

GUIDELINES FOR AUTHORS

COLLECTING THE CONTEMPORARY

Edited by Owain Rhys and Zelda Baveystock

These Guidelines are designed to help the development and submission of your essay, and its transformation into published form, run smoothly and efficiently. Please read and follow them carefully.

Copy deadline

Please submit your essay **by 2 APRIL latest**. Ideally, we'd prefer to receive it before this date - just as soon as it's ready!

Length

Your essay should be between 3,000 - 5,000 words in length (excluding references and biography). An introductory *Abstract* is not needed.

Spelling

Spelling may follow either US or UK format.

Language

Non-native English speakers MUST ensure that a native English speaker reviews - and amends as necessary - your text in detail before submission. Please ensure you allow sufficient time for this review and any revisions in planning your contribution. We regret that failure to do this may result in your text being declined.

References

Please note that any references must follow the Harvard referencing style, using parentheses in the text and NOT footnotes. An in-text citation should be placed in parentheses after the sentence, and include the author's name and a page number where appropriate (Smith: 343). A full citation should then be given in a References section at the end of the essay, in the following format:

Smith, Tom. *How to be Idle*. New York: Harper, 2005.

More detailed information and guidance on Harvard referencing can be found at:
<http://owl.english.purdue.edu/owl/resource/747/06/>

Approvals

If you need to gain approval for your essay from your organisation, this should be done before submission, so do ensure that you allow time for this in your schedule. Please note that it is your responsibility to receive in advance any approvals or clearance needed for the images you wish to include in your essay.

Images

We encourage you to supply a selection of images (up to 6), where appropriate, to illustrate your essay. Please supply a brief, informative caption for each and indicate in your essay text where you'd ideally like to image to appear.

Please supply your images as separate individual files (.jpg, .tif, or .png format) and **not** in a Word document (as they'll be too small to use). To ensure adequate quality, files should normally be not less than 1MB in size - basically the larger the better. The images will be reproduced in the printed book in mono and in electronic versions in colour, so please send them in colour.

Naming and submitting your files

Please submit your essay in Microsoft Word .doc or .docx format. To submit your files go to the Author Page on our website: www.museumsetc.com/pages/cc_author enter the Username **COLLECTING** to access the page, then follow the instructions.

Since we'll probably receive over 100 separate files for this book, it's essential that EACH FILE you upload includes your name, e.g.: Smith_Essay.docx, Smith_Image1.jpg, Smith_Image3.png etc).

You can safely upload as many files as you need to here, including very large image files, and you can submit your files at any time. *Please don't email your files direct to us as they will not be processed correctly!*

Proof

We'll email you a proof of your chapter before we go to press. We'll ask for a quick (within a week) turnaround for your approval or corrections to this. Please note that the proof is intended as a way of making minor corrections to the text and major text changes should not be made at this stage.

Preview

We may wish to make the book available as an online Preview Edition, prior to publication, so that readers can access the content as early as possible, and we may upload your chapter when we receive it for this purpose. Authors will also be able to access any Preview Edition, so that you, too, can view the entire publication before the actual book is printed.

Marketing

We'll seek your advice and ideas for contacts who might provide endorsements or reviews of the book, and generally help get the word out about it. We'll be in touch later with you about this.

Publication

We aim to publish the book in late 2013 in three editions (hardback, paperback and eBook). Each contributor will receive a complimentary copy of the paperback edition and the ability to order additional copies at a discount.

If you have any queries on these practical points, please email: books@museumsetc.com. If you have any queries on the content of your contribution, please email the book's Editors: owain.rhys@museumwales.ac.uk and zelda.baveystock@manchester.ac.uk

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