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# Author Guidelines

The following guidelines are to assist you in the preparation of your book, and will enable the editorial and design stages to run smoothly. It is essential that you read this document in conjunction with the image guidelines.

## Preparation of the Manuscript

- You will need to supply us with:
    - one hard copy of the script
    - an electronic copy of the script, either on disc or by e-mail (please supply your whole text – captions excluded – in a single Word document).
- NB: Please do not make changes to the electronic text files after printing out the hard copy.
- 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 key your manuscript in Microsoft Word.
  - Please supply all text and illustrations together. The editing process involves constant cross-checking, which cannot be done effectively if sections are missing. 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 a separate Word document from the main text, 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
- 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]”.
- If you have views on the relative importance of certain images over others, please indicate this in the separate captions list. This will help the designer determine which images to reproduce at a full-page size and which to display smaller.
- Please supply copyright or reproduction credits as a separate document rather than as part of the caption.

## 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
- 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

Further examples:

Sylvester, David, *William Coldstream*, exh.cat., Anthony d'Offay Gallery, London, 1976: includes extracts from the interview 'William Coldstream talks to David Sylvester' on BBC Radio, broadcast 13 April 1962

Neve, Christopher, 'The joys of straight painting: Sir William Coldstream – recent paintings', *Country Life*, vol.160, no.4137, 14 October 1976

Beaumont, Mary Rose and Moffatt, Alexander, *Albert Irvin '77-'83*, exh.cat., Tate, London, 1983

Anderson, Walter T. (ed.), *The Fontana Postmodernism Reader*, Fontana, London, 1996

Hemingway, Andrew, *Artists on the Left: American Artists and the Communist Movement 1926–1956*, Yale University Press, New Haven and London, 2002

Chang, Gordon H., 'Deployments, Engagements, Obliterations: Asian American Artists and World War II', in Chang, Gordon H., Johnson, Mark and Karlstrom, Paul J. (eds), *Asian American Art: A History, 1850–1970*, Stanford University Press, Stanford, 2008

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

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