

## INFORMATION FOR PROSPECTIVE AUTHORS

Contributions of a suitable character and quality, which may be concerned with any period of British art, will be welcomed from scholars. Proposals should be sent to the Editor, Jacob Simon, National Portrait Gallery, London WC2H 0HE; [editor@walpolesociety.org.uk](mailto:editor@walpolesociety.org.uk). Once a proposal has been agreed, contributors will find these notes of help.

### Submission of articles

**One copy of the typescript, plus a memory stick**, should initially be submitted to the Editor. To facilitate publication, authors should submit carefully checked typescripts that follow these guidelines. Firm acceptance of articles will normally depend on adherence to the Society's conventions.

On notification by the Editor that a paper has been accepted, two copies of the final version of the article should be submitted in Word on memory sticks, plus one typescript on A4 paper **exactly matching** the memory sticks. The author is strongly advised to retain a back-up copy of the article. The filename and software must be indicated on the memory sticks. There is no need to format articles to look like the Journal, and double column formatting in particular should be avoided. Please include italic or bold type where necessary. Footnotes should be placed at the end of the section to which they pertain or at the end of the article, whichever is appropriate. In the main text, note numbers should appear as superscript numbers. Illustration captions should be typed at the end of the file. Please use hard returns only at the end of paragraphs; switch auto-hyphenation off; do not justify text. Consistency in spacing, punctuation and spelling will be of help. New paragraphs should not be separated by extra space and should be started by a single tab, not spaces from the space bar.

### Preparation of typescripts

Article length should be discussed in advance with the Editor. Copy should be printed double line-spaced on A4 paper, with ample margins; indent the start of each paragraph. There should be no double spacing between sentences. Pages should be numbered consecutively throughout in the right-hand top corner. The copy should indicate the total number of words in the text. The author should annotate the typescript where the intended layout cannot be achieved in the Word document.

*Spelling and capitals*: the spelling of the *Concise Oxford Dictionary* should be followed. Capitals should be used for the initial letters of British institutions, for titles and dignitaries when used specifically, and for the avoidance of ambiguity.

*Quotations* in the text should be in single quotation marks (double for quotes within quotes); longer quotations (of more than about forty words) should be separated from the preceding and following lines of text by increased space, but no quotation marks.

*Italics* are to be used for the titles of printed books and periodicals, for single words or short phrases in foreign languages; roman type will be used for longer foreign quotations, for the titles of manuscripts and articles, and for certain Latin words and abbreviations which have passed into common usage (with the exception of *et al.* and *passim*).

*Dates* take the form: 16 August 1645; 1727–29, 54 BC; AD 367; from 1625 to 1639; the 1860s. In giving approximate dates, please use *circa*, abbreviated as *c.*, followed by a single space, for example 'c. 1700'. Other numerical spans, such as page references, take the form: 105–07, 114–19 and 123–27.

*Abbreviations* Where the abbreviation ends in the same letter as the complete word, a full stop is not necessary: Mr, St, Dr, fols, nos, pls, figs, pt and pts (for example) appear without stops,

whereas Pl., Fig., fol. and illus. (for example) need stops.

*Numbers* up to 100 are to be in words, except for statistical series or percentages.

For general matters of style, see *MHRA Style Guide* (2nd edn, Modern Humanities Research Association, 2008), at [www.mhra.org.uk/publications/books/styleguide](http://www.mhra.org.uk/publications/books/styleguide). Authors should also refer to recent past issues of *The Walpole Society* or to the Editor for more specific points of style.

### Catalogue entries

When preparing a catalogue for the Journal, please refer to the 2010 volume, *The Ford Collection*, for layout. Do not attempt, however, to put the catalogue into double column format. Consistency in style and spelling used within the catalogue is paramount.

A typical catalogue entry would be ordered as follows:

AUTHOR IN CAPITAL LETTERS

**Cat. no. in bold. Title in bold**

Medium; metric measurements

Signature or inscription

Provenance

Exhibition

Literature

Commentary on the work

*For example*

ROSALBA CARRIERA (1675–1767)

**RBF94 Portrait of Contessa Simonetta** (d. 1765)

Pen and brown ink; 11.7 x 9

Inscribed beneath mount: *Contessa Simonetta Milanese*

PROV: Prince Trivulzio, his anon Sale, Sotheby's. 13 July 1937

EXH: Exeter, 1946 (135), Whitechapel, 1951 (56)

LIT: F. Russell, 'Drawings by Rosalba', *Burlington Magazine*, cxxxix, March 1997, pp. 197–98, fig. 61

Successively attributed to Domenico Tiepolo, Alessandro Longhi and Pietro Antonio Novelli, this is one of the relatively few extant drawings by Rosalba, who was asked to portray the sitter on 16 September 1744.

### Illustrations

Before ordering photographs, contributors should discuss with the Editor the level of illustration that is possible or desirable. The Society hopes that authors will be able to obtain as much as possible without needing the Society's support. Colour reproduction is only possible in very exceptional cases.

Illustrations, duly captioned and numbered, may be accepted after consultation with the Editor, and originals (not photocopies) will be required. Citation in the text will be in the form (Fig. 1). Where possible, illustrations should be supplied in a digital form on memory stick or disk, along with a printout indicating any cropping required. Any files must be clearly labelled with author name and figure number (e.g. Smith Fig. 1.tif)

Where illustrations are supplied pre-scanned they should be submitted ideally as tiff or eps files, although jpeg is acceptable. As a general guideline for scanning, resolutions should be 300–350 dpi for half tones; 800 dpi for line and 1200 dpi for final line.

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### **Proofs**

Authors will usually be shown an edited version of their article for a final text check before it is sent to the printer for typesetting.

Once the article is typeset, authors will be asked to check their proofs for layout and as an opportunity to correct typographical errors. There may be a charge for excessive author's alterations at proof stage, especially if the pagination is affected. Except to correct a serious factual error, rewriting will not be allowed.

Corrections should be returned to the Editor within the agreed time frame, using one of the following methods:

Use Adobe's Comments and/or Editing Tools to indicate changes directly onto the PDF and return via email. Please contact the Production Editor if further guidelines are needed.

Email the corrections as a list, citing page and line number.

Print out a hard copy of the pdf proof, mark up any changes, and return to the Editor by post.

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