

# *Open Arts Journal*

## Style Guidelines

- Please read this document in its entirety before submitting an essay to the *Open Arts Journal*.
- It would be advisable to familiarise yourself with the feel and appearance of current and back issues of the *Open Arts Journal*, especially with regard to referencing style and captions.

### Format

- Essays to be considered for publication should normally be between 4000-8000 words in length, including references.
- Essays must be submitted electronically, as a Word document, in UK English, and in accordance with the house style, as explained in this document. This includes the use of in-text references (**see *References* section**), rather than footnotes, wherever possible.
- Submission of images for publication in the Journal need to follow our guidelines as detailed below (**see *Illustrations* section**).

The essay is to be in Times New Roman, 12 point throughout. Avoid using any special formatting or design elements (such as title or subtitles) and indenting the first line of paragraphs.

Prose style should be clear and accessible. Authors should state the context of their work, its place in the existing field of study, and identify individuals and specialist references.

UK English spelling and punctuation conventions should be followed in the text and notes.

Please avoid personal pronouns, we, our, us and you.

A person's full name should be given on first appearance in the text.

### Title of article

Capital used only for initial capital of first word and for first letter of all proper nouns, including subtitles.

Include author name and affiliation after the title.

**Paragraphs** should be indented or otherwise clearly marked.

**Subheadings:** should be typed on a separate line and in bold. Only first word and proper names have initial capital.

**Hyphenation:** hyphenate compound adjectives and adverbs (seventeenth-century art).

**Capital letters** should be used sparingly. Titles should be lower case, for example, pope Leo X. Lower case for art historical movements, such as 'surrealism'.

### Quotations and citations

All quotations and citations must be typed into your draft exactly as they appear in the original version, and must have a complete bibliographic reference (see below on how to set out your source references).

Shorter quotations (60 words or fewer): run on in the text and place within single quotation marks. Follow with the source reference in parentheses.

Longer quotations (above 60 words): separate from the text by a line space above and below. Don't use quotation marks. Mark the source reference in parentheses at the end of the quote, on a new line.

Supply photocopies of longer quotations as you would for extracts in readers, so that the rekeyed text can be checked against the original. **You are responsible for the accuracy of any quotations for which the original has not been supplied.**

Indicate omissions by spaced three-point ellipses ... with no square brackets.

Translate or attribute the translation of quotations from foreign languages.

### References

All citations and quotations, both long and short, must have a reference, including page numbers. The *Open Arts Journal* uses in-text references, a form of the Harvard (or author-date) reference style, as shown below. **Please avoid the use of footnotes, as far as possible. Do not use endnotes.** A full list of your bibliographic sources should be given at the end of the document, with the items listed alphabetically and numbered consecutively.

Within the text, quotations from and citations of other works must be followed by a source reference as follows:

(Jones, 2001, pp.63–9) or (Chambers, 1773, p.35)

The date given of a publication should be that of the edition that the author is using (usually the latest or the most accessible). However, where the date of original publication is significant, and use of only the later edition date could be confusing, it is helpful to indicate the date of first publication. This can be done in the following way at first mention (and repeated in the reference list):

(Austen, [1813] 1998, p.80)

Subsequent citations can be in the form:

(Austen, 1998, p.80)

or, if the reference is absolutely clear, just:

(p.80)

## **Bibliography**

Complete publishing details must be included in the bibliography, in the following styles:

1. Austen, J. ([1818] 1998) *Northanger Abbey*, ed. by John Davie, with an introduction by Terry Castle, Oxford World's Classics, Oxford, Oxford University Press.
2. British Refugee Council (1989) *Refugee Manifesto*, London, British Refugee Council.
3. Gearty, C. (1999) 'Whose license to kill?', *The Independent*, 17 July, p.9.
4. Johnson, H. and Bernstein, H. (eds) (1982) *Third World Lives of Struggle*, London, Heinemann Educational Books/Milton Keynes, The Open University.
5. Ledger, S. (1995) 'The New Woman and the crisis of Victorianism' in S. Ledger and S. McCracken (eds) *Cultural Politics at the Fin de Siècle*, Cambridge, Cambridge University Press.
6. *Macbeth*, film, directed by Orson Welles. USA: Republic Pictures, 1948.
7. Sadkovich, J.J. (1988) 'Re-evaluating who won the Italo-British naval conflict, 1940–2', *European History Quarterly*, vol.18, no.4, pp.455–71.
8. *The Archers*, BBC radio programme [plus relevant date].

