

**STYLE GUIDE**

*Writing Visual Culture* is a double-blind peer-reviewed open access journal. Authors submitting work are asked to format their articles according to the *Writing Visual Culture* house style, described here.

**Papers**

* All submissions must be in English.
* Papers must be original and not have been published already or accepted for publication elsewhere.
* Full papers should be between 3000 and 6000 words, including notes and references.
* Your paper should be anonymous and arranged as follows: title; abstract of 200 words; main text using the Chicago Author-Date system (see below); references;
* Your paper should be prefaced by an abstract of 200 words, which should specify the research question or issue that you are addressing, the context in which it arises and has significance, an outline of the enquiry itself, and the outcome. You should also make clear the connection between your paper and the volume theme.
* Submit your paper as a MS Word document (.doc or .docx)
* Formatting: Do not use styles, or format your text using tables or similar (if you need to present a table keep it simple). Do not use headers or footers – these will be standardised to house style. Please use Ariel 11 point text throughout, with headings and subheading Capitalised and in **bold**; use a left-justified margin and ragged right margin, with line spacing of 1.5 and a hard return after each paragraph (not a tab). Use only one space between sentences. Please number your pages in a single sequence at bottom right. Place quotations of 60 words or more on a new line, indented on the left side. Use quotation marks within the text for quotations of fewer than 60 words. Please follow the referencing system described below.

**Notes and References**

Authors should follow *The Chicago Manual of Style* Author-Date style. A summary is available at <http://www.chicagomanualofstyle.org/tools_citationguide.html> under the ‘Author-Date’ tab.

Citations appear in the text as follows (Biggs 2000, 209) or (Ward and Burns 2007, 52).

‘References’ should be placed listed at the end of the paper, alphabetically by author surname, as follows:

Pollan, Michael. 2006. *The Omnivore’s Dilemma: A Natural History of Four Meals*. New York: Penguin

Weinstein, Joshua I. 2009. “The Market in Plato’s *Republic*.” *Classical Philology* 104:439–58.

Notes should be used sparingly. If they are required, please do not use your word-processor's automatic feature. For the reference marker, place the note number in square brackets [1] and place a numbered list [1] with the note text at the end of your paper. Do not put full bibliographic details in notes. Notes, like the main text, should use the Author-Date system to indicate bibliographic references.

Articles which do not follow the *Writing Visual Culture* house style may be returned for reformatting as a condition of publication.

**Images**

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* Images may be included in the article text. However, they must also be supplied as separate high-resolution TIFF, JPEG or GIF files
* Please label image files with your (author) surname and the figure number, e.g. Simpson\_4.jpg
* Images should be keyed to the text using [Fig. 1] – This is, of course, especially important if images are not included in the text.
* Please supply a ‘list of illustrations’ with text for captions.
* Captions/list of illustrations should be set out as follows: Fig.1. August Rodin, The Thinker, 1880-81, bronze, 82.9cm x49.4cm. Cleveland Museum of Art. Credit (source of the image e.g. book, website, gallery). Acknowledgement of permission using rights holders stipulated wording, as necessary. Include and differentiate between the photo copyright and the copyright for reproducing the work.

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