

Style Guide: *FHS Newsletter*

A more detailed guide for authors of longer articles is available from the Newsletter editors.

LENGTH – maximum number of words, please stick to these:

- 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.

LAYOUT

Endnotes rather than footnotes.

A single space between sentences.

Do not indent paragraphs but leave a line space between them.

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.

For articles include the following information:

the name the author wishes to use and their professional position if relevant at the end of the article; the main text; captions to all illustrations plus photographic acknowledgements.

HOUSE STYLE

(Follows the international (i.e. British English) version of the Chicago Manual of Style.)

Short quotations: run on within the main text, and enclose by single quotation marks, followed by the reference number. Internal quotations (within another quotation): enclose by double quotation marks. **Longer quotations** extending to more than four lines: set out from the main text, single-spaced, and indented.

Numbers up to a hundred should be spelt out in full, as should a thousand, three thousand, etc. Other numbers over a hundred should be expressed as figures (102; 3,400).

Dates: centuries given in words, e.g. nineteenth century. Use *c.* in italics for 'circa', (not ca.)

Dimensions: when needed, use numerals (as in 65.5 x 34 x 10.2 cm) in an endnote or caption. Height followed by width then depth (for a 3-D object).

Abbreviations: Minimise punctuation and capitalisation of letters. 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 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. Latin abbreviations should not be italicised (*ibid.*, *et al.*, *op. cit.*, *passim*); except *c.* for *circa*, which is always italicised.

Glossary of preferred spellings:

British spellings rather than American

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 not focussing

IMAGES AND CAPTIONS

In Events listings and Society reports, images are not numbered, and just need a simple caption.

For articles,

Images are identified as Figures (or Figs); Use Arabic numerals: Fig. 1, Fig. 2. All illustrations *must* be referred to in the text, even if the numbering may be subject to revision.

Captions: Every image needs a caption. Brief and factual.

- All captions need to correspond to their Figure reference in the text;
- A sample caption should contain the type of object/art work, its principal materials and/or techniques, its artist/maker, date and current location. 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.'

- The copyright holders of the images should be given. Either provide a photographic credit or copyright line at the end of each caption, or, if a number of illustrations come from the same source (i.e. the copyright holder of the image), a universal credit line can be used at the beginning of the captions, as in: 'All images with the exception of Figure 5 are courtesy of. . .'