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Author Guidelines

These guidelines are intended to help you better understand *RUBIX*'s audience, publishing processes, and submission requirements. We welcome your thoughts about how your contribution could help us reach new audiences, open up our processes to new and emergent forms of publishing, and make our submission requirements more efficient and equitable. Please contact the Editor-in-Chief, Dr. Loyal Shuman, with any queries or ideas.

Types of Submissions

RUBIX accepts a diverse range of creative research: from academic papers, poetry, experiments with text and image, and sound works, to photography, photo essays, visual art, and video. All submissions, regardless of form, are taken through a peer-review process. Please see the submission guidelines below for more details on formatting and file requirements.

Composing Your Contribution

The readership for this publication includes students, academics, and practitioners from diverse creative fields and research areas. For all text that is part of a contribution, assume that readers are knowledgeable in the field and its discourse and terminology, but also aim to account for readers that are not well-versed in the language of your field. Though it is always a good idea to avoid jargon, you can and should engage with the terms and ideas in circulation in the field while making efforts, wherever possible, to offer brief elaborations of terminology for readers who may be new to your arena of inquiry.

All contributions to *RUBIX* must be original works not previously published elsewhere.

Title

Titles should be concise yet descriptive of the content within. Avoid hypothetical or rhetorical questions, as well as literary language. When titling your work, consider how you would like the article to appear in online search results.

Use of AI

Authors may use artificial intelligence (AI) tools to support their work, but all artificially generated or derived text and media must be explicitly labeled, along with the model used (for example, "ChatGPT 3.5").



Submission of Materials

All materials must be submitted through the *RUBIX* Google Form. Text, images, sound, video, and other media types must all be submitted separately. Specific details are below.

Abstracts and Keywords

All contributions must include an abstract and keywords.

Abstract

The submission abstract should be concise, between 5–7 sentences, around 250 words and no more than 300 words. It should provide a clear overview of the content of the submission. Please consider that the first few lines of the abstract will appear as snippets in Google search results.

Keywords

Please suggest 5–10 keywords that can be used for describing the content of the submission and metadata tagging, as this will ensure your work is searchable and discoverable online. Keywords are equivalent to terms in an index in a printed work. Keywords should meet the following criteria:

- Keywords should be one word whenever possible, though two- and three-word specialist terms are acceptable when necessary.
- Keywords should not be too generalized.
- Each keyword should appear in the accompanying abstract.
- Keywords may be drawn from the submission title as long as they appear in the text of the related abstract.



File Submissions

Naming Conventions

All files must follow RUBIX's naming conventions with the title of the work, the type of submission, and order of presentation. For example, an article submission with additional media files would be named:

- Title – Article
- Title – Image 1
- Title – Image 2
- Table 1
- Title – Video 1

Image-, sound-, or video-based contributions use similar file naming conventions:

- Title – Image 1
- Title – Image 2
- Title – Image 3
- Title – Video 1
- Title – Creative Text 1
- Title – Artist Statement

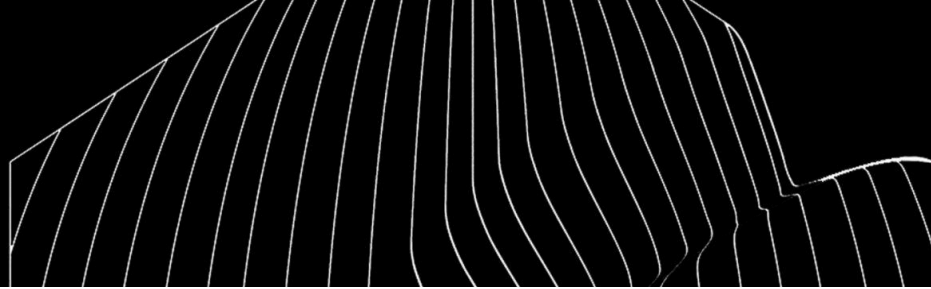
Uploading Files

From the drop-down menu in the Google Form, for each file specify if it is your primary media type for the “body” of your contribution (text [article or creative work], image, sound, or video).

For videos and sound based works, you will need to upload the work on your own to a platform such as YouTube or Vimeo and provide the link to the work in the form. Ensure the work is either unlisted on YouTube or set to private for platforms such as Vimeo and provide the password if required in the Google Form as well.

File Requirements

- Provide each image, sound work, or video as an individual file or link, not multiples merged together.
- Do not embed files (except for tables or charts, which may be embedded) in a Word document.



