

BLOOMSBURY ENCYCLOPEDIA OF WORLD TEXTILES

GUIDELINES FOR CONTRIBUTORS

GENERAL

- An encyclopedia should have an objective tone as it will serve as a reliable, impartial, and authoritative source. Contributors are invited to include their own views but should avoid hyperbole and unsupported statements.
- The first paragraph/section of an entry should always adequately introduce the topic for a reader coming to it for the first time. Then, the core of the entry should provide an overview of the topic (*not* detailed primary research). The final section should actively summarize and conclude.
- Case material may be used as the core of an entry but this material should always be placed in context.
- Entries must be written in the third person.
- Bear in mind that readers will come from a diverse range of disciplines and levels. Aim to be as accessible as possible and not to assume any specialist knowledge on the part of the reader.
- An entry may be based upon previously published work by the contributor but substantial portions of text may be reproduced verbatim only with the permission of the publisher (see Text Permissions below).

LENGTH

- Entries should be a minimum of **2,500 words** and a maximum of **4,000 words**, exclusive of references. Your Volume Editor will agree with you the number of words that has been allocated to your entry.
- It is crucial that each contributor keeps to the word length. The Volume Editors reserve the right to edit/revise (or request that you edit/revise) your entry to reduce word length where necessary.

KEYWORDS / SUB-HEADINGS / REFERENCES

- Please include 5 keywords in the Draft Entry.
- The use of sub-headings is encouraged and Volume Editors will advise on this as necessary. Sub-headings should be on a line of their own. Please avoid *sub*-sub-headings.
- Place all references in a list at the end of your entry.
- Do not include any footnotes/endnotes with your entry. In-text citations should be (author date + page number/range where necessary).

SCHEDULE FOR SUBMISSION OF ABSTRACT AND DRAFT ENTRY

- Your Volume Editor will advise you of the date for submission of your abstract. Once submitted, please wait for your Volume Editor to approve the abstract before submitting your draft entry.
- Your Volume Editor will advise you of the latest date for submission of the full Draft Entry.
- If at all possible, submit earlier. Your Volume Editor will review, send back comments, and confirm when the Final Entry is to be submitted. (If you cannot meet the deadline, please notify your Volume Editor as early as possible.)
- Please double-check all names, place names, dates, and other basic information in the text and bibliographic entries *before* submission to your Editor.

DRAFT ENTRY

Each entry must include:

1. Title of entry (this must be the same title printed in your contract).
2. 5 keywords.
3. Entry text.
4. List of references and further reading (as a guide, a 4,000-word entry should include no more than 20 references).
5. "See also" references – titles of other entries in the encyclopedia to which your entry relates. (Your Volume Editor can provide a Table of Contents for any volume in the set.)

6. List of up to 8 suitable images (noting any which are likely to incur a fee). NB - Authors of photo essays should agree the number of images with their Volume Editors.
7. Author name (Please type your family name in upper case, eg: Koji KUWAKINO) and affiliation.

STYLE GUIDELINES

Language	<i>All entries must be submitted in English.</i> Use gender-neutral language: person or individual, <i>not</i> man; people, humankind, <i>not</i> mankind
Spelling	Use American spelling if possible: “jewelry” not “jewellery”; “color” not “colour.” English spellings will be converted to American by the Publisher.
Punctuation	Use a serial comma: “We will discuss apprentices, peasants, and guild members.” Place periods and commas within quotes. Place colons and semicolons outside quotes. Begin a complete sentence after a colon with a capital letter. Use “s” for possessives even when the singular word ends with an “s” (e.g., Ines’s).
Italics	Italicise titles of artworks, films, books, plays, etc.
Quotations	Always cite the source with any quotation. Use the exact spelling and punctuation of the original quotation. Avoid long quotations wherever possible. If a quotation is 100+ words it should be indented, not have quotation marks, and the source should be on a line below the quote. If you insert your own words into a quote enclose these in square brackets.
Numbers	Spell out all numbers that can be written in 1-2 words - such as eighty-five or four hundred – and all fractions, such as two-thirds or three-fourths. With percentages, use numerals for the amounts and spell out the word percent.
Non-English Terminology	If the entry contains any non-English term, set the term in italics the first time it appears and set the English translation in brackets immediately after. After this, the term can be treated as any other.
Non-English Transliteration	In the instance of a non-literal translation, set the word/phrase in italics followed by the approximate translation in quotation marks.
Abbreviations and acronyms	Any abbreviation or acronym should be written out in full on its first appearance with the abbreviation or acronym in brackets – e.g., Textile Society of America (TSA).
Time	No periods in abbreviations or acronyms – USA, not U.S.A. Use BCE and CE, not BC and AD. Hyphens: <i>twentieth-century</i> (as adjective) but <i>twentieth century</i> (as noun); <i>mid-twentieth-century</i> (adjective) but <i>mid-twentieth century</i> (noun) Avoid phrases that tie the text too closely to the time of writing (“recently,” “lately,” “latest” and the like); use “in the twenty-first century” if appropriate.
Identifying people/ places	Most readers of your entry will not be specialists in your field. If your entry mentions a person/place not internationally-known always provide some context to help the reader locate the person/place –e.g., “...in Brno, <i>Czech Republic</i> , where...” or “Viola Gråsten, <i>a textile designer who worked in Sweden in the decades following the Second World War, ...</i> ”.

References

(If in doubt, follow *The Chicago Manual of Style*, 16th edition / online.)

- These should appear in a single list at the end of your entry.
- Cite works that can be easily found and avoid obscure sources.
- If references in languages other than English are used, provide an English translation in brackets after.
- Always specify an edition for any work if more than one exists; use standard editions of classic works rather than the most recent.
- List items in alphabetical order of author family name; arrange books and articles by a single author in date order; for second and subsequent works by the same author, unless there are multiple authors, repeat the author's full name; next, list books co-authored by the primary author by the surname of the second author.

- Examples below (which also demonstrate what should be in italics):

Books	Authored	Hansen, Karen Tranberg. <i>Salaula: The World of Secondhand Clothing and Zambia</i> . Chicago: University of Chicago Press, 2000.
	Co-authored	Warwick, Alexandra and Dani Cavallaro. <i>Fashioning the Frame: Boundaries, Dress and the Body</i> . Oxford: Berg, 1998.
	Edited	Eicher, Joanne B., Ed. <i>Dress and Ethnicity: Change Across Space and Time</i> . Oxford: Berg, 1995.
Articles	In Books	Baldaia, Suzanne, "Space Age Fashion." In <i>Twentieth-Century Fashion</i> . Eds. Linda Welters and Patricia A. Cunningham. Oxford: Berg, 2005, pp. 169-190.
	In Journals	Root, Regina. "Tailoring the Nation: Fashion Writing in Nineteenth Century Argentina," <i>Fashion Theory</i> , 4:1 (2000): 89-118 [Note that issue number or season should be included in addition to the volume number and year.]
Internet sites		Julia Kane. "Margery Kempe." http://www.kings.edu/womens_history/margerykempe.html (December 2001) [Note that it is best to list only well-established or institutional websites.]

ARTWORK

Please see separate **Image Guidelines** covering required resolution, a list of good image banks, and a templated permissions letter.

TEXT PERMISSIONS

- Most published sources are protected by copyright. Laws and conventions governing the need for authors to secure written permission to reprint material from previously published works are complex and are generally based on proportion, on degree of literary quality, and on the context of quotation. Please therefore avoid lengthy quotations from other sources. If in doubt, please contact Bloomsbury for guidance and instruction. Please note that the responsibility for securing permission to reprint (and any associated fees) is the contributor's.
- Please note that if a contributor reuses verbatim any substantial part of their own previously published material written permission must first be secured from the publisher of the earlier text. This publisher will probably also require that a credit line is included in your entry. It is your responsibility to secure this permission and to include any required credit in the entry you submit.

We look forward to working with you on this exciting and ambitious project.

