

Guidelines for contributors

Please use our online Call for Submissions form to submit your initial proposal and abstract.

FILE FORMAT

Documents should be sent as Microsoft Word for PC (.dot.doc).

For general questions of style, please refer to *The Chicago Style Guide*.

ENDNOTES

Please use endnotes rather than footnotes. All quotations should be backed up by a footnote, providing the bibliographic reference or URL to an authoritative website. Please use the following style: author, title, (location, publisher), date, page reference, eg **Deren, Maya, *An Anagram of Ideas on Art, Form and Film* (New York, Alicat), 1946, p. 11.**

As space is limited, please keep use of endnotes to a minimum and do not use them to provide additional explanation or examples which could be included within the main body of your text.

Please do not use Word's Auto Formatting functions for endnotes. Please type in your endnotes at the end of the article and type in superscript numbers manually.

BIOGRAPHY

Please provide with your submission a brief biography of not more than 75 words.

ARTWORKS, IMAGES AND ILLUSTRATIONS

The following requirements apply to all images submitted, whether original artworks or illustrations to accompany articles.

RESOLUTION AND FORMAT

Images must be high resolution, 300 dpi or higher, JPEG or TIFF files. All images should be numbered to match the captions and titled with your surname thus; 'Surname – 1'.

Please indicate clearly where in your text each image should be placed.

CAPTIONS

Please provide a separate Microsoft Word document for the caption with each image you submit, which should have all relevant details in the following order: Artist surname, artist first name, title, date, medium and collection where the original work is held. If an agency has supplied the digital file, this should be noted last and in full.

COPYRIGHT

The copyright-holder of each image you submit must be clearly specified.

— If you are the copyright-holder, please state this.

— If you are not the copyright holder and the artist is living, or has been dead for less than 70 years, you must provide written confirmation that permission to use the image has been granted. We will not be able to publish an image without permission of the copyright holder.

— If the copyright holder requests a fee, please provide full details of any costs we may incur when submitting the image.

— If using an image by an artist who has been dead for more than 70 years, you must provide accurate information as to whether copyright has expired or not.

— In this instance you must also provide details of the location of the original work of art (eg gallery, museum, collection) together with appropriate contact details.