

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 may be up to 5000 words. Shorter pieces will also be considered.
3. If you wish to include illustrations please include them with your text, and if necessary obtain permission to reproduce the image(s) from the owner/owning institution (e.g. Tate Gallery, William Morris Gallery, etc.).
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. ^{1 2 3}) and write your notes at the end of the article in normal script. Please keep notes to a minimum and 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 ten use words (e.g. eight) and above ten numbers (e.g. 54).
8. Include a short biographical note of not more than 50 words.
9. 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 R.Miles@wlv.ac.uk or on disk.

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