

Art libraries journal

The *Art libraries journal* is published by ARLIS/UK & Ireland for the international art library community and for all who are interested in the documentation of the visual arts, including archivists, collection managers, artists, curators, conservators and art historians.

The scope of the journal is rooted in the long-term concerns of art librarians. This includes the role of art libraries in the age of globalization and the impact of the Internet and digital technology on art documentation; historical collections; specific art library materials such as catalogues, visual resources and artists' books; copyright and other legislation affecting the activities of the profession; changes in publishing and scholarly communication; and other developments in the converging fields of libraries, museums, archives and visual resources.

Most issues of the *ALJ* cover a spread of relevant subjects, but some focus on specific themes, such as artists' books, online repositories and catalogues raisonnés, or particular countries or regions.

1. Submissions

The *ALJ* is published in English, but submissions in other languages such as French, Spanish, Italian or German may be accepted, provided that a suitable translation for publication can be arranged. This would be discussed with the Editor or the Deputy Editor, as applicable, in all cases.

Article contributions should be 2,000 to 2,500 words and submitted in a **.doc file format (or an .odt format)** with accompanying image and/or table files (see section on illustrations for accepted file formats), as an email attachment or through a file sharing service to the Editor or the Deputy Editor or Guest Editor, as applicable. Review contributions should be 1,000 words and submitted to the Reviews Editor (specific guidance for reviews is in section three of this document; the general guidelines should also be observed). All submissions should include the author's full postal address, telephone number and email address.

Contributors who wish to be notified of editorial changes in their submissions before publication or who wish to make further changes themselves, must request notification when submitting their article or review or contact the appropriate editor before their submission deadline. Otherwise, all editorial decisions are at the discretion of the editors, although any major changes will be discussed with the writer before copy editing.

The Editors' contact information is as follows:

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2. Manuscript preparation

Articles should be typed and formatted as follows:

- Please use one font style throughout the article and ensure title, abstract, and all headings are easily differentiated from the text body
- Use 1.5 line spacing
- **Do not** paginate your article
- **Do not** use the automated foot- or endnotes in your word processing software.
- For emphasis in the text, and to identify titles of publications (including electronic publications), use italics
- Do not insert images within the text of the article
- Numbers one through ten are spelled out; thereafter use Arabic numerals except where they begin a sentence
- Gender-neutral phrasing is preferred
- Preferred word forms and spelling:
 - 1950s, 1980s
 - 19th century (noun), 19th-century (adjective)
 - disk, videodisk
 - email
 - internet
 - online
 - UK, US
 - website
 - CD-ROM, DVD
 - PDF, TIFF, JPG

Abstracts

Articles must be accompanied by an abstract of three or four sentences (up to 200 words), which should attract readers, and should be written as a direct summary of the article. Use questions to attract attention; try not to use phrases like 'the author describes' or 'the article covers'.

Style

Submitted texts should conform as closely as possible to the *Art libraries journal* conventions for punctuation and word usage. Failure to observe these guidelines may result in your article being returned for further formatting. A copy of the journal can be supplied to new contributors as a model.

We use British English spelling. If you use automated spelling and grammar checking, set your language setting to English (UK). The *Chicago manual of style*, (16th ed., University of Chicago Press, 2010), should be consulted for grammar and style questions. Use the *Shorter Oxford English dictionary* (6th ed., Oxford University Press, 2007) for guidance on contemporary usage in spelling and hyphenation. With particular reference to words ending in 'ise' or 'ize' or 'yse' and derivatives, please note that the ALJ favours 'ize' and its derivatives (however there are some exceptions, which can be found on the following webpage <http://www.oxforddictionaries.com/words/ize-ise-or-yse>.)

- When citing the title of a publication or part of a publication, capitalize only the first word and all proper nouns.
- Use one space after a full stop and other forms of punctuation.
- Avoid serial commas, or commas after i.e. and e.g. (e.g. Monet, Picasso and Gauguin).

Quotations

Short (fewer than 25 words) passages of quotation should be enclosed in single quotation marks ('...'). Double quotation marks ("...") are used only to denote direct speech within a quoted passage already enclosed in single quotation marks. Punctuation should come after the quotation marks, unless it is part of the quote, in which case it will come before the closing quotation mark.

Longer quotations (more than 25 words, such as this one) should not be in quotation marks. They should be indented as a block within the text.

Illustrations

Please refer to the guidelines provided by Cambridge University Press here: <https://www.cambridge.org/core/services/authors/journals/journals-artwork-guide>

Images may be used to amplify the text, and should ideally be TIFF or EPS files. They should be sent as separate files and must be clearly labelled and numbered, with accompanying captions listed at the end of the article. Copyright clearance and payment of reproduction fees are the author's responsibility and full acknowledgement of sources must be included. Images provided in colour will be printed in colour and will appear in colour online.

References (includes both notes and bibliographic citations)

List citations and notes under the heading 'References' at the end of the article.

Please do not use automatic footnotes/endnotes available in word processing packages: they must be removed and re-typing the references manually risks losing the correct data.

References in the text should be followed by a superscript Arabic numeral (not in parentheses) immediately following the relevant passage, word or phrase, and *after* any punctuation.

Contributors should consult *The Chicago manual of style*, 16th ed. for the preferred format for citations. The online Quick Guide will answer most questions http://www.chicagomanualofstyle.org/tools_citationguide.html.

Author credit

The author credit follows any references and/or appendices. All information except the first line should be given in italics:

Given name and family name (*no academic or other titles, qualifications, etc.*)

Title of post

Name of institution

Street (etc.)

City or town and postcode

State, province, etc.

Country (USA, UK, etc.)

Email address

3. Reviews

The Reviews Editor will supply the reviewer with the lead citation for the review. This will include a complete bibliographic citation, pagination, description of the number and type of illustrations, standard number and price and/or availability of the item.

Reviews should be written for the art, design and architecture librarian and visual resources curator to use as a selection aid and for reference self-education. The following should be considered and noted in the review when relevant:

- analysis of the item's content
- intended audience or reader level
- style and quality of writing, design and production
- type and quality of illustrations or reproductions
- evaluative comments, comparing to other works on the same subject
- scholarly apparatus (e.g. indexes, appendixes, bibliographies)
- physical structure (e.g. durability of binding, signatures, paper quality)

Reviews of one-volume publications should generally be 1,000 words in length or less. Comparative reviews of two or more publications, and reviews of multi-volume sets, should run to no more than 2,000 words without prior consultation with the Reviews Editor.

Due dates generally allow three months' time for preparation of reviews and the editor relies on timely submissions in order to keep the reviews section on schedule. Reviews

submitted after deadline may or may not be included in a later issue as space permits.

Titles reviewed for *Art libraries journal* should not have been reviewed for another publication by the same reviewer, and reviewers should disclose any involvement with the production or authorship of the item under discussion.

4. Open Access Policies

Please visit [Open Access Publishing](#) at Cambridge Core for information on our open access policies, compliance with major funding bodies, and guidelines on depositing your manuscript in an institutional repository.

5. Offprints

The first named (or nominated corresponding) author will receive a PDF of their contribution, for their own use and distribution to any co-authors. They will also receive a complimentary copy of the issue in which their article appears. This will be mailed to the address provided.

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