Edinburgh University Press Journals Style Guide:
Costume: The Journal of the Costume Society

Costume – Notes for Contributors

How to submit

The Editors invite submissions of original articles of between 4,000 and 9,000 words inclusive of endnotes. In the first instance, please send submissions for consideration electronically by email to journal@costumesociety.org.uk. It is a condition of publication that on acceptance of the article by the journal Editors that copyright must be assigned to the Costume Society and an Assignation of Intellectual Property Rights Form will be sent to you on acceptance of your article.

Books for review
If you have a book for review, please send detailed information to the **Book Reviews Editor**, Christine Stevens by email:bookreviews@costumesociety.org.uk

Format
Articles should be typed in 12pt Times New Roman throughout, double-spaced, 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 using Microsoft Word.

Articles must include the following:

- a cover page bearing the submission's title, author's name, address, telephone number and email address;
- a 100–200 word abstract;
- 6–8 key words, for online searches;
- endnotes;
- author's brief biographical details (50 to 100 words);
- a list of captions to illustrations;

Please supply digital versions of suggested illustrations in a separate file or as individual images (or photocopies) with the initial submission (*Costume* articles are typically accompanied by 6–10 illustrations). Do not incorporate illustrations in the text.

All submissions may 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. The Editors cannot guarantee publication in a particular issue of the journal.

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- **Edinburgh Open** – optional 'Gold' Open Access funded by APCs (article processing charges)

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Preparing your article

In preparing your article in Microsoft Word, there is no need to format articles. Use a single (not double) space after the full point at the end of sentences. Please use plain style and avoid elaborate layout or typography, but include italics or bold type when necessary, and make sure that headings and subheadings are clearly visible as such. Words should not be hyphenated at the end of a line. Consistency in spacing, punctuation, and spelling will be of help. References and captions should be placed at the end of the file. Photographs, maps, and other supporting material are encouraged. Please use hard returns only at the end of paragraphs, switch auto-hyphenation off, and do not justify text. Figures and Tables should be submitted as separate files and keyed horizontally from left to right using a tab between columns, not the space bar (or keyed in Table mode in Word). For further information about *Costume's* house style please see the section below and refer to the *Costume* style guide document.

Article titles
The article title should be concise, accurate, and informative. Titles are often used by search engines and other information retrieval systems. The title should be specific and it should contain words that readers might be searching for.

Abstracts
The abstract is an important part of the article and will be used in Abstracting and Indexing services where the journal is listed, searched by Google and other search engines, and freely available online. Abstracts should be succinct but sufficiently comprehensive to provide a comprehensible summary of the article.

Keywords
Keywords are also important as they facilitate searching and accurate identification. The more accurate the choice of keywords, the more likely the article will be found, read and referenced.

Conditions of Submission

By submitting to this journal, authors acknowledge and accept that articles are considered for publication on the basis that:

1. The article will be submitted for peer review.
2. The article presents original work that is not being considered or reviewed by any other publication, and has not been published elsewhere in the same or a similar form;
3. All authors are aware of, and have consented to, the submission to the journal;
4. Due regard has been paid to ethical considerations relating to the work reported;
5. The article contains, to the best of the authors' knowledge, no libellous or unlawful statements.

References and Style

Endnotes should be used for referencing and should be kept to the strict minimum necessary for documentation. They should contain only minimal extra expository material. Endnote numbers, which should always use arabic numerals, should be given in the text, immediately following the most convenient punctuation mark. Endnotes should be listed at the end of the article with their location 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.

Style for references
Please refer to a recent issue of the journal for up-to-date examples of how to style your article. Some examples below cover the most common formats.

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

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.

Stylistic conventions for *Costume*

- 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;
- 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;
- paragraphs should be indented except the first paragraph of an article or section; do not leave a line/extra space between paragraphs;
- UK English spelling and punctuation conventions should be followed but use 'ize' rather than 'ise';
- 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.
- *Costume* adheres to the *MHRA (Modern Humanities Research Association) Style Guide* at www.mhra.org.uk/Publications/Books/StyleGuide

Captioning illustrations

- In the text there should be a reference for each figure (Figure 1; Table 1). Captions should be submitted in a separate file and should include information about the work of art/artefact, following 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*

Illustrations

Illustrations

Illustrations of all types – photographs, line drawings, maps – are particularly welcomed. They should be used wherever they contribute to the subject matter of the article. These should be submitted in separate files and numbered sequentially using Arabic numerals. Each must have a caption and source. Within the text, figures and tables should be referred to by number (e.g. Figure 1; Table 1), and preferred position, sizing, and groupings in the text should be clearly indicated. Images can be supplied electronically in CMYK format as TIFF or EPS files at high resolution suitable for printing.

As a guideline, images should be submitted at the following minimum input scanning resolutions:

full colour images	half tones	slides or transparencies	simple line illustrations	fine line illustrations
300 dpi	350–400 dpi	600 dpi	800 dpi	1200 dpi

Please note that the final reproduction quality is dependent on the quality of the original illustration. Prior to submission, we would advise authors to print out, at roughly the size required for publication, all images supplied electronically so the hard copy image can be assessed for contrast etc. – what might be clear and legible on a full computer screen will not be the same printed out at journal text/column width or less.

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Labels/legends should be in a consistent standard font such as Times New Roman or Arial and embedded in the image file. Please do not use effects such as outlining and shadows on lettering. Any lines should be a minimum of 0.3pt.

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Illustration checklist:

- Files are provided in TIFF or EPS format.
- Artwork is of sufficient resolution for its style (ie. colour image, line drawing etc).
- All images are the size intended for publication and all unnecessary elements have been removed.
- All fonts used for any text are embedded and standard fonts (Arial/Times New Roman). Font size is consistent.
- Any lines are a minimum of 0.3pt.
- Images do not contain any layers or transparent objects.
- Files are named according to convention.
- Artwork is provided in separate files to the main text.
- Captions and figure titles are provided in separate file.
- All rights/permissions have been secured.

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Online colour
This journal accepts colour illustrations and any colour illustrations will be printed in full colour in the print and online format.

Supplementary material online

Supplementary material gives authors the opportunity to enhance their work by including material that cannot be included in an article for reasons of space, is of very specific interest, or is not compatible with the standard journal format (e.g. audio or video files, animations, software, models, or large datasets). Supplementary material is intended to support arguments advanced in the article; it should not refer to other work nor contain discussion or conclusions that go beyond the content of the article. The inclusion of supplementary material is at the discretion of the Editor, whose decision is final.

Supplementary material will be published online and linked to and from the article.

Whenever possible, include supplementary material on initial submission of the article since peer review at a later stage may cause delays. Supplementary material will be hyperlinked from the main article. In preparing an article:

- ensure each supplementary file is referred to at the appropriate point in the manuscript using the correct style for the journal: (Supplementary Material 1), (Supplementary Material 2), etc.
- provide a separate document giving the title and a brief description of each supplementary file, plus detailed captions for non-text files (figures, video, audio, software, datasets, etc.)
- distinguish supplementary tables, figures and references using the numbering system S1, S2, S3, etc.

Supplementary material must be self-contained, i.e. capable of being understood without reference to other material. **Supplementary files are not edited and are not typeset**. It is the responsibility of the authors to ensure the content is correct, consistent with the article itself, consistent with journal style and self-contained.

Acceptable file formats for supplementary material include:

- text files: Word, RTF, PDF, SGML, txt
- tables: Word, RTF, Excel, PDF
- figures: TIFF, JPEG, EPS, BMP, GIF
- presentations: PowerPoint, PDF
- audio/video files: MPEG, WFV
- data and software files running on recognized programs.

Please consult with the journal Editors prior to submitting supplementary material and ensure that they are aware of the additional file(s) when you submit your article for peer review.

After acceptance
Proofs
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