

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 would bear in mind the following guidelines:

1. Contributions should be typed using double spacing on one side of A4 paper.
2. Articles should not exceed 4,000 words (including footnotes). However, longer contributions will be considered.
3. Book reviews should not exceed 1,000 words.
4. Illustrations, where appropriate, should be included with the text along with details of the copyright holders.
5. Footnotes should be numbered consecutively and appear at the end of the article. Please keep footnotes to a minimum and refer where possible to primary rather than secondary sources.
6. The following details are required for books cited in the footnotes: (i) author/editor, (ii) place of publication, (iii) publisher, (iv) date of first publication, and (v) volume and page number, e.g. Fiona MacCarthy, *Telling the Tale of Topsy: William Morris's Biographers*, (London: William Morris Society 1996), p. 12.
7. For dates use day, month, year (e.g. 4 November 1766); for decades use numbers (e.g. 1920s); for centuries spell in full (e.g. nineteenth); for figures up to and including ten use words (e.g. eight) and above ten numbers (e.g. 54).
8. A short biographical note of not more than 50 words should be included.
9. Contributions will only be returned on request.

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