

## 34TH IPH CONGRESS - GUIDELINES FOR MANUSCRIPT SUBMISSIONS

The publication has to be in one of the three IPH official languages, French, German or English. For local presentations an exemption to provide a presentation in Dutch could be admitted in as much as a substantial summary is performed in English.

A summary of the presentation in the two other languages of IPH, outside the presentation language, of about 300 words is required. Upon demand organizers can assist with the translation of summaries in other languages prior the delivery of final manuscripts.

### INSTRUCTIONS FOR DELIVERING THE FINAL MANUSCRIPT **BEFORE JUNE 30 2018:**

The manuscript will be granted a maximum length of 10 pages using Times New Roman font of 12 points and line spacing 1.0. The number of illustrations is limited to maximum 10.

### FORMAT:

The final publication will be in A4 format with two columns lay out and applying 4-color print. The acceptable formats to provide the text are RTF or Microsoft Word. The data have to be provided with a rtf or doc extension. Please do not number sections or paragraphs.

No indentation at start of sections

### NOTES & REFERENCES:

Do not insert footnotes or references in the text. Please do not use automatic referencing in the text for footnotes. Mark notes in text with [1] and add them after the main text.

### FIGURES/ILLUSTRATIONS:

Do not insert figures in the text. Mark the position in the text of figures (illustrations, tables, schemes) with (Fig.1), (Table 1) (Scheme 1).

Low quality files cannot be accepted (**at least 300dpi at the right size** is needed). Figures to be published are either added as 1) separate attachments of files after the text together with captions in **tiff or jpg formats, 2)** sent as separate attachments together with the final manuscript or 3) as separate files by WeTransfer.

Please provide the documents on a separate carrier preferable a USB-Stick in order to have the added documentation published in a good quality

The IPH congress committee is allowed to make linguistic editing changes to the presentations in agreement with the author.

### GUIDELINES ILLUSTRATED WITH SAMPLES FOR BIBLIOGRAPHIC REFERENCES

(Please note: titles of books and names of journals in *italic*)

#### Publications

[Chapter in edited book] Ashelford, J. 1997. "The art of dress", in *Textiles in Trust*, K. Marko (ed.) 21-9. London: Archetype Publications.

[Multi-author book] William, S., Williams, K., Brooks, E. 1986. *Housekeeping in Eighteenth Century*, 2nd ed., London: Archetype Publications

[Institutional author] Cassell, Potter and Calpin 1869, *Cassell's Household Guide*. London: Cassell, Potter and Calpin.

#### [Dissertation]

Jones, R. 1987. *The Art of Dress*, PhD dissertation, Department of History, University of Manchester.

#### [Paper presented at a conference]

Williams, S. and Brookes, E. 1986. "The art of dress". Paper presented at the Stockport History Society Conference on Textiles in the Nineteenth Century Stockport, 14 April 1967.

[Journal article] Williams, S. and Williams, K. 1984. 'The English housekeeper'. *History Journal* 14(3), 14.23

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