

## Online Publication Guidelines

### Futurescan 4: Valuing Practice

23<sup>rd</sup>-24<sup>th</sup> January 2019  
 University of Bolton, UK

Please submit your full paper, short paper or exhibition report as a word document (.doc, .docx) and adhere to the following guidelines:

#### FORMAT

- Page size: A4 (21cm x 29.7cm)
- Margins: 2.54 cm (1 inch) all around
- Line spacing: 1.15
- Alignment: left aligned
- Title: Arial 14 bold
- Author name(s), email(s), affiliation(s): Arial 12 italic
- Headings: Arial 12 bold
- Sub-headings: Arial 12 underlined
- Abstract, key words, body of text: Arial 12
- Page numbers: Arial 10, insert bottom of page, right alignment
- Language: English (UK)

#### CONTENTS

1. Title
2. First and surname of author(s), email(s), affiliation(s)
3. Abstract: 200-300 words
4. Key words: 5 keywords
5. Body of text:
 

Full Paper	3000-5000 words
Short Paper / Exhibition Report	1500-3000 words
6. Images:
 

Full Paper	20 images maximum
Short Paper / Exhibition Report	10 images maximum
7. Acknowledgements
8. References: not included in word count

## IMAGES

- All images, photographs, diagrams should be termed 'Figures' and referred to in the text, i.e. Figure 1 shows work by McQueen..., The work by McQueen (figure 1) shows...
- For the purpose of reproduction, figures captions (i.e. Figure 1: Extract from Vogue, 1974) should be inserted in the text were relevant and figures sent as separate 300dpi, JPEG files. Label files as fig1, fig2, fig3, fig4, etc.
- **Authors are responsible from obtaining permission from copyright holders for the reproduction of figures.**

## REFERENCING

- Citations as part of a sentence should include author name(s) and year in brackets, i.e. ...as stated by Wade and Walton (2011)....
- Citations not part of a sentence should be placed inside brackets i.e. (Wade and Walton 2011).
- If a reference is authored by one or two individuals give both names. For three or more authors provide the first name followed by et al.
- Quotations longer than two lines should be indented by 1cm each side and *italicized* and referenced.
- For direct quotations use single quotation marks i.e. 'using the imagery in a literal fashion'.
- Where text is omitted from a quotation use '...' i.e. 'understanding of design process...to advance the use of such processes in fashion and textiles.' This does not need to be done at the beginning of end of a sentence.
- If directly quoting from a source then include the page number in your citation i.e. Wade and Walton (2011: 10), (Wade and Walton 2011: 10).
- References should be as a list at the end of the paper in alphabetical order and follow Harvard referencing conventions.
- Web pages must include the date of access.
- Please do not use footnotes or endnotes.
- Example references provided over page.

Example references:

#### BOOK

Author Surname, Initial. (Year) *Title*. Edition (if not first edition). Place of publication: Publisher.

Gale, C. and Kaur, J. (2002) *The Textile Book*. Oxford: Berg.

#### BOOK CHAPTER

Chapter Author Surname, Initial. (Year) Title of chapter. In: Editor(s) Initial. Editor(s) Surname, ed(s). *Title of book*. Edition (if not first). Place of publication: Publisher. Page numbers.

Taylor, L. (2012) De-Coding the Hierarchy of Fashion Textiles. In: J. Hemmings, ed. *The Textile Reader*. London / New York: Berg. pp. 419-429.

#### JOURNAL ARTICLE

Author of article Surname, Initial. (Year) Title of article. *Journal title*. Volume(Issue), page range.

Studd, R. (2002) The Textile Design Process. *The Design Journal* 5(1): 35-49.

#### ONLINE REPORT

Author Surname, Initial or Corporate Author. (Year of publication) *Title of report* [online]. Available from: URL or DOI [Date of access].

Baskhshi, H., Schneider, P. and Walker, C. (2007) *Arts and Humanities Research and Innovation* [online]. Available from: <https://ahrc.ukri.org/documents/project-reports-and-reviews/arts-and-humanities-research-and-innovation/> [Accessed 13 October 2018].

#### WEBPAGE

Author of section Surname, Initial or Corporate Author. (Year) Title of part [online]. *Name of website*. Available from: URL [Date of access].

Foxall, D. (2018) The Future of Textiles in the UK [online]. *Fashion Technology Academy*. Available from: <https://fcfta.com/insights/latest-news/the-future-of-textiles-in-the-uk> [Accessed 13 October 2018].

#### ONLINE IMAGE

Artist surname, Initial(s)., (Year). *Title of image* [type of image]. Available from: URL [Date of access].

Andy\_C. (2005) *Ladybower Plughole* [digital image]. Available from: <https://www.flickr.com/photos/andycpics/3035948922> [Accessed 6 July 2016].

#### EXHIBITION

Surname of Curator, Initial(s). (Year) *Title of exhibition* [item type]. At: Place: Holding institution.

Wilcox, C. and Henestrosa, C. (2018) *Frida Kahlo: Making Herself Up* [exhibition]. At: London: Victoria and Albert Museum.