

Art libraries journal

Guidelines for contributors

Submissions

The *Art libraries journal* is published by ARLIS/UK & Ireland for the international art library community and for all who are interested in the documentation of the visual arts, including archivists, collection managers, artists, curators, conservators and art historians.

The scope of the journal is rooted in the long-term concerns of art librarians. This includes the role of art libraries in the age of globalization and the impact of the Internet and digital technology on art documentation; historical collections; specific art library materials such as catalogues, visual resources and artists' books; copyright and other legislation affecting the activities of the profession; changes in publishing and scholarly communication; and other developments in the converging fields of libraries, museums, archives and visual resources.

Most issues of the *ALJ* cover a spread of relevant subjects, but some focus on specific themes, such as artists' books, online repositories and catalogues raisonnés, or particular countries or regions.

The *ALJ* is published in English, but submissions in other languages such as French, Spanish, Italian or German may be accepted for publication in translation, provided that a suitable translation can be arranged. This would be discussed with the Editor or the Deputy Editor, as applicable, in all cases.

Article contributions should be 2,000 to 2,500 words and submitted in a **.doc file format (or an open source document format .odt)** as an email attachment or through a file sharing service to the Editor or the Deputy Editor or Guest Editor, as applicable. Review contributions should be 1,000 words and submitted to the Reviews Editor (specific guidance for reviews is at the end of this document; the general guidelines should also be observed in reviews). All submissions should include the author's full postal address, telephone number and email address. Contributors should save copies of their articles and reviews for their own records.

Contributors who wish to be notified of editorial changes in their submissions before publication or who wish to make further changes themselves, must request notification when submitting their article or review or contact the appropriate editor before their submission deadline. Otherwise, all editorial decisions are at the discretion of the editors, although any major changes will be discussed with the writer before copy editing.

The Editors' contact information is as follows:

Erica Foden-Lenahan, Editor *Art libraries journal*

The London Library
Email: aljeditor@gmail.com

Gustavo Grandal Montero, Deputy Editor *Art libraries journal*
Chelsea College of Arts Library
Email: g.grandal-montero@chelsea.arts.ac.uk

Kraig Binkowski, Reviews Editor *Art libraries journal*
Yale Center for British Art, Reference Library and Archives
Email: kraig.binkowski@yale.edu

General guidelines

Submitted texts should conform as closely as possible to the *Art libraries journal* conventions for punctuation and word usage. Failure to observe these guidelines may result in your article being returned for further formatting. A copy of the journal can be supplied to new contributors as a model.

The *Chicago manual of style*, 16th edition, should be consulted for grammar and style questions. Use the *Shorter Oxford English dictionary* (6th ed., Oxford University Press, 2007) for guidance on contemporary usage in spelling and hyphenation. We use British English spelling. If you use automated spelling and grammar checking, set your language setting to English (UK). With particular reference to words ending in 'ise' or 'ize' or 'yse' and derivatives, please note that the ALJ favours 'ize' and its derivatives (however there are some exceptions, which can be found on the following webpage <http://www.oxforddictionaries.com/words/ize-ise-or-yse>.)

- The text font should be 12 point Times Roman, upper and lower case throughout.
- Use 1.5 line spacing except between paragraphs, where double spacing should be used.
- **Do not** paginate your article
- **Do not** use the automated foot- or endnotes in your word processing software.
- Copy should be flush at the left margin, with a ragged right margin. Do not use the 'justified' setting in word processing programs. Paragraphs should begin flush left.
- Do not hyphenate words at the end of lines.
- Primary and secondary subheadings are flush left. Primary subheads should be in 14 point and secondary ones in 12 point italic.
- For emphasis in the text, and to identify titles of publications (including electronic publications), use italics.
- When citing the title of a publication or part of a publication, capitalize only the first word and all proper nouns.
- Use one space after a full stop and other forms of punctuation.

- Avoid serial commas, or commas after i.e. and e.g. (e.g. Monet, Picasso and Gauguin).

Quotations

Short (fewer than 25 words) passages of quotation should be enclosed in single quotation marks ('...'). Use double quotation marks ("...") only to denote direct speech within a quoted passage already enclosed in single quotation marks. Punctuation should come after the quotation marks, unless it is part of the quote, in which case it will come before the closing quotation mark.

Abstract

Articles should be accompanied by an abstract of three or four sentences (up to 200 words), which should attract readers, and should be written as a direct summary of the article. Use questions to attract attention; try not to use phrases like 'the author describes' or 'the article covers'. Indent the whole abstract by seven letter spaces. The text should be 14 point to distinguish it from the article text.

Illustrations

Images (colour or B&W) may be used to amplify the text, and should ideally be either JPG (minimum 300 dpi) or TIFF files. They should be sent as separate files and must be clearly labelled and numbered, with accompanying captions listed at the end of the article. Copyright clearance and payment of reproduction fees are the author's responsibility and full acknowledgement of sources must be included.

Author credit

The author credit follows any references and/or appendices. All information except the first line should be given in italics:

Given name and family name (*no academic or other titles, qualifications, etc.*)

Title of post

Name of institution

Street (etc.)

City or town and postcode

State, province, etc.

Country (USA, UK, etc.)

Email address

References

Please do not use automatic footnotes/endnotes available in word processing packages: they must be removed and re-typing the references manually risks losing the correct data.

For references in the text, insert a superscript numeral (not in parentheses) immediately following the relevant passage, word or phrase, and *after* any punctuation.

List citations, notes, etc., under the heading 'References' at the end of the article, and in a numbered sequence in which the numbers are not bracketed but are followed by a full stop.

Contributors should consult *The Chicago manual of style*, 16th ed. for the preferred format for citations. The online Quick Guide will answer most questions http://www.chicagomanualofstyle.org/tools_citationguide.html.

Reviews

The Reviews Editor will supply the reviewer with the lead citation for the review. This will include a complete bibliographic citation, pagination, description of the number and type of illustrations, standard number and price and/or availability of the item.

Reviews should be written for the art, design and architecture librarian and visual resources curator to use as a selection aid and for reference self-education. The following should be considered and noted in the review when relevant:

- analysis of the item's content
- intended audience or reader level
- style and quality of writing, design and production
- type and quality of illustrations or reproductions
- evaluative comments, comparing to other works on the same subject
- scholarly apparatus (e.g. indexes, appendixes, bibliographies)
- physical structure (e.g. durability of binding, signatures, paper quality)

Reviews of one-volume publications should generally be 1,000 words in length or less. Comparative reviews of two or more publications, and reviews of multi-volume sets, should run to no more than 2,000 words without prior consultation with the Reviews Editor.

Due dates generally allow three months time for preparation of reviews and the editor relies on timely submissions in order to keep the Reviews Section on schedule. Reviews submitted after deadline may or may not be included in a later issue as space permits.

Titles reviewed for *Art libraries journal* should not have been reviewed for another publication by the same reviewer, and reviewers should disclose any involvement with the production or authorship of the item under discussion.