

## ORTS JOURNAL GUIDELINES FOR CONTRIBUTORS

### Length

Articles should normally be between 1,000 and 3,000 words long, with a maximum of 4,000 words. Reviews of books or exhibitions are usually between 500 and 750 words. Shorter submissions are also very welcome. Please feel free to contact the editor to discuss proposals.

### Approach

Articles should be in line with the aims of the Society: "The Oriental Rug and Textile Society of Great Britain was founded in 1977 to encourage interest and enthusiasm in the carpets and textiles of Asia and now of the whole world. We aim to advance understanding of the processes involved in their creation and to promote knowledge of the traditional centres of weaving."

### Presentation

1. You may send a manuscript to the editor at any time. The decision of the editor regarding acceptance is final.
2. Please send your article as a Word document, preferably via email.
3. The title page of your contribution should indicate the title, your name and email address. Please include a couple of sentences indicating your background or role in an institution where relevant, for inclusion at the end of the published article.
4. Please head book review articles with the following details: title of book, name of author, publisher, date, number of pages, number of illustrations, ISBN number.
5. Exhibition reviews should be headed: title, dates and location.
6. The ORTS journal uses English spelling conventions. If your article includes foreign language text, please follow this with a translation in parenthesis.
7. It would be helpful you could italicise titles of books, exhibitions and periodicals, technical terms and phrases in a foreign language.
8. Short quotations should be enclosed within single inverted commas, unless they are direct speech, in which case double inverted commas should be used. Quotations of more than two lines should be indented, without quotation marks.
9. Please do not indent paragraphs. Please do leave a line between paragraphs. Please also leave one space only after full stops, semi colons, etc.
10. Bibliographic information should correspond to the following examples:  
**Books:** Conway, Susan. *The Shan: culture, art and crafts*. Bangkok: River Books, 2006.  
**Journal articles:** Baker, Patricia L. 'Twentieth-century Myth-making: Persian tribal rugs', *Journal of Design History*, (Vol.10, No.4, 1997), pp.363-374.
11. We welcome illustrations, colour or black and white. Please provide images at high resolution. The file name should reflect the figure number. Larger files can be sent via WeTransfer.
12. Please send a separate file listing figures and captions. Measurements of textiles or rugs should be given in metric form.
13. Illustrations should be referenced as (Fig X) in the text to indicate position. Where the illustration shows an item from a museum collection, the acquisition number should be included where possible.
14. The author is responsible for copyright clearance and reproduction fees; please provide acknowledgement of sources where appropriate.