



## deSigniS Editing Guide

### Manuscripts should:

- assume an audience with some knowledge of the area (try to avoid repetition of core concepts, if they are not under discussion)
- define the extent of the topics covered
- be written in a succinct, disciplined and precise style
- avoid the use of jargon and convoluted constructions wherever possible
- be supplied with a brief abstract of each chapter (maximum length 150 words)
- emphasise original contribution
- give full standard citations and full references for further reading or information
- have an overall impact through the style of presentation as well as the view being expressed

### 2. Submission of manuscripts

Manuscripts should be submitted to the editors via email. Please contact the editors should you need to work with big images.

- text file of all written content
- folder containing all images (if images are to be included)
- image captions document (if images are to be included)

\* *Note that the first page is a coverage, the paper begins in the second page.*

#### 2.1. Form

**Title (short)**

**Author (without institution)**

**Abstract and 5 Key notes**

**Bio bibliography (5/10lines). Institution. Email.**

## **Text**

Text should be submitted electronically ideally as a Word document file (.doc .docx),. Please ensure that all textual content is included, for example: notes on contributors, acknowledgements, and bibliography.

## **Formatting in Word**

The most important formatting to do should be (a) italicisation, (b) differentiation between title headers and sub headers, (c) superscript numbers for note identification within the text. The author must supply details of any acknowledgement that may need to be placed in captions.

## **Image submission**

Submit only clear reproductions of artwork, photographs or screen grabs. Authors should retain original artwork until a manuscript is submitted. All figures must be in a form suitable for reproduction. **All the images you use will have the authorisation of the Agency (Reutere, APF). deSigniS** will provide a special document for this.

Images must be submitted electronically at print resolution (300dpi), at their original size as tiff or jpeg files.

## **Image editing software**

It isn't essential that you have Adobe Photoshop to edit images for submission. There are a number of excellent free graphic packages available on the Internet. Lately, a number of free graphic editing websites are fast becoming alternative sources for basic image editing. Some of the sites are:

[www.iephotoshop.com](http://www.iephotoshop.com)

<http://pixer.us>

[www.picnik.com](http://www.picnik.com)

[www.phixr.com](http://www.phixr.com)

[www.snipshot.com](http://www.snipshot.com)

## **Image captions**

Please submit an image caption document along with the text and folder containing all image files. This should clearly indicate where in the text you would like the individual images to be placed and a caption for each image. Please also indicate the position and captions for any tables or graphs to be included. The figures should be integrated into the text as much as possible rather than being inserted at the end of the document.

## **3. Notes and bibliography**

Explanatory notes should be used sparingly and indicated by consecutive superscript numbers in the text. **Notes appear at the end of the chapter.** References should be made in the notes if **Harvard** is not used.

## **4. End Notes**

Authors must use **Harvard reference style** in the following format (Harper 1999: 27), and a single bibliography **at the end of the article rather than giving bibliographical references as end notes.** Ideally, end notes should only be used to provide explanations or expansions to the main text of the article. However, publications can be referred to in end notes using the Harvard format – e.g. 'Smith (1999: 49) says that ...'. We are trying to move away from the use of 'ibid.' and 'op. cit.' in bibliographical references: terms that are common in end notes references but are not appropriate in Harvard references. Bibliographies do not need to be split into 'References' and

'Further Reading'. Please try to ensure that there is always a date of publication, the place of publication and the name of the publisher.

## 5. References

The most important aspect of references is to ensure that any references in the text and bibliography are consistent regarding spelling of names, correct dates, correct title etc. Examples are given below each description of how different references should be presented.

*References to books must include:*

Author's name and initials (Year of publication) [original year ex. 1848]

*Full title* (in italics). Edition. Place of publication: Publisher

- James, B. A. (1988) *The History of the British Empire*. 4th ed. London: Little Brown.

*References to essays/articles in a book must include:*

Author's name and initials "Title of essay/article" (in quotes). Editor's name (ed.) or (eds), *Title of book in full* (in italics), if plural series number (if any). Place of publication: Publisher. Volume. Year. Page numbers

- Smith, J. C. 'The Kings and Queens', in P. Smith (ed.) *The History Journal*. London: Little Brown (1981). PP. 200–28.

*References to articles/essays in a journal must include:*

Author's name and initials "Title of article" (in quotes), *Name of journal* (in italics), Volume number: issue number, Year of publication (in parentheses), Page numbers

- Jones, T. A. 'The British Coin', *British History*, 19:1 (1990).PP. 98–121

*References to essays/articles in conference proceedings must include:*

Author's name and initials, Title of essay, *Title of proceedings* (in italics), Page numbers, Place of conference, organisation from whom proceedings can be obtained, Year of publication

- Smith, W. 'The Gardens of the South West' in *Proceedings of the Conference on Gardens in England*. PP. 15-25. London: RHS, 1996.

## 7. Copyright and Permissions

Copyright will usually be established in the name of deSigniS. It must be indicated if the copyright is to be taken out in the name of the author or editor. **deSigniS** will provide a special form for this.

It is the responsibility of the author to obtain written permission for a quotation from unpublished material, or for all quotations in excess of 250 words in one extract or 500 words in total from any work still in copyright, and for the reprinting of illustrations or tables from unpublished or copyrighted material. No payment can be made by the publisher for obtaining any copyright required in order to use quotations or illustrations. It is the responsibility of the author to obtain written permission for the use of any illustration which remains in copyright.

