

Article

Length: 1500 - 5000 (Not including footnotes or captions)

Please note - The article begins with a drop cap

Pictures

300 dpi / JPGS

Individual files needed not embedded in a Word doc

Captions - Please keep captions short where possible

Copyright info - To be displayed at the end of the article. (See page 2)

Details on the photographer/photo website could appear at the end rather than in the caption

Pull quotes

Please highlight any text that you wish to be used as a pull quote. Between 1-4 depending on the length of the article

Language

Oxford English

Please spell check the Word document before sending

Titles

Use sentence case: Capital at the start and then where relevant such as for a name

Colons rather than full stop

Please bold any subheadings

Captions

No full stop at the end

Please make sure captions are provided in a separate document either with a thumbnail of the image or image name referenced

Notes

Endnotes

Quotes

Use single quotation marks

Make sure to check and adjust in word document

Quotes in Foreign Language

Italics

Make sure to check and adjust in word document

Bio

Author(s) profile - approx 50 - 150 words per Author

4-10 lines

author(s)' name in bold

Literature and Sources

Harvard style referencing

Make sure to check and adjust in word document

Alphabetical order