- Hyperlinks to external websites are welcome for works that reference other works or platforms.
- Acceptable file formats are:
 - Text: Word files in .doc or .docx.
 - Images: .png or .jpeg/jpg
 - Tables or charts can be .doc, .docx, .xls, or .xlsx.
- Files should not be larger than:
 - Text: 5mb
 - Images: 5mb

Paper Submissions

Papers should be between 4,000-6,000 words excluding citations. Final submissions must be double-spaced, letter-sized (8.5" x 11"), typed in Times New Roman 12 point, with no manual page or section breaks. Also, please turn off the automatic hyphenation function. If you wish to include images with your paper, do not embed them in the document; send them as separate files according to the submission guidelines below. Do indicate the preferred placement of the images in your manuscript using highlighted passages and image numbers that correspond to the name of the image file (e.g., Fig. 1, Fig. 2).

Captions

All non-text media files require captions, which are submitted in a single Word document and uploaded through the Google Form. Basic caption information includes: 1) media type and order number; 2) a brief explanatory sentence; and 3) credit information. For example, an image caption in an article would read:

Fig. 1: Performance still of Annie and Gordon sitting on either side of the residential school reliquary that Gordon carries on his back and later sets aflame. Photo: Samanta Katz.

Captions are also important for accessibility. When writing your captions, consider what kinds of information a reader might need if they use a screen reader. Consult this [Guide to Image Descriptions](#), and if you have questions or need additional guidance, contact the Managing Editor at rubix.journal@torontomu.ca.



To support accessibility for video submissions, we encourage closed captioning wherever possible. You may also provide any descriptive text and/or audio you wish to introduce or accompany the submission in the Google Form to support multiple and accessible forms of engagement with your submission.

Permissions

If materials you are using require permissions, we strongly urge you to request permissions as soon as you know which images, sound, text, or video you will include in your contribution. Securing permissions can take many months, and if a copyright holder refuses to grant all the rights requested by the Contributor, then we will not be able to include the material in your publication. Crediting the source of copyrighted material is not an acceptable substitute for securing written permission to reprint previously published materials.

Note that using portions of previously published or exhibited material may also require permissions to reprint.

When using copyrighted images, sound, video, or text, it is the author's responsibility to:

- Secure nonexclusive worldwide rights to reproduce the material in electronic form.
- Pay any permission fees.
- Complete the *RUBIX* Permissions Form for each image, sound, video, or text used that requires permission.

Contributor Information

To ensure anonymized review, contributors must ensure that their work omits all identifying headers, footers, watermarks, and referential content (e.g., "in my course, THF 200..."). Contributors should also remove identifying information in the submitted file properties.

In the Google Form, contributors are also invited to provide the information below to help promote their work:

- Name (as you would like it to appear)
- Two-sentence biography (50 words max; can include a hyperlink to a personal or professional website)
- Email address
- Social media handles (LinkedIn, X, Instagram, Facebook)
- ORCID ID (for academic articles; will not appear online with your work)



After You've Submitted Your Contribution: Next Steps

The Editor-in-Chief will provide a desk review and may require revisions—this is to help ensure that contributions are not rejected by peer reviewers. Two peer reviewers will be selected and arranged by the Editor-in-Chief and Associate Editors to maintain anonymity of both the reviewers and the contributor. Each peer reviewer is provided a form with questions/prompts to frame their reading of your contribution and then assess the piece along the following determinations:

- Accept as is
- Accept with minor revisions
- Revisions and additional review
- Reject

Copyediting

For text submissions (including abstracts, captions, and all other text), the Associate Editors will send your contribution for copy editing. The copy editor will edit for style, consistency, spelling, punctuation, and grammar, but will not fact check the contents of your contribution or the citations to referenced works. If you have special concerns about diacritics, technical symbols, or any other area you would like the copyeditor to be aware of, please include in comments within the document.

You will receive your edited manuscript for review with the Track Changes feature enabled. You will be asked to review and respond in full to all queries; be sure to keep Track Changes on so that your edits remain visible. This is your last opportunity to make changes to your manuscript before publication. Once the contribution has been published you will have an opportunity to update as needed.

Post-publication Corrections

Though every contribution to *RUBIX* is reviewed and edited, errata can, on occasion, show up in the published product. Because we are publishing digitally, we can quickly make corrections. These corrections are considered silent updates. The change will be made at the next available monthly site update with no change to the contribution's online publication date or any other bibliographic data.

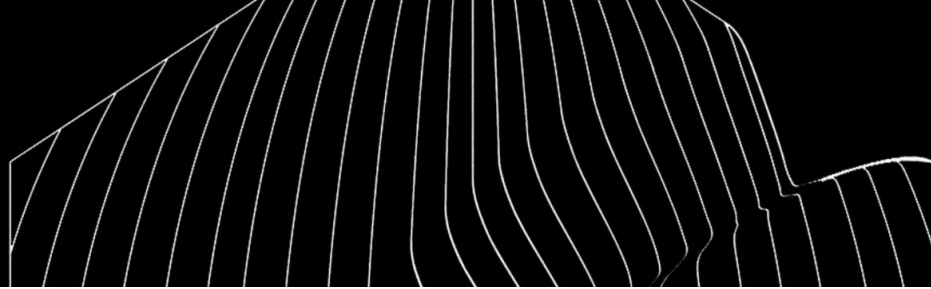


Submission Checklist

Before submitting your files, please be sure that:

- You are submitting the final version of your contribution.
 - Text files are in Word (.doc or .docx)
 - Image files are [.png]
 - Tables and charts, if separate from the body of the contribution, are in .doc, .docx, .xls, or .xlsx.
- Complete and accurate captions provided through the Google Form
- For text-based works, style and formatting throughout the document follow the guidelines above.
- You have provided an abstract and keywords and, if appropriate, a list of abbreviations.
- In text submissions, headings and subheadings are concise and consistently formatted.
- For text works, all special characters, accents, and symbols are as they should appear in the final publication.
- For articles, all notes and references are complete and consistently formatted according to MLA style guidelines. Your reference list should contain an exact reference for each citation in the text.
- All written permissions to reproduce any images, tables, sound, video, and text have been paid for and filed with the Associate Editors.
- For text-based works, the locations of all images, sound, video, tables, or charts are clearly noted in the text file with complete captions.
- Check that submissions adhere to the file formats identified above under Submission of Materials.
- All submissions have been fully anonymized including the removal of document metadata to support peer review.

If any of these components are missing, your submission will be returned to you, resulting in a delay in publication.



Additional Guidelines for Academic Articles: Style and Format

Spelling, Punctuation, and Hyphenation

The Journal uses Oxford English spellings (-ize / -ization / -izing). Please refer to the *New Oxford Spelling Dictionary* (available at www.oxforddictionaries.com; select “UK and World English”). Please note that for some words ‘ise’ is obligatory: (1) when it forms part of a larger word element such as *-cise*, *-mise*, *-prise*, or *-vise*; and (2) when it corresponds to nouns with -s - in the stem, such as *advertise* and *televise*. A list of words in which the ‘ise’ ending must be used can be found in *New Hart’s Rules*.

The Journal also uses the [serial \(Oxford\) comma](#). Other punctuation used in running text will follow MLA style guidelines. Adjectival hyphens will be added as necessary. If you have a strong preference for any alternate spellings or hyphenation of specific terms, please state in a comment bubble in your document.

Capitalization

In order to maintain consistency across *RUBIX*, changes regarding capitalization may be made by the copyeditor. Please check for consistency in your own article before you submit the final version for review. If you have a strong preference for capitalization of specific terms, please state in a comment bubble in your document.

Italics, Bold, and Underline

Non-English common nouns and phrases can be italic, depending on the context in which they appear. However, a single word should not be both italicized and surrounded by quotation marks. Non-English personal titles and proper nouns should be in italics. Non-English sentences and long phrases should be in italics and surrounded by quotation marks. Any specific preferences you have regarding italics treatment of specific terms or contexts should be noted in a comment bubble in your document.

No text should be bolded except for section headings (see below) or image placeholders. Underlined text should also not appear.



Extracts and Quotes

Extracts or quoted materials of 100 words or less should be run in with text and enclosed within quotation marks. Both quoted extracts and quotes that are run into text should be cited with a source and page number. Quotes should not be used to repeat factual statements that could just as easily be paraphrased.

Abbreviations and Acronyms

All but the most common of these are generally defined on their first use followed by the abbreviation or acronym in parentheses (e.g., Canadian Association of Dance Artists (CADA)). Specify in comment bubbles within your document any abbreviations or acronyms that *should not* be defined on their first use.

Numbers

- In general, spell out numbers zero through one hundred, as well as round numbers that end in *hundred*.
- Do not begin a sentence with a numeral; recast the sentence.
- Use numerals with numbers as numbers (“the number 6”), percentages, physical measurements (“59 square miles”) manipulated numbers, the ages of people, when numbers “cluster thickly,” and when numbers are mixed (“9 and 135,” not “nine and 135”).
- When dealing with percentages in running text, use numerals for the amounts and spell out the word “percent” (e.g., while 75 percent of NGOs...).
- Write out numbers when discussing centuries (e.g., “the ninth century,” not “9th century”) and hyphenate compound modifiers (e.g., early nineteenth-century paintings).

Boxes, Tables, and Images

All boxes, tables, and images must have a callout in the text that refers to that item by number (image 7.2, table 15.3, see box 6-12, etc.). Every such item must also have a placeholder and must be consistently numbered, have a title, and include a caption that begins with the image, table, or box number.

Colour/shading in boxes/tables should not denote meaning and mentions of this should not be included in the text of your article.



Images, Sound, and Video

If you are including images, sound, or video as part of your article, consider the following criteria for inclusion:

- Is describing the media in words inadequate?
- Is the media substantively appropriate to draw attention to the point being made?
- Is the media current and accurate?
- Does the media enhance the information in the text without being redundant?

Headings

Headings and subheadings should be concise, consistently formatted, and clearly identifiable. Think of headings as keywords for an online search.

- Headings must not include cross-references or cues to tables, figures, or notes.
- Two or more consecutive headings without intervening text are called “stacked heads” and are discouraged.
 - Be sure to have at least one sentence before a subheading.
- Having only one heading of any given level is also discouraged.
- Use a maximum of two heading levels.
 - If second-level headings are used, there should be a minimum of two within a given section.

Format headings in the following style:

Heading 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Heading 2

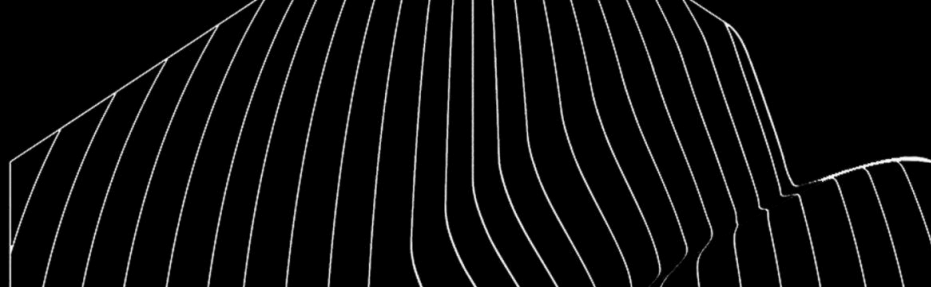
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Heading 2

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Heading 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.



Images

Images include photos, line drawings (including written music examples), artworks, maps, x-rays, brain images, vector graphics, and illustrations. If you are unsure if your material constitutes an image, contact the Managing Editor. For academic articles, images should be used sparingly. Consider the following criteria for inclusion:

- Is the image important enough to justify the space?
- Is describing the image in words inadequate?
- Is the image substantively appropriate to draw attention to the point being made?
- Is the image current, accurate, and easy to understand?
- Does the image enhance the information in the text without being redundant?
- Is the image easily reproducible?

If you do decide to include images, we strongly suggest choosing non-copyrighted materials. For copyrighted materials, please secure permissions using the permissions form.

Indicate the preferred placement of the images in your text using bolded placeholders that correspond to the name of the image file:

[IMAGE 1]

Also indicate if an image is floating or anchored to a specific place in the text by using a comment bubble in the document. Captions are required for all images but are submitted through the Google Form separate from the text file (see [Captions](#)).

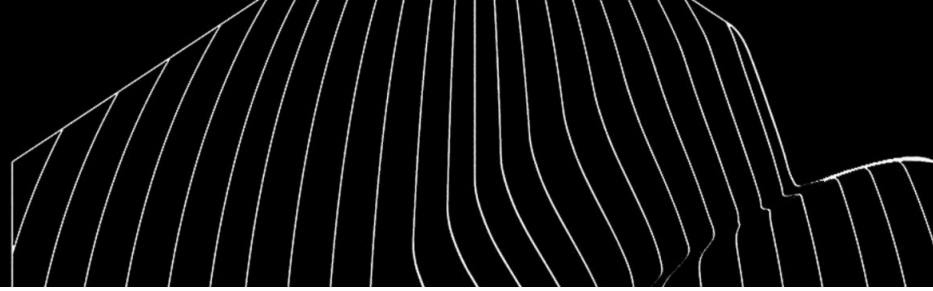
Tables and Charts

As with images, indicate the preferred placement of the table or chart using bolded placeholders, and indicate if the table or chart is floating or anchored to a specific place:

[TABLE 1]

Colour/shading in tables or charts should not denote meaning. Mentions of this should be removed.

Tables and charts may also be submitted separately from the text file (see [Image Requirements](#)).



Notes, References, and Bibliography

RUBIX follows MLA style guidelines. All notes, references, and bibliographic entries must follow this style, and will be checked at copy editing for consistency.

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