

Garden History

Journal of The Gardens Trust

Submissions Guide

Garden History welcomes submissions that make a significant contribution to the study of garden history in all its aspects. Articles are considered for publication on the condition that they have neither been published elsewhere, nor are currently under submission for publication elsewhere. This guide has been produced to assist contributors in the preparation of submissions and offers guidance for many of the questions commonly asked. *Garden History* style is based on the conventions of the Modern Humanities Research Association (MHRA), whose guidelines are available to download at <https://www.mhra.org.uk/style/>. However, the guidance below encapsulates the key issues to be considered before submission.

Submissions - general

As a guide, articles should be around 6,000 words in length, excluding endnotes/ footnotes, although both longer and shorter articles will be considered. Short articles, including those not of central importance to garden history scholarship; reports on work in progress; letters, comments and queries may be submitted for inclusion in the Notes & Queries section.

Submissions should be emailed as a Word document to the editor, Dr Barbara Simms: <bs@gardentales.co.uk>. Images should be submitted as separate jpegs of at least 1500Kb and 300dpi each and not embedded in the Word document. It is the sole responsibility of the author to obtain permission to reproduce illustrations and any other copyright material, and to pay for any associated reproduction or shipping fees. Copyright for published contributions rests with The Gardens Trust unless specifically requested in writing by the author and agreed before publication.

All submissions should include the following:

- the title;
- the name, postal address, telephone number and e-mail address of the contributor;
- an abstract (of up to 150 words);
- the main body of the article with side headings to show the topics discussed;
- acknowledgements (if appropriate);
- captions for any illustrations (listed at the end of the article);
- footnotes or endnotes (using the automatic note feature on your word processing programme);
- images (as separate jpegs)

Illustrations, captions and tables

References to the placement of illustrations should be included within brackets at the end of the relevant sentence in the text, for example (Figure 1). Captions should be included at the end of the article, and should include credits to photographers where applicable and acknowledgement of the source in the format as below:

Figure 1. Survey-plan of Houghton (1720) by Thomas Badeslade; Houghton Archives. Courtesy: Marquess of Cholmondeley

Photographs of gardens etc. should have the date when the photograph was taken and the name of the photographer.

Tables (if used) should be formatted using the Table feature on your word processing program. They should not be typed using multiple tabs.

Notes and References

Within the text of the article, footnote/ endnote reference numbers should be placed at the end of sentences after the punctuation. The following examples are offered as a guide:

Books:

Howard Colvin, *A Biographical Dictionary of British Architects 1600–1840*, 3rd edn (New Haven & London: Yale University Press, 1995), p. 89.

Geoffrey Webb (ed.), *The Complete Works of Sir John Vanbrugh*, 4 vols (London: Nonesuch, 1928), IV, pp. 137-38.

Papers in books:

Martin Elsky, 'Words, things, and names: Jonson's poetry and philosophical grammar', in Claud J. Summers and T. L. Peabworth (eds), *Classic and Cavalier: Essays on Jonson and the Sons of Ben* (Pittsburgh: University of Pittsburgh Press, 1982), pp. 31–55 (p. 41).

Papers in journals, magazines and newspapers:

Timothy Mowl, 'Rococo and later landscaping at Longleat', *Garden History*, 23/1 (Summer 1995), pp. 56–66 (p. 59).

Michael Schmidt, 'Tragedy of three star-crossed lovers', *Daily Telegraph* (1 February 1990), p. 14.

Theses/ dissertations and conference proceedings:

David Jacques, 'The Grand Manner: changing style in garden design 1660–1735'.

Unpublished doctoral thesis, University of London, 1998, p. 47.

Timothy Mowl, 'Early Mediaevalism: "To have built in heaven high towers" - the castle as a theme in English architecture before the Gothic Revival', in *A Gothic Symposium at the Victoria & Albert Museum* (London: Georgian Group, 1983). The publisher and place of publication must be given for all conference proceedings unless they are unpublished.

Manuscripts:

Item title, British Library, Cotton MSS, Caligula D III, f. 15.

Item title, Public Record Office, Home Office, HO 42/196.

For further information/ clarification, please contact the editor, Dr Barbara Simms
bs@gardentales.co.uk.

Publication Procedure

Submissions will be acknowledged by e-mail. Every paper that in the editor's opinion makes a significant contribution to garden history scholarship will be sent to an independent referee. The editor reserves the right not to accept for refereeing any paper that does not make such a contribution. The referee will see the paper 'blind', and will prepare a report which may indicate changes, amendments or additions necessary before publication. On receipt of the referee's report the editor will contact the corresponding author to ask for corrections to be made as required. Articles will only proceed to publication once these changes have been made to the editor's satisfaction.

The assistant editor, Dr Cris Ratti, will send the corresponding author a proof of the paper in pdf format before publication. Proofs are sent for final checking and minor corrections only: it is not possible for authors to revise the paper substantially at proof stage, nor to add or delete endnotes or other references. After publication the corresponding author will receive a pdf of the printed version of the article.