/AuthorGuide03.pdf>

What is good writing on the Technique? Examples of authors on well-written articles on the Technique are Wilfred Barlow (see for example his *More Talk of Alexander*), Frank P. Jones (see for example his *Collected Papers*), and Walter Carrington (see for example his booklets published in the 1960s and 1970s). All of these are in print.

ELEMENTS OF THE HOUSE STYLE

Do not use spaces or tabs to indent paragraphs, center text, or justify text. All text should be left-aligned, unjustified so the right margins remain uneven. Do not use word underline or uppercase: use italics instead for emphasis or titles.

Headings and subheadings shall be used to divide a longer manuscript into sections. Each heading should be as concise as possible and should inform the reader of the nature of the information to be presented in the sections or paragraphs that follow. The following three sections, where applicable, should appear at the end (in the following order):

Appendices: Essentially a footnote too long for the article, i.e. supplementary or background information that is crucial to the understanding of the paper but would otherwise disturb the continuity of the text.

Acknowledgments: Special help from individuals and/or organisations may be recognized in the acknowledgments section.

References: References consulted in preparing a paper shall be cited in a reference list at the end of the paper.

All specialised knowledge: Anything that cannot be considered “common knowledge” in the field in which you are writing should be documented. Sources of data referred to must be cited.

Headings and subheadings should not end with a full stop. The manuscript should be formatted in double spacing and the lines should not be numbered.

English spelling is used throughout. A house-style will be applied to your submission to ensure uniformity. It is not possible to list them all here, but you may want to note the following:

Dates should be written as follows: 5th August 1966. Numbers from one to twelve should be written out in full: figures should be used for numbers above twelve.

Quotations of approximately less than fifty words should be incorporated into the body of your text. Please place closing punctuation marks inside the quoted material, e.g.,

As Dewey puts it, presupposes a “revolution in thought and action.”

Quotations of longer than fifty words should be set as block indented quotations separated by one line space above and below the block quotation.

Please spell out acronyms the first time they are used and provide the acronym in parentheses directly after. For subsequent references use the acronym only, e.g.,

The Society of Teachers of the Alexander Technique (STAT)

thereafter, use STAT only.

References should be cited in the text by Arabic numerals in brackets and listed at the end of the paper in consecutive order. Use full titles of journals and papers, not abbreviations.

1. *Book, single author*

Westfeldt, Lulie, *F. Matthias Alexander - The man and his work*, Allan and Unwin, 1964, London.

If the author is an institution or government list accordingly – STAT, Competencies for Teaching the Alexander Technique Draft IVA: STAT, 2003, London.

2. *Book or article, more than one author*

Only the name of the first author is reversed

Carrington, Walter, and Seán Carey, *Explaining the Alexander Technique*: Mouritz, 2004, London.

3. *Translated works*

Add translator and original title in the reference.

4. *Reprints of older works*

Where known, list the original publication date in brackets as well as the date of the reprint.

Alexander, F. Matthias, *The Use of the Self*: Gollancz, 1985 (1932), London.

5. *City and place of publication*

If a book was published in some little known city or town - Upper Beeding, West Sussex, or Weed, California, for example - then note the place (e.g. county, state), as well as the town or city, of publication. Also specify place in cases where a town may be mistaken for another – Cambridge, Massachusetts, or Cambridge, England, for example.

6. *Chapter or article in book*

Curtis, Fr Geoffrey “The Alexander principle and some spiriritual disciplines” in Wilfred Barlow, ed. *More Talk of Alexander*: Gollancz, 1978, London, pp. 154-164.

Notice that an article in a book or journal has quotation marks. Also, note that the name of an editor, when not in the author position, is not inverted.

7. *Personal communication*

Any personal communication used by the author (personal interviews, letters, emails, , telephone conversations etc.) must have the interviewee’s knowledge/permission. Reference is necessary for such information.

Jones, Frank Pierce, personal communication: lesson, May 17, 1972.

8. *Journals*

Provide both volume and issue number in the reference.

