

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 use the following guidelines when submitting articles:

1. Contributions should be word-processed or typed using 1.5 spacing, and printed on one side of A4 or 8.5 x 11 paper. They should be ca 5000 words in length, although shorter and longer pieces will also be considered.
2. Articles should ideally be produced in electronic form (e.g. as a Word.doc, or .rtf format if using a Mac). Please send your article as an email attachment to editor@morrisociety.org, or on a floppy disk or 're-writable' CD (e.g. CD-RW), marked for the attention of the Editor, *JWMS*, to The William Morris Society, Kelmscott House, 26 Upper Mall, Hammersmith, London W6 9TA, United Kingdom. Please avoid other, 'non-rewritable' CD formats (e.g. CD-R), as these cannot easily be re-used.
3. Contributions in hard copy only are also accepted, and may be sent to the same address.
4. In formatting your article, please follow *JWMS* house style by consulting a recent issue of the *Journal*. Back issues are available from the William Morris Society at the above address.
5. Notes should be numbered consecutively and should appear at the end of your article. Please avoid using the automatic note-numbering facilities available with some word-processing packages, as they slow down final editing considerably. Instead, please cite all references in your text by superscript (e.g. ¹), and list them under NOTES at the end of the article in normal script.
6. Refer where possible to primary rather than to secondary sources, and give all direct quotations in single quotation marks. Quotes within quotes should be identified using double quotation marks.
7. When citing books, please give the following details: (i) author/editor, (ii) title of book (italicised), (iii) place of publication, (iv) publisher, (v) date of publication (and original date of publication if different from that of the edition which you are using), (vi) volume, if appropriate, (vii) page number(s) of quote or information cited; e.g. May Morris, ed., *The Collected Works of William Morris*. London: Longmans, Green and Co., 1910–15, xiv, pp. 212–13. If no specific citation, please give number of pages in book (e.g. 364 pp).
8. When citing articles from, or chapters in, books, please give: (i) author, (ii) 'title of

- article' (in single quotation marks), (iii) in (iv) name(s) of editor(s), (v) title of book (italicised), (vi) place of publication, (vii) publisher, (viii) date of publication, (ix) page number (s) of quote or citation; e.g. Jan Marsh, 'Concerning love: *News from Nowhere* and gender', in Stephen Coleman & Patrick O'Sullivan, eds, *William Morris and News from Nowhere. A Vision for Our Time*. Hartland, UK: Green Books, 1990, p. 116. If no specific citation, please give number of pages in article/chapter (e.g. pp. 107–125).
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