

Guidelines for article contributions to The Blue Notebook

All contributions will be peer-reviewed by our panel of referees. These guidelines are not here to put you off writing something for TBN, as we welcome submissions.

Our deadlines are 1st January and 1st July each year. Please email Sarah to let her know if you intend to submit for a deadline so we can save a space, as there are only 5 slots per issue.

The guidelines are to help keep articles in a uniform format to help with the journal design layout. If you have any questions please email Sarah.Bodman@uwe.ac.uk

Text

Please write no more than 3000 words (unless previously agreed).

Save your article text as a Microsoft word document with your surname as the file name: i.e. Jones.doc

As well as your article, please supply the following text:

Short author details: six sentences maximum, to include at the end of your article. You may include your own email and website address if you wish, plus the name of your institution/organisation if applicable. Saved as author.doc

Abstract: c. 1 paragraph that can be used for the website/intro.

Please format all text as follows:

Arial 11pt

Single spacing

When referring to titles of artworks or publication titles in the main text, please give titles in *italics* not in quote marks.

Quotations and Bibliography

Please format quotations in your text as follows:

Single quote marks for short quotes.

Quotations over 25 words long, please inset as a clearly separate paragraph with no quote marks.

All quotations should be followed in brackets, by (author's surname, date of publication: page number), e.g. (Jones, 2015: 17)

Bibliography Please list in this format: author's surname, initials, (date) title, publisher, city, ISBN

For example:

Bright, B. (2005) *No Longer Innocent: Book Art in America 1960-1980*, Granary Books, New York, ISBN 1 887123 71 7

For quotes from websites: please list website address and date quote was taken from the website.

Footnotes/endnotes

Please number ^{1 2 3} etc. in the main text as superscript, and list at the end of the article, please do not use footnotes in the main text.

Illustrations

Please supply illustrations as RGB colour, JPEG format, 300 dpi with a minimum size of 11 x 15 cm (or thereabouts). Title images as 1.jpeg, 2.jpeg etc. and then supply all captions info in a separate document numbered accordingly, and save document as captions.doc

Illustration captions should be supplied for each image in the following format:

Artist forename, artist surname, title of work in italics, date,

For example:

Guy Begbie, *Black Cross Channel*, 1998

Supplementary caption info can include; size in cm, media, edition no./unique work, place, name of photographer (in this order please)

For example:

19.5 x 12 x 0.7 cm, mono-screenprint, clothbound, unique book, Bristol, UK.
Photograph: John Rivers

Sending in

Please supply all text and images via wetransfer.com by the agreed date.
Please send the notification to Sarah.Bodman@uwe.ac.uk

Thank you