

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. If they contain people its better they face towards the camera! 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.**