

DEVON GARDENS TRUST JOURNAL

Guidance Notes for Authors

Editor: Dr Dianne Long

info@devongardenstrust.org.uk

Devon Gardens Trust Journal is published approximately every two years and is provided free of charge to all members of Devon Gardens Trust and to others on request. The Journal contains researched articles and reviews, but not news items or notes which could be suitable for the DGT Newsletter published two to three times a year. The Trust welcomes articles from members and non-members on any aspect of the history of Devon's designed landscapes. Contents of each of the past Journals are given on the Trust's website and most articles can be downloaded.

<https://www.devongardenstrust.org.uk/about/publications/journals>

Authors should not submit articles to Devon Gardens Trust which have been published elsewhere or are currently under consideration for publication elsewhere. The Editor will be happy to discuss ideas in advance of submission. Articles should not normally exceed 5,000 words, excluding references (endnotes).

When you submit your article, please give:

Your Name

Your contact email address

Your postal address

A brief abstract of the article up to 200 words

The text of the paper

References as endnotes

Captions to any illustrations

Acknowledgements

The written permission from the copyright owners to use photographs, illustrations etc.

Illustrations

Articles submitted for consideration should be sent electronically (i.e. by e-mail attachment or another bulk transfer such as WeTransfer for large files) as a Word document to the Editor. This should be text only and not include any images. The placement of illustrations should be indicated within parentheses at the end of the relevant sentence in the text, eg (Figure 1).

Captions for each illustration, table etc. should be listed at the end of the article. Captions should be in the format: title, (date), artist/originator, format (eg painting/watercolour/sketch), location of original, acknowledgement; further detail:

Figure 1. Survey-plan of Houghton (1720) by Thomas Badeslade; Houghton Archives.
Courtesy: Marquess of Cholmondeley.

Photographs should include credits to photographers and the date when the photograph was taken and should be in the format: eg. title, photographer, date, location of original, acknowledgement, further detail:

Figure 2. Looking down on Higher Trayne from the east, Carolyn Keep, 2018.

Illustrations should be submitted in digital form as a separate file and not embedded in a Word document. They should be submitted ideally as JPEG files of at least 300 dpi, with output size (dimensions) as large as possible, so that the image can be reduced to fit the printed page without loss of quality. Please note that every effort will be made to include images as large as possible, but it may be necessary to crop to fit the page.

Copyright

It is the sole responsibility of the author to obtain permission to reproduce illustrations and any other copyright material, and to pay for any associated reproduction or licensing fees. Proof of all reproduction permissions is to accompany the article when submitted. Note that Devon Gardens Trust is a charity and the Journal is a non-commercial publication with a typical print run of no more than 500 copies. Shortly after publication Journal articles are available on the DGT website. Articles published in Devon Gardens Trust Journal are the copyright of Devon Gardens Trust unless specifically requested in writing by the author and agreed before publication.

References

The Journal follows the conventions of the Modern Humanities Research Association (MHRA); the guide is available online at <http://www.mhra.org.uk/style/> or to download at <http://www.mhra.org.uk/style/download.html>

For punctuation and copy-editing conventions, R. M. Ritter, *The Oxford Guide to Style* (Oxford: Oxford University Press, 2002) (formerly Hart's Rules) is a useful guide as is *The New Fowler's Modern English Usage*, various editions (Oxford: Oxford University Press) for grammar. Note that scientific plant names should be in italics and given together with any common name, we suggest <http://www.theplantlist.org/> or <http://www.plantsoftheworldonline.org/> to check correct spelling.

Format of submissions

Submissions should be 12 point typeface (preferably Times New Roman) throughout. Side margins should be set at 2.5 - 3 cm, the default mode for most word processing programs. Text should be left justified. Submissions should be in double line spacing throughout including for the abstract, main text, quotations, endnotes, appendices and acknowledgements, where appropriate. Do not change line spacing. Do not indent the first line of a new paragraph, but a line may be inserted between paragraphs for clarity if necessary.

If the article is divided into sections then each section should have a short descriptive heading in **bold**; contributors should consult recent issues of the journal for examples. The first line of each section should not be indented.

Do not type double spaces between words, or after punctuation. If you are using Microsoft Word, do not format using the 'Style' button.

Page numbering

Make sure all the pages of the article are numbered consecutively.

Tables

Tables should be formatted using the Table feature on your word processing program. They should not be typed using multiple tabs, as these cannot be converted.

Notes and References

Endnotes are used, not footnotes. To create endnotes use the automatic note feature on your word processing program. Within the text of the article, endnote reference numbers should be placed at the end of sentences after the punctuation.

References follow the guidelines of the MHRA. Available online at <http://www.mhra.org.uk/style/> or to download at <http://www.mhra.org.uk/style/download.html>

The following are examples:

Books

Author, title in *italics*, editor / translator, series, edition, number of volumes, (place of publication, publisher, date of publication), volume number, page number(s):

Howard Colvin, *A Biographical Dictionary of British Architects*, 4th ed., (New Haven and London, Yale University Press, 2008), pp. 851-856.

T. Gray and M. Rowe, (eds.), *Travels in Georgian Devon: The Illustrated Journals of The Reverend John Swete*, 1789–1800, (4 vols., Tiverton, 1999), vol. 2, pp.74-5.

Articles in journals, magazines and newspapers

Author; title in single quotation marks, publication title in *italics*, series number, volume/issue and number, (year/date), first and last page numbers of article.

Sally Jeffery, 'The Career of John Rose, Gardener (1619-77)', *Garden History*, 48:2, (Winter 2020), pp. 187-204.

Michael Schmidt, 'Tragedy of three star-crossed lovers', *Daily Telegraph*, (1 February 1990), p. 14.

Theses/dissertations and conference proceedings

Author; title in single quotation marks, the degree level where known, university, and date in parenthesis; for all conference proceedings unless they are unpublished the publisher and place of publication must be given

Feluš, Kate, 'Beautiful Objects & Agreeable Retreats': Uses of Garden Buildings in the Designed Landscapes in England, 1720-1820', (doctoral thesis, University of Bristol, 2009).

Dawson, David, and Oliver Kent, 'Animated Prospect' – an 18th-Century Kiln at 'the Pottery House in the Old Park', Dunster, Somerset', in *Estate Landscapes: Design, Improvement and Power in the Post-Medieval Landscape*, ed. by Jonathan Finch and Kate Giles, (Boydell & Brewer Ltd, Woodbridge, 2007), pp. 95-112.

Manuscripts:

Repository (after the first use abbreviation may be used, eg Devon Heritage Centre, DHC), collection, the reference should follow that used by the repository and collection.

DHC 3693D/0/B/2. Folder of correspondence regarding road widening in Magdalen Street and purchase of part of Dissenters' Burial Ground by City Council.

Publication Procedure

Submissions will be acknowledged by e-mail. Every article that in the Editor's opinion makes a significant contribution to the understanding of the history of designed landscapes in Devon will be considered for publication. The Editor reserves the right not to accept any paper that does not make such a contribution. The Editor may ask the author to make amendments and may share the paper with colleagues on the editorial team who may have specialist knowledge in the area covered in the paper. Articles will only proceed to publication once any amendments have been made to the Editor's satisfaction. The Editor will send the author a proof of the paper in pdf format before publication. Proofs are sent for final checking and minor corrections only: at this stage it is not possible for authors to revise the paper substantially nor to add or delete endnotes or other references.

The appearance of the article may change because of the format of the Journal, and it is not always possible to place the illustrations/tables/graphs in the exact location indicated in the submission, but every effort will be made to position them as close to the relevant text as possible.