**Reading Room: Guidelines for contributors**

1. *Reading Room: A Journal of Art and Culture* is an academic refereed journal published annually by the E.H. McCormick Research Library at the Auckland Art Gallery Toi o Tamaki. It focuses on contemporary scholarship, prioritising consequential work. Contributions from post-graduate students as well as established art historians and writers are welcome.

2. The journal publishes essays of around 5000 words, artists' projects, and shorter articles of around 1000 words for its archive section. Endnotes should be written according to the journal's guidelines. Use line spacing of 1.5 for all parts of the manuscript. An abstract of 100 words should be submitted with the article.

3. Contributions should be sent as an email attachment to the Managing Editor at: catherine.hammond@aucklandartgallery.com or posted to: Catherine Hammond, Managing Editor, Reading Room, Auckland Art Gallery Toi o Tamaki, P.O Box 5449, Auckland, New Zealand.

4. Contributors are sent two copies of the journal.

5. Images used should be good quality photographs, transparencies or jpeg files (minimum 300 dpi). Copyright clearance and payment of reproduction fees are the author's responsibility. A figure number (Fig. 1 etc) and full caption details (artist, title, date, medium and dimensions, location or collection, and copyright owner of photograph where applicable) should accompany each illustration.

6. Captions for illustrations will appear in the following format:
   *Artist*
   *Title* date
   *Medium*
   *Dimensions*
   *Location or collection*
   *Photographer/additional courtesy line (where applicable)*

7. Spelling should follow the *Oxford English Dictionary*. New Zealand English is preferred (unless the spelling is in a quote, title, or title of an institution). Some examples: *specialise* rather than *specialize*, *travelling* rather than *traveling*, *neighbour* rather than *neighbor*, *catalogue* rather than *catalog*, *programme* rather than *program*, *centre* rather than *center*.

8. Capitalise all major words (and always the first and last words) in both titles and subtitles when citing the title of a work of art or a publication. Titles of art movements should also be written in upper case e.g. Pop art, Conceptual art, Post-Impressionism, Baroque; with the exception of terms that do not refer to a coherent visual category e.g. modernism and postmodernism.

9. When a work of art is first mentioned in the text, the date should follow it in round brackets e.g. *Nude Descending a Staircase* (1912). If the work is also illustrated, then the figure number should also be included e.g. (1912, Fig.1). If the title of a work of art is already in brackets then the date should follow within the bracket and separated by a comma e.g. *(Nude Descending a Staircase, 1912)*. Subsequent references to the same work do not require a date.

10. Double quotation marks should be used. Use single quotation marks for quotes within the quote. Punctuation at the end of quoted matter should be included within quotation marks. Indent the whole of substantial passages of quotation (i.e. more than 30 words) but omit quotation marks.
11. Italics should be used for titles of works of art, exhibitions, books, catalogues, periodical publications, films, plays, poems, operas and record albums. Italicise phrases or technical terms in languages other than English. However, articles, documents and chapter titles should be distinguished in the text by quotation marks.

12. Dates should be presented in the following form: names of centuries should be spelt out in full, in lower case: “twentieth century” (noun) or “twentieth-century” (adjective); decades as “1970s”, “mid-1990s”; and particular dates presented as: “22 May 1967”. Date spans should be presented as “1988-99” or as “1998-2001” when crossing centuries. The full span should be given to birth and death dates: “1914-1996”. Dates of artworks in the text should follow in brackets e.g. (1999).

13. Write numerals up to nine in letters (ie. five rather than 5) and numbers 10 and higher in numeral form.

14. Dashes. Em (long) dashes should have a space on either side of them. En (short) dashes that are used between inclusive numbers and between compound adjectives should not have a space on either side of them e.g. 1970-72, post-Civil War period.

15. Ellipses. Three ellipsis points indicate an omission within a sentence. Spaces should separate the points from each other and from the words preceding and following.

16. Citations and notes should be given in endnotes. For references in the text, insert a superscript numeral immediately following the relevant passage and after any punctuation. Endnotes should follow the Chicago Manual of Style (15th ed.). For an online guide go to www.chicagomanualofstyle.org/tools_citationguide.html. Some examples:

**Books**

One author

Two authors

Four or more authors

Editor, translator or compiler instead of author

Editor, translator or compiler in addition to author

Chapter of other part of a book
Journal article

Article in a print journal

Article in an online journal

Magazine or newspaper article

Website

Document in a website

Weblog entry or comment

Email message


Works of art

Subsequent citations

When referring to the same source a number of times, a shortened form of the citation may be used on subsequent occasions by citing the last name of the author and page number(s). Include a shortened form of the title if citing more than one work by the same author.