

Clothes Tell Stories Notes for contributors

Articles submitted for publication on the “Clothes Tell Stories” website should be sent to the editor at costumecommittee123@gmail.com They must conform to the guidelines set out below, and must also include a signed copyright agreement form. Articles which meet these criteria will then be considered for suitability of content by appropriate colleagues, and may also be edited to match the style of the web page. Articles may be submitted in English, French or Spanish, but those in French or Spanish should also include a resume in English for the benefit of readers who do not have one of these three languages as their first.

Technical standards

Structure

Title – maximum 30 characters

Author – Family name and forename

Summary of the text – maximum 150 words

Table of contents in the format: (title of sub segment)/(title of sub segment)/(title of sub segment)

Structured text with sub segments and notes for placing the images. No actual images are to be placed in the text. Maximum 2500 words

References and sources

Text format

The document can only be accepted in one of the following formats: .doc/.docx (Microsoft Word), .odt (Open Office), .txt (Textdocument). The following formats will NOT be accepted: .pdf, .jpeg, .tiff etc.

The font must be Ariel 11pt, black, with the title and the titles of sub segments in bold.

The suggested maximum number of words is 2500. If you need more you should consider splitting the article because it is uncomfortable for a visitor to read as there is too much scrolling. Please contact the editor of “Clothes Tell Stories” to find a solution.

Illustrations

Format: These can only be accepted as .jpeg files.

Quality: Please send the highest quality you have of the image, because normally the final size will be determined while laying out the article on the website. Normally the images on the website will have the following sizes:

Large images: approximately 500 x 300 px, 180-300 dpi

Small images: approximately 250 x 175 px, 180-300 dpi

Placing: name the file of the image by using a short version of your article title and a serial number, e.g. documentation001.jpeg. Insert it in the text by writing a short notice in the text with italic and bold letters, e.g. [Text of the article] ***Image:documentation001*** [Text continues].

Quantity: illustrations are very important for an article. However too many pictures can take the attention of the reader away from the content of your article. Please try to use only 10-20 images per article.

To include more illustrations, which might be reasonable in some cases, please contact the editor of “Clothes Tell Stories”.

Note: Make sure that you are permitted to use the pictures and to publish them on the Internet! ICOM Costume Committee will not take the responsibility for illegally published data. The author of the article is fully responsible. Notice of permission to publish images must be included with the initial submission of the text.

References and sources

Links: Links are often moved or removed from the Internet and addresses are no longer valid. If you include links within the articles or in notes, please describe the content of the link so that the reader might search for other sites containing that information if the original link is no longer accessible. Use as few links as possible.

Example of link statement:

ICOM Costume Committee's Vocabulary of Basic Terms for Cataloguing Costume contains information on classifying any item of costume. It is freely available on the Internet in English, French and German at the website of the Collections Trust, collectionstrust.org.uