

## Instructions for Authors

Authors are advised to look at a recent issue of *Costume* before submitting a proposal or text for an article. A concise version of these *Instructions* is included on the inside back cover of the journal. It is also worth referring to the *Costume* page on the website of our publisher, Maney, which includes helpful information for authors:

<http://maney.co.uk/index.php/journals/cos/>

### 1. *Manuscript Submission*

The Editors invite submissions of original manuscripts of between 4,000 and 9,000 words inclusive of endnotes. In the first instance, please email your proposal (and a digital version of your text if completed) for consideration to the Editors, Penelope Byrde and Verity Wilson, at: [journal@costumesociety.org.uk](mailto:journal@costumesociety.org.uk)

### 2. *Format*

Manuscripts should be typed in 12pt Times New Roman throughout, double-spaced, single-sided, on A4 paper and with a wide left-hand margin. The pages should be numbered.

Text files, with a simple file name, should be submitted in PC format using MS Word. Automatic hyphenation should be switched off.

Articles must include the following:

A cover page bearing the essay title, author's name, address, telephone number and email address; a 100-200 word abstract; endnotes; a list of captions to illustrations; author's brief biographical details (50 to 100 words). Please supply a list of suggested illustrations with the initial submission and scanned versions of the images if available. Do not incorporate illustrations in the text.

Papers submitted will be refereed at the Editors' discretion and are subject to editorial revision. If accepted, authors will be expected to supply a revised version of their article and deliver it by a mutually-agreed date. **Please note:** the Editors cannot guarantee publication in a particular issue of the journal.

### 3. *References*

Use endnotes only, not footnotes.

Endnotes should be listed at the end of the article with their location in the text marked by superscript Arabic numerals at the end of a sentence after the punctuation mark. Do not include a separate bibliography but incorporate all references into the endnotes. Endnotes are not for lengthy argument.

The first reference to a book, article or other publication should be given in full and later references in an easily identifiable abbreviated form. Avoid using the Latin abbreviation 'op. cit.' and only use the term 'ibid.' sparingly where there is no possibility of confusion.

Bibliographic details should be presented as follows. Cite the full name of the author or editor (not initials) and note that for publishers 'Co.', 'Ltd', etc. are usually

omitted. Examples:

#### *Books*

Emma Tarlo, *Clothing Matters: Dress and Identity in India* (London: Hurst, 1996), p. 75.

#### *Chapters or Articles in Books*

Carol Tulloch, 'There's No Place Like Home: Home Dressmaking and Creativity in the Jamaican Community of the 1940s to the 1960s', in *The Culture of Sewing: Gender, Consumption, and Home Dressmaking*, ed. by Barbara Burman (Oxford: Berg, 1999), pp. 111-28 (p. 120).

#### *Articles in Journals*

Edwina Ehrman, 'Dressing Well in Old Age: The Clothing Accounts of Martha Dodson, 1746-1765', *Costume*, 40 (2006), 28-38 (p. 30).

#### *Manuscripts*

The citation of manuscripts within the collections should be according to the system of the classification of the repository:  
Sheffield Central Library, MS Fitzwilliam E.209

#### *Online publications*

As far as possible, follow the style used for printed publications as detailed above. Give the date on which the resource was consulted in square brackets and the location of the passage cited in parenthesis:

Jennifer Harris, 'Dress, IV. 11<sup>th</sup>-13<sup>th</sup> centuries. 3. 13<sup>th</sup> century', in *Grove Art Online* <<http://www.oxfordartonline.com/>> [accessed 30 October 2008] (para. 3 of 8).

#### 4. *Style Conventions*

4.1. Dates should be presented as 17 January 1999. Centuries should be written out in full, e.g. twentieth not 20th. Numbers up to one hundred should be spelt out, thereafter use figures: two, twenty-two, 200.

4.2. Use single quotation marks and only use double marks for quotations within quotations. Quotations of more than six lines of typescript should not use quotation marks but should be marked off by an increased space from the preceding and following lines of typescript. They should be double spaced and should not be indented. For short quotations, the final full point should be outside the quotation marks unless the quotation forms a complete sentence and is separated from the preceding passage by a punctuation mark.

4.3. Paragraphs should be indented except the first paragraph of an article or section; do not leave a line/extra space between paragraphs.

4.4. UK English spelling and punctuation conventions should be followed (this requires the use of 'z', rather than 's', in such words as 'organize').

4.5. Within your essay, a person's full name plus their dates in brackets should be given the first time it is used e.g. Madame Alix Grès (1903-1993). Likewise, with the name of a place, especially museums e.g. Victoria and Albert Museum, London, UK.

#### 5. *Illustrations*

**It is the responsibility of the author** to provide both the images and the permissions to reproduce them. Originals, plus written evidence of permission to publish, need

only be sent once the article has been accepted. Costs of image reproduction are borne by the author.

*Costume* is published in full colour. Images should be supplied digitally where possible, in CMYK format as TIFF or EPS files, suitable for printing. As a guide, images should be submitted at a minimum input scanning resolution of 300 dpi for full colour, 350–400 dpi for half tones, 600 dpi for slides or transparencies, 800 dpi for simple line and 1200 dpi for fine line illustrations. Where electronic submission is not possible, photographs should be good quality gloss prints.

A printout of each image must be forwarded to the Editors with details of author, title and illustration number on the reverse.

In the text there should be a reference for each figure (Figure 1; Table 1).

Captions should be provided separately and should follow these conventions as closely as possible:

*For works of art*

Artist/maker, title of work (in italics), date. Collection or source. Medium and dimensions (in cm; height before width) if known. City/town of location: Gallery name. Acknowledgement/credit in italics on a separate line. Example:

John Baptist Gaspars, *King Charles II*, c. 1676. Oil on canvas, 221 x 137 cm.  
London: Painter's Hall.

*The Worshipful Company of Painter-Stainers*

*For artefacts*

Maker/designer (if known), description of object, date. Medium/material(s) and dimensions. Location: Gallery name and collection, accession/inventory number. Acknowledgement/credit in italics on a separate line. Example:

Redfern, Riding habit, 1885. Woollen cloth. London: Victoria and Albert Museum, T.430-1990, gift of the Honourable Mrs S. F. Tyser

©V&A Images/Victoria and Albert Museum, London

6. *Copyright*

It is a condition of publication that accepted papers become the copyright of The Costume Society, that they have not been previously published and that they are not under consideration for publication elsewhere. Authors are, therefore, requested to assign world-wide copyright in both print and other electronic media to The Costume Society.

7. *Proofs*

Proofs of articles will be sent directly to authors for checking and correction of typographical errors only. Proofs are sent as PDF files via email and must be returned within five working days of receipt, otherwise the Editors' corrected proofs will be used.

8. *Offprints*

Authors are entitled to a free PDF eprint of the final article. Traditional hardcopy offprints can be purchased and an order form for these will be sent at proof stage.

9. *MORE OpenChoice*

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*Costume* adheres to the MHRA (*Modern Humanities Research Association*) *Style Guide* at [www.mhra.org.uk/Publications/Books/StyleGuide](http://www.mhra.org.uk/Publications/Books/StyleGuide)

For more detailed guidance please see <http://www.maney.co.uk/authors>