

CONTRIBUTOR GUIDELINES FOR *SPIRIT OF PROGRESS*

(official journal of Art Deco Society Inc.)



About this journal

Spirit of Progress is published quarterly in January, April, July and October and circulated to Society members in Victoria, Tasmania, other Australian states and overseas as well as a number of media outlets. *Spirit of Progress* currently has about 500 subscribers.

Deadlines and Editorial Policy

Deadlines are three months before the date of issue to meet editorial, printing and mailing deadlines. Material is scheduled to obtain a mix of subjects to meet members' needs and every effort is made to maintain currency. As space is at a premium, preference is given to concise articles. Placement depends on receipt of final manuscripts, length, suitability of images and amount of paid advertising. 'Advertorial' is not accepted.

Prior Outline

Before submitting a manuscript, authors may prefer to submit a brief outline (hard copy) to the Editor for comments on length and suitability.

Style and Clarity

Follow the KISS principle—keep it simple and short. In text, aim for clarity, brevity, simple vs complex speech and direct vs indirect speech. Avoid jargon, abstraction, clichés, tautology and errors of meaning and form. 'A picture tells a thousand words'—use your images to show detail, set the context and reduce textual length. *Spirit of Progress* uses the Style Manual published by the AGPS for style and the Concise Oxford Dictionary for spelling (choose first or Australian variant).

Manuscripts and Images

- (i) Should be typed, 12 pt Times New Roman, double-spaced, one side only, on A4-size paper. Pages and images should be numbered. Side margins should be minimum 2 cm. Include a suggested title(s), author's name(s), and brief reference details. Ensure all enclosures are clearly named and labelled for return after printing. Art Deco Society Inc. cannot be held responsible for any loss of original images or documents—authors should retain original copies.

- (ii) Electronic text
In addition to a hard copy, please send the text either on a floppy disk or by email to the Society (robingrow@ozemail.com.au) Save text and captions as Word for Windows.

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(iii) Length of Articles

- Major Articles 1200–1500 Words (4 pages)
- Intermediate Articles 500–1200 Words (2-4 pages)
- Minor Articles 250–500 Words (1 page)
- Reviews 250–300 words (1/3 page)

Please discuss any proposed variations with the Editor.

(iv) Editing

Although all articles should be ready to print as submitted, there will be minor editing to ensure accuracy, clarity and consistency of style; to correct spelling, punctuation and syntax; and to comply with copyright and publishing laws. If required, text will be referred back to the author for their final approval after editing and confirm that captions match images.

(v) References

(i) Books and journals

Standard format should be followed, to ensure accuracy and to assist readers in sourcing material, that is, Author(s)/Editor(s); Date; Title of Article; Journal; Publisher; no.; pp. or pp. nos of article. Brief reference lists are preferred.

(ii) Web-based resources

Author(s)/Page Creator(s) [if known]; web page title (if it has one); full URL address; publication date as found on the document - use revision date if found; date that the contributor accessed web page e.g. Quinion, Michael B. (1996). Format for citing online sources is usually: www.worldwidewords.org/articles.citations.htm (updated 11 Feb 1998, accessed 11 Sept 2002)

Images

Please supply captions for all images, clearly marked to minimise confusion. If necessary, please provide a copy of the relevant written copyright approvals. Every effort will be made to protect an author's images and to return them promptly after publishing.

(i) Colour

In general, all images will appear in mono. Positive B&W prints are preferred. Whilst 35 mm slides can be reproduced in B&W, results are often unpredictable. Ensure sharp focus, good contrast and sufficient space for cropping.

(ii) Images supplied electronically

Supply on zip disc or on CD in TIFF or EPS format. Images should be 300 dpi scans, minimum 14 cm wide, with a list of file names, thumbnail printouts and brief captions—hard copy assists layout and selection. Please package carefully, to avoid damage in transit. Do not email unless agreed with the Editor.

AUTHOR CHECKLIST TO SEND

(detail, tick or circle):

Attach a list of all documents, images etc. supplied, to ensure their return.

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