9. Thomson, D. (2004) *The New Biographical Dictionary of Film* (4th edn), Boston, MA, Little, Brown.
10. Tolstoy, L.N. ([1876] 1954) *Anna Karenina* (trans. and ed. R. Edmonds), Harmondsworth, Penguin.

- Supply any other necessary information as clearly as possible, e.g. translator, co-publication, unpublished PhD dissertation, government report, name of conference.
- Omit 'The' in journal titles (eg *Burlington Magazine*) except, for example, for *The Times*.
- Note that the initial letters for words in book chapters and articles should be in lower case, unless in the case of proper nouns.
- List your bibliographic references alphabetically and with consecutive numbering. This is a current feature of open access publishing that allows references to be detected and indexed by web search engines.

### **Abstract, biography, keywords**

- Please include an abstract of approximately 200 words and a short biography of c.50 words.
- Please supply a list of six or so keywords by which your article can be searched online.

### **Illustrations**

- Authors are expected to provide high resolution digital images (**at least 300 dpi**) before publication as well as for clearing all copyright and permissions, as explained below. Lower resolution image are acceptable with the first submission.
- Authors cover the cost of any reproduction rights associated with the images they wish to use.
- Electronic copies of reproduction permissions must be submitted with the final version of the article.
- Images should in **JPEG or TIFF** format, and submitted via **a file sharing web site** (Dropbox, We Transfer or similar if possible), rather than as attachments to emails.

- Each image should be **clearly labelled with the relevant figure number and your last name**, e.g. Robinson Fig 1, Robinson Fig 2, etc.
- Authors should supply captions (see below) and indicate in their text where illustrations should appear by the inclusion of captions and figure numbers. Images themselves, however, should never be included in the essay itself as this makes file handling difficult.
- **Captions** should contain all information required for reproduction permission to be granted, following this model, or as close as possible:
  - Artist, *Title in italics*, date. Medium, dimensions (in cm; height before width). Location: name of gallery. Work of art copyright credit and/or Picture credit line.

### Image copyright and permissions

It is the author's role to obtain the original illustrations and copyright permission for both illustrative and written material. **Permissions documents must be supplied with the final version of an essay accepted for publication in the *Open Arts Journal*.** A permissions proforma can be obtained from the Editor. Unfortunately, the *Open Arts Journal* cannot pay for illustrations.

#### *Useful information on image copyright and permissions:*

- Artistic copyright in the UK is protected for 70 years after the creator's death.
- Photographers are also protected by copyright law. For example a photo of a 16<sup>th</sup> century painting is not in the public domain – the photographer's copyright must be cleared.
- Note that in some instances the copyright for an image may be held by the creator of the artwork pictured, the present owner of the artwork (such as a museum or private collector) and the person who took the photograph. We can advise on these matters but you may need to contact several parties as a courtesy and to ensure there is no copyright infringement.
- *Using images from the internet.* Images on the internet are NOT in the public domain and will usually need to be cleared. If the image in question has been tagged by the photographer with a Creative Commons licence, please check which type of licence the photographer has chosen. (More information on Creative Commons licensing can be found at: <http://creativecommons.org/>). If searching for images on **flickr**, select the option to search within **Creative Commons**-licensed content

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- Authors whose work has been accepted for publication will be requested to sign and return a personalised **Contributor Agreement** in **hard copy** to:

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