
Author Guidelines

The following guidelines are to assist you in the preparation of your book. It is essential that you read this document and, if necessary, in conjunction with the Image Guidelines document.

Preparation of the Manuscript

- You will need to supply us with:
 - an electronic copy of the script in a **single** Word document (please do not send your manuscript with chapters in separate Word files).
- All text, including notes and bibliography, should be typed double-spaced.
- Please number the pages (in one sequence).
- Please supply a title page and a list of contents.
- Please supply all text and illustrations and caption text together. If last-minute text or images need to be rushed through, there is a greater chance of errors occurring.

Captions

- Please provide a list of captions, in the Excel Picture Table template sent to you, with a numbering system that tallies with the image files as supplied.
- Please use one consecutive numbering system for all images to be reproduced in the book rather than differentiating between, for example, documentary photographs and artworks.
- Captions should provide the following information:
 - Artist
 - Title*, date
 - Medium
 - Dimensions (in both cms and inches and as height x width)
 - Ownership
 - Credit/Copyright line
- Indicate in the main manuscript document where the images are intended to appear either by adding a reference in your text, such as “(see Fig. xx)”, or by adding a separate instruction for the copy editor/designer, such as “[Please insert Fig. xx here]”. You may also add in thumbnail images to the text to give a better sense of where the images should be placed in relation to the text.
- If you have views on the relative importance of certain images over others, please indicate this in the Picture Table. This will help the designer determine which images to reproduce at a full-page size and which to display smaller.

Bibliography and Endnotes

Please use endnotes to provide relevant references when quoting or referring to other literary works or radio and television broadcasts. Do not use them for additional information that might be considered an aside to the main thrust of your argument – use the main text for this information if it is relevant or leave it out. References to publications and broadcasts in the endnotes should use the style as laid out below in the bibliographic entries section.

Bibliographical Entries

Entries should be in alphabetical or chronological order and contain the following information in this order:

- Surname of author, First name/initial of author (NOTE: there is no need to invert names if the bibliography is chronological)
- 'Title of article' (in single quotation marks and lower case but with initial cap) or *Title of book, periodical, journal* etc. (in italics and with initial caps)
- Volume, number, part (if journal entry)
- Publisher
- Place of publication
- Date of publication

As well as book, periodical and journal titles, always italicise exhibition titles and film/TV programme titles; always use inverted commas for essay, chapter and article titles. For example:

Author, 'Article', *Periodical*, vol.2, no.3, p.1, date

Author, 'Chapter' in Editor (ed.), *Book title*, publisher, place, date

For exhibition catalogues use the following style:

Author, *Title of Exhibition*, exh.cat., venue, city, date, p.1, no.2, fig.6

Please ensure that a book reference in the endnote corresponds to the bibliography listing.

Please check numbering of footnotes throughout the text.

Catalogue of Works: Organisation of Information

Your chosen structure for a catalogue of works needs to be immediately clear – i.e. chronological listing, or thematic categories (with chronological listing within). It is often helpful to include an introductory paragraph at the beginning of the catalogue section, outlining its structure.

Each catalogue entry should have the following minimum information:

Artist

Title of Work, Date

Medium

Dimensions: height x width x depth (in cms, followed by equivalent inches in brackets)

Ownership (and provenance if relevant)

Plus the following information as necessary:

Exhibitions

Literatures

Notes