

## WRITING GUIDELINES FOR LONGER ARTICLE CONTRIBUTORS:

### *FHS Newsletter*

*Compiled by Kate Hay February 2023, to match Journal guidelines.*

*A short style guide for general Newsletter contributions is also available from the Newsletter editors*

### INTRODUCTION

Thank you for your interest in submitting an article for *The Furniture History Newsletter*. The Society reserves the right to accept or decline articles. Every effort will be made to accommodate authors' preferences, but the editor has final say in editorial matters and, with the designer, determines the layout of the publication. It will help us in the editing process if you follow the guidelines below.

### TIMETABLE

The Newsletter is published four times a year, in the first week of February, May, August and November, the deadline being approximately eight weeks before publication, but please send the draft to us as soon as it is ready.

### LENGTH

- Lead article: 1000-1500, 4-5 images.
- Shorter articles, 'Research and discoveries': 500-800, 1-2 images.
- BIFMO articles: two at 400-500 words, or one of max 900
- Book Reviews: long reviews: 800; short reviews: 400s, publications received: about 200
- Half day visit report: 500
- Full day visit report: 1,000
- Weekend trip: 2,500
- Reports on Symposiums: 250 per speaker.

### DELIVERY OF TEXT AND ILLUSTRATIONS

- Please email the **text** as a Word document with endnotes and captions, together with images for reproduction
- **Illustrations** should be the highest possible quality; please submit them to the editor as high-resolution jpegs with a minimum of 350 dpi per A4 image. Please aim for at least 1 MB in size. Please do not embed images within Word documents; separate images must be either emailed as attachments or sent via WeTransfer.
- It is the responsibility of contributors to obtain images and to obtain permission to publish them. Wikimedia Creative Commons has many images which can be used free of charge when the photographer is cited. Alamy supplies many stock images at low cost which may be ordered online.

### **Captions**

- Please use Arabic numbering: Figure 1, Figure 2, etc, according to the order in which they are cited in the text. In the captions, this is in capitals: FIGURE 1. Reference to all illustrations must be indicated in the text, even if the numbering may be subject to revision.
- Captions should be brief; please give the principal factual information and where possible the owners and/or locations of objects. Photographic credit or copyright holders of the images should be given in the caption. E.g.:
- FIGURE 5: 'A satinwood and marquetry occasional table inlaid with Sèvres porcelain, designed and made by Jackson and Graham of London, c. 1867; private collection. Image courtesy of the V&A Archive of Art and Design.'

### **LAYOUT**

- Single spaced text.
- Single space between sentences.
- Do not indent paragraphs but leave a line space between them.
- Please use endnotes, not footnotes. See the Endnotes section below for more detail.
- Please use one size of typeface. Please do not use:
  - justified or centred type;
  - 'hard' page-breaks;
  - 'hard returns', except at the end of paragraphs;
  - 'hard' hyphens to improve word splits at line-endings.
- Please give the name you wish to be known by at the end of the text, and your professional role if appropriate.
- If you would like to include your email address for replies please do so.

### **HOUSE STYLE**

The general style guide is the international (i.e. British English) version of the Chicago Manual of Style.

### **Glossary of preferred spellings:**

- British and Irish Furniture Makers Online (not British & Irish...)
- Cabinet maker (not cabinet-maker)
- Furniture maker (not furniture-maker)
- Online (not on-line)
- Do not use 'https://' before web addresses
- Focusing and focused rather than focussing and focussed.

## Numbers

- Numbers up to a hundred should be spelt out, i.e. 'one, two, three...', as should a thousand, three thousand, etc. Numbers over a hundred should be expressed as numerals (102; 3,400). Century dates should be spelt out, as in 'seventeenth century', not '17<sup>th</sup> C'.
- Dimensions of objects should be given in numerals (as in 65.5 x 34 x 10.2 cm) and included either in an endnote or in the captions to the image. Height is followed by width, and then depth.
- Dates: give full date if e.g. birth and death dates are in different centuries, such as 1672-1726, but abbreviate second date if in the same century, such as 1704-68.

## Quotations

- **Short quotations** should be run on within the main text, and enclosed by single quotation marks, followed by the reference number. Internal quotations (within another quotation) should be enclosed by double quotation marks.
- **Longer quotations** extending to more than four lines should be set out from the main text, single-spaced, and indented. Set-out quotations should be presented without quotation marks and followed by the endnote reference number. Internal quotations within set-out quotations should be enclosed by single quotation marks.

## Tabular matter

When setting out transcriptions of inventories, correspondence or accounts exactly as they appear in MS, use the tabulation facility available in Word to achieve the required indents and column positions.

## Abbreviations

Current practice is to minimise punctuation and capitalisation. The Chicago Manual suggests that contractions such as Dr or St (for Saint) should not be punctuated, whereas abbreviations such as Rev. or St. (for Street) should be followed by a full stop. The principal exception is 'no.' for number, to distinguish it from the negative. MS and MSS for manuscript/s are also written without a stop.

## Italicisation of foreign words

- Single words or short phrases in foreign languages should be in *italics*, but familiar words or expressions should not be italicised. If in doubt, consult an English language dictionary or don't italicise. More substantial quotations in foreign languages should not be italicised and should follow the rules for quotations set out above.

- Foreign proper nouns (for people, places, institutions) are not italicised, as in the Bibliothèque Nationale or Piazza Navona.
- Standard scholarly words should not be written in italics, (e.g. 'ibid., et al, op. cit., passim'); the exception is 'c.' for *circa*. No space between c and the date.

## ENDNOTES/REFERENCES

Always used endnotes (not footnotes)

Please keep references to the minimum in the Newsletter; they should be used to direct the reader to your sources of information.

**Reference (endnote) indicators:** Please use Arabic numerals (1,2,3 etc.) and insert references after punctuation such as a bracket, comma or a full stop (but reference indicators do not follow a dash). You can insert them in superscript, as below, or in square brackets, as in [22]. E.g.:

- 'The firm also supplied a chest of drawers, which was altered in the nineteenth century, and a pair of pier tables.<sup>24</sup>
- Or: ' The writing-table (at which Anthony Hope wrote *The Prisoner of Zenda*) is now in a private collection. [26]

### Sample References

#### 1. Published works:

For first references to published works, please use the full names of authors, and cite both the publisher and edition. After the first citation, a short form is used, as below. For example:

- Jane Smith, *Italian Cabinets of the Sixteenth Century*. 2<sup>nd</sup> edit. (London: Aurora Books, 2008), pp. 54-7.
- And thereafter: Smith, *Italian Cabinets*, p. 39; see note 10.

For multi-author books, the editor(s) of the volume should be treated as the author, as in:

- Jane Smith and Francesco Rolli, eds, *Renaissance Case Furniture*. 3 vols. (New York: Rizzoli, 2012), p. 12.

An editor may be treated as the author of an exhibition catalogue:

- John Doe, ed. *Vernacular Furniture of the Seventeenth Century*. Exh. cat. (London: Geffrye Museum in association with Penguin Books, 2017).

For auction sale catalogues, the name of the auction house should be treated as the author, as in:

- Christie, Manson and Woods, *Important French Furniture*. (London: 3 June 2004), lot 35.

#### 2. Manuscripts:

For manuscripts, the depository should be named first, and separated from the title or description of the papers by a colon, thus:

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- Guildhall Library, London: Sun Fire Office Records, MS 11936/298, policy no. 453280.
- Edinburgh University Library: Playfair Drawings, Portfolio 24.
- Borthwick Institute, University of York: Halifax Papers, A2/115/2, Emily Meynell-Ingram to the Hon. Charles Wood, 23 January 1878. c PRO.

For the Public Record Office at Kew the first citation should be:

- The National Archives, Public Record Office, Kew, [followed by reference]
- and subsequently: TNA, PRO, [followed by Reference]

Subsequent References, manuscripts:

Use abbreviated forms of depositories or archives that are frequently cited.

E.g.:

- G. L.: Sun Fire Office Records, MS 11936/298, policy no. 453281.

Please list the abbreviations at the beginning of the References section (e.g., 'G.L.: Guildhall Library, London').

Alternatively, references to manuscripts already cited may be given as follows:

- Sun Fire Office Records (see note 11), MS 11936/298, policy no. 453281.
- Halifax Papers (see note 13), A2/115/2, the Hon. Charles Wood to Emily Meynell-Ingram, 25 January 1878.

### 3. Online resources:

Copy the full URL and give the date accessed at the end.