

# Guidelines for Contributors

Contributions to the *Journal* are welcomed on all subjects relating to William Morris's life and works. The Editor would be grateful if contributors could bear in mind the following guidelines when submitting articles:

1. Contributions should be typed using double spacing on one side of A4.
2. Articles should be circa 5000 words. However, shorter and longer pieces will also be considered.
3. If you wish to include illustrations please include them with your text. If you are using digital images please ensure they are of high enough resolution to print well, and send them on a CD. If necessary please also obtain permission to reproduce the image(s) from the owner/owning institution (e.g. Tate Gallery, William Morris Gallery, etc.). The Editor may well be able to help contributors in respect of illustrations (for example with issues of copyright), but please note that it is ultimately the contributor's responsibility to secure permissions to reproduce an image.
4. Notes should be numbered consecutively and should appear as endnotes at the end of your article. Please avoid using the automatic note-numbering facilities available with some word-processing packages. They slow down editing considerably. Type references in your text as superscript figures (eg. <sup>123</sup>) and write your notes at the end of the article in normal script. Please refer where possible to primary rather than secondary sources.
5. Please give the following details when citing books: (i) author/editor, (ii) title of book (italicised), (iii) place of publication, (iv) publisher, (v) date of publication (and original

date of publication if it differs from the edition you are using), (vi) volume, if appropriate, (vii) page number. e.g. May Morris, ed., *The Collected Works of William Morris* (London: Longmans, Green and Co., 1910–15), XIV, pp. 212–13.

6. Please give the following details when citing articles: (i) author, (ii) title of article, (iii) title of journal (italicised), (iv) volume / number, (v) date, (vi) page number(s). e.g. Margaret D. Stetz, 'The Changing Politics of Fantasy: From Morris and Schreiner to the Present', *Journal of Pre-Raphaelite Studies* 10 (Spring 2001), pp. 90–98; quote taken from p. 94.
7. For dates use day, month, year (e.g. 6 July 1855); for decades use numbers (e.g. 1890s); for centuries spell in full (e.g. nineteenth); for figures up to and including a hundred use words (e.g. forty-five) and above one hundred numbers (e.g. 454).
8. At the end of your article please include a short biographical note of not more than fifty words.
9. Any copyright permissions relating to Morris's own works should be sought from the Society of Antiquaries: contact The General Secretary, Society of Antiquaries of London, Burlington House, Piccadilly, London, W1J 0BE. [admin@sal.org.uk](mailto:admin@sal.org.uk)
10. The Editor would be grateful if articles could be sent in virtual form (as a Word.doc) as well as hard copy. Ideally please send as an attach document to [editor@morrissociety.org](mailto:editor@morrissociety.org) or on a floppy disk or CD. Hard copy should be sent to the William Morris Society in Hammersmith (address inside back cover) marked for the attention of the Editor, JWMS.

Please note that views of individual contributors are not to be taken as those of the William Morris Society.