

## AUTHOR GUIDELINES

Lund Humphries  
Sardinia House  
51-52 Lincoln's Inn Fields  
London WC2A 3LZ

Tel: 020 7440 7530  
Fax: 020 7440 7545  
[www.lundhumphries.com](http://www.lundhumphries.com)

The following guidelines are to assist you in the preparation of your book. Correctly followed, the guidelines will enable the editorial and design stages to run smoothly. This document should be read in conjunction with the document entitled IMAGE GUIDELINES.

### PREPARATION OF THE MANUSCRIPT

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- You will need to supply us with:
  - one hard copy of the script
  - electronic copy of the script, either on disc or by e-mailNB: Please do not make changes to the text after printing out the hard copy. The electronic and hard copies must be the same.
- All text, including notes and bibliography, should be typed double-spaced.
- Please number the pages (in one sequence).
- Please supply a title page and a list of contents.
- The typeface, size and style of the text will be determined at a later stage, using different software, so *please do not style the text*.

Two key examples of styling to avoid are:

- indentation, to indicate new paragraph
- formatted notes (i.e. superscript number appears in the text and a footnote automatically appears below)
  - To indicate a new paragraph, please insert a line space
  - To indicate a note reference in the text, key a bracketed number in the text. Please supply a consecutively numbered list of notes as a separate document. *Please observe this request*. Formatted footnotes create major problems at design stage, as they are not recognised by the designers' software. Mistakes can occur if notes and their corresponding text references have to be re-keyed.
- Please key your manuscript in Microsoft Word. We use both PCs and Macs; Microsoft Word is used on both.
- Please supply all text and illustrations together. The editing process involves constant cross-checking, which cannot be done effectively if sections are missing. If last-minute texts or images have to be rushed through, there is a greater chance of errors occurring.

## **CAPTIONS**

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*Please refer to the IMAGE GUIDELINES for information on captions.*

## **DATES AND NUMBERS**

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- Use the minimum number of digits, except for teens and numbers ending in zero:  
3-21, 23-9, 203-5, but 11-12, 20-21, 100-104, 200-220.
- No comma in thousands up to 9999.
- Spell out numbers up to ten inclusive, unless accompanied by a unit of measurement:  
3kg, 5m, 2 per cent, but two girls.  
Numbers over ten should appear in figures, unless used in general terms:  
'about a hundred people'.
- Numbers at the beginning of a sentence should be spelt out:  
*e.g.* One hundred and fifty people were at the wedding
- Spell out centuries in the text, but abbreviate in catalogue entries or captions.
- Dates:  
1 July 1999  
1920s (not 'during the twenties')  
500BC, but AD 500 (word space between)  
elide to the year, *e.g.* 1823-9, but 1900-04, 1911-14.

## **CATALOGUE OF WORKS: ORGANISATION OF INFORMATION**

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*Your chosen structure for a catalogue of works needs to be immediately clear – i.e. chronological listing, or thematic categories (with chronological listing within). It is often helpful to include an introductory paragraph at the beginning of the catalogue section, outlining its structure.*

- Each catalogue entry should have the following minimum information:

Artist

*Title of Work*

Date

Medium

Dimensions: height x width x depth (in cms, followed by equivalent inches in brackets)

Ownership (and provenance if relevant)

Plus the following optional information as necessary:

Exhibitions

Literature

Notes

## **BIBLIOGRAPHY AND FOOTNOTES**

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- Invert Author's first name and surname in Bibliography to list alphabetically by author surname. However, no need to invert if listing is chronological. No need for a full point at the end of each entry.

- Always italicise book, periodical and journal titles, exhibition titles and films:  
Author, 'Article', *Periodical*, vol.2, no.3, p.1, date  
Author, 'Chapter' in Editor (ed.), *Book*, place, date

For exhibition catalogues:

Author, *Title of Exhibition*, exh.cat., venue, city, date, p.1, no.2, fig.6

Some examples:

Sylvester, David, *William Coldstream*, exh.cat., Anthony d'Offay Gallery, London, 1976:  
includes extracts from the interview 'William Coldstream talks to David Sylvester' on  
BBC Radio, broadcast 13 April 1962

Christopher Neve, 'The joys of straight painting: Sir William Coldstream - recent  
paintings', *Country Life*, vol.160, no.4137, 14 October 1976

*Albert Irvin '77-'83*, exh. cat. with an introduction by Mary Rose Beaumont and  
an essay by Alexander Moffatt, Tate, London, 1983

Anderson, Walter T. (ed.), *The Fontana Postmodernism Reader*, Fontana, London,  
1996

- Please ensure that a book reference in the footnote corresponds to the reference in the bibliography.
- Please check numbering of footnotes throughout the text.

## **BIOGRAPHY/CHRONOLOGY**

- Always maintain consistency of style, i.e. tense and detail. Avoid too much description or too many tenses. An example of how to keep it simple would be:

1922	Born London
1940-1	Northampton School of Art
1941-6	Royal Air Force

- Please ensure that all details are consistent with the details in the main text.