

It would make life a lot easier for the editor, and ensure consistency, if you could **please** observe the following conventions when you present your text and pictures for the Gardens Trust's **GT news**. Please keep all **your** 'styling' to a minimum (except bold/italic); it takes a lot longer to strip it out than to put it in!

Densely written (without illustrations), two pages comes out at about 1,200 words, so this means your article should be shorter if you include pictures (though we will run articles over three pages if needed). I have 40 pages to fill in each issue. I like, where possible, to include colour images (though black and white is still very acceptable, so the brighter the better. A standard column width portrait picture with caption is about 120 words worth in terms of space used, but we might try to be a bit cleverer than that using bleeds and other image formats.

- One space only after the full stop at the end of a sentence.
- Use paragraph spacing (6pt for preference) rather than extra paragraphs as spacers.
- **Garden History** (our journal) in italic; references to it **Garden History** 27:2 p.55
- **GT news** (previously **GHS news**) 62 p.28 and so on for **news** references (or other similar publications).
- In text, numbers up to twenty written in full, over that as figures: eighteen, 21 etc.
- The 19th century (when a noun) but 19th-century garden (when a compound adjective).
- 1960s, not sixties. No apostrophe.
- UK English spelling, unless quoting, or indeed writing in your version of English!
- 1980–86 etc for periods of time, unless you are jumping centuries 1632–1894; en dash, no space
- Please be sparing with em dashes ( — ): we prefer commas or even brackets. This is mainly because of our narrow column width. If you must use em dash please do so with a space either side — as here.
- No stop after abbreviations such as St or Mr, M or Mme
- Metres in full if stand-alone in text; otherwise 3m. and 6m. etc (no feet and inches please unless quoting).
- Fractions written in full: one sixth, one third but please hyphenate one-third full etc.
- Circa is *c.*2000. Small *c* (italic), stop, no space.
- Compound adjectives are hyphenated (well-known) but *not* when the adjective is linked to an adverb with -ly ending (rapidly changing world), microsoft Word's spellchecker might disagree, but...
- Titling events: Title, Location, time, date:  
**GT Conference**  
Plymouth  
10am, Wednesday 10 September, 2016
- Monday 6 to Tuesday 8 June, for longer conference/study tour dates please.
- When giving event details: Cost. Contact: name, email: ..., phone: ..., [address: ... (s.a.e. needed)], website: www... (as relevant).
- **website** not web site or web-site, but don't bother with http// Most browsers now assume this.
- email not e-mail or e mail.

**Pictures:** I can handle most type of picture but prefer colour Tiffs, and jpegs (.tif, .jpg). Ensure that they are as big as possible \*2-5 mb, depending on column width): wetransfer.com, offers a free, and easy, method of sending them.

**Please do not embed pictures in your article as they have to be stripped out of the surrounding text.**

- If in doubt let me know they are coming in your initial email, then send each as a separate email/transfer, please include a reference and caption, eg 1/3: view up the hill.
- Please list the pictures and their number at the end of your article; if you want them to appear in a particular place in the article please use the identifying number in your text, though it may not be possible to position the picture exactly as requested.
- **All pictures have a copyright, you are responsible for getting the owners permission to use the image. Please include this information with your captions.**