

Guidelines for Authors

Authors are requested to review this entire document and familiarise themselves with its contents prior to drafting and submitting their papers.

Deadline for papers is November 1st, 2020.

Material must not have been published elsewhere. Please provide a list of all files supplied.

Manuscript, abstract, illustration texts and references must be separate text files, preferably in MS Word with a minimum of formatting, e.g. submerged numbers in chemical formulas as described below. Maximum length: 7,000 words including captions, endnotes and references. The text should be submitted as single column text and be double-spaced. Margins should be at least 3 cm left and right. Please also ensure all pages are numbered.

Submissions that are not proof-read will be rejected.

Manuscripts

Manuscripts should at least include the following

Title - briefly describes the contents of the paper. Headings in the text should be in Bold.

Abstract - should be a concise summary of max. 200 words of the paper, stating its purpose, methodology, principal findings and conclusions. The abstract must be complete in itself, without references to the text or literature cited in the paper. Note that this abstract is not the same as the proposal abstract.

Keywords – should be 4-8 descriptive keywords.

Materials, when needed.

Discussion – discussion of the data or methods described.

Conclusion – meaningful, but brief, should summarize the principal findings or achievements. This is not the place to introduce new information that has not already appeared in the text.

Acknowledgements – may be included, if applicable. They should be brief and should precede the reference section.

Notes - should be concise. They are included in your overall word count. Endnotes provide pertinent supplementary information. Use as few as possible and list them at the end of your text, after the conclusion.

References - see specifications below.

Author(s) address(es) - Write the author's full name, title, institutional affiliation, city, state/province, country and email. In the case of multiple authors, provide this information for all and indicate "*Author for correspondence" with an asterisk. All communications will take place with the corresponding author, who will be responsible for liaising with the co-authors and for completing the copyright agreement.

Permissions

In order to submit the author(s) must sign a *Permissions Waiver* declaring that all permissions have been obtained. It is the responsibility of the author(s) to obtain permission for any copyrighted material to be reproduced. This includes extracts from published sources of text of more than a few lines, as well as published tables and illustrations. Authors are responsible for obtaining all permissions for images. Permissions must be received before submission of the manuscript –if not so the manuscript will be rejected.

Images and illustrations

Illustrations

Figures and tables – no more than 13, includes all graphs, diagrams and images and must be referred to in the manuscript as: Figure 1, Figure 1.1, Figures 4-6 or (Fig.1), (Fig. 1.1), (Figs. 4–6), etc. The photographers name must be given.

Illustrations including diagrams must be submitted as individual files, not as a part of the text document.

Illustrations must be submitted in .TIFF, .JPEG, .PDF, .EXL or .RAW formats as named separate files, e.g. Illustration 1.

All illustrations must be in CMYK or greyscale color space, never RGB. Note that if RGB scans are supplied, they will be converted to CMYK, which may result in color changes. Advise the editor before submission if color accuracy is crucial.

Resolution must be 300 dpi, width 80 mm as a minimum.

Tables

Tables must be numbered and have a title, e.g. "Table 1. Water activity in tanned leather". Tables produced in Excel should be saved as separate files in .xls or .xlsx format.

Language

The article must include a resume and key words in the same language as the article and a summary in English. Captions for illustrations should be given in both the language of the article and English.

References

Citations

Citations in the text should use the author's/editor's surname and the date of publication (Smith 1994a). Separate multiple dates with commas (Smith 1994a, 1996).

Separate authors with semicolons (Knight 1987; Smith and Jones 1994a, 1996). The order should be chronological. Three or more authors are cited by the first author followed by et al./et al.

Where page numbers are cited in the text, separate them from the reference details with a colon (Smith 1997: 431).

Note style

Notes should be listed endnotes, not footnotes. Note that for typesetting purposes, these are removed from the Word indexing program. If adding or deleting notes in the copy-edited type-script this will have to be done manually including renumbering of the superscript numerals in the text.

The manuscript should be presented with the notes already separate. Textual indicators for notes are italic numerals, numbered consecutively through the paper.

If it has been agreed with the editor that references may be included in the notes, use the following reference punctuation and order of text:

See, for example J. Ashelford, 1997, 'The art of dress', in Textiles in Trust, 2nd edn, K. Marko (ed.), 21–9 (London: Archetype Publications).

Further citations of the same document in the same set of endnotes can be referred to as: Ashelford 1997, cited in note 1 above.

Bibliography

- References cited should be listed alphabetically by author at the end of article/book.
- The bibliography must contain all works cited in the text.
- Where two or more publications by the same author are cited, they should be listed chronologically, beginning with the earliest date. Surnames always precede initials.
- Use initial capitals only for the main volume title, book or periodical.
- Italicise the title of a journal, book or unpublished thesis, but not the title of a paper.
- Place of publication and publisher should be given for all books.
- Where there are more than three authors or editors, use et al. after the third name when citing in the text, but give all names in the bibliography.
- Volume, issue and page numbers must be given for all journal articles.

Examples of preferred styles

Ashelford, J. 1997. 'The art of dress', in <i>Textiles in Trust</i> , K. Marko (ed.) 21–9. London: Archetype Publications.	[chapter in edited book]
Williams, S., Williams, K., Brookes, E. 1986. <i>Housekeeping in the Eighteenth Century</i> , 2nd edn. London: Archetype Publications.	[multi-author book]
Cassell, Potter and Calpin 1869. <i>Cassell's Household Guide</i> . London: Cassell, Potter and Calpin.	[institutional author]
Jones, R. 1987. <i>The Art of Dress</i> , PhD dissertation, Department of History, University of Manchester.	[dissertation]
Masini, L-V. 1984. <i>Art Nouveau</i> , L. Fairbairn (tr.). London: Thames & Hudson.	[translated book]
Smith, J. 1960–89. <i>Collected Works</i> , 14 vols. London: Archetype Publications.	[multi-vol. work]
Smith, J. 1960. <i>Collected Works</i> (14 vols), vol. 1. London: Archetype Publications.	[single vol. of multi-vol. work]
<i>The Times</i> 16 August 1997. Letter to the editor, 18.	[newspaper article]
E. Topsell, c.1614. 'The Fowels of Heauerf. Huntington Library, Ellesmere MS 1142.	[unpublished manuscript]
Williams, S. and Brookes, E. 1986. 'The art of dress'. Paper presented at the Stockport History Society conference on Textiles in the Nineteenth Century Stockport, 14 April 1967.	[paper presented at a conference]
Williams, S. and Williams, K. 1984. 'The English housekeeper', <i>History Journal</i> 14(3): 14–23.	[journal article]

Unpublished interviews

Unpublished interviews must be cited as follows:

[Last Name, First Name]. Interview by [First Name Last Name]. Interview Type. Location, Date Interviewed

Web

[Last name, First Name]. "Article Title." Website Title". Website Publisher, Date Month Year Published. Web. Date Month Year Accessed.

Archival material

When providing a citation for archival material there are several elements which must be present in the citation:

- Item Description
- Collection Information
- Repository Information

These elements can vary widely from collection to collection and from repository to repository. For additional information about citing archival materials please see the latest addition of either the Chicago Manual of Style:

Identification of item, date, if known; Collection name; Record Group or Manuscript Collection #; box number; folder number; xxx Archives, xxx Libraries.

Example:

Booth Tarkington to George Ade, 8 May 1924, Box 10, Folder 5, George Ade Papers 1878-2007, Purdue University Archives and Special Collections, Purdue University Libraries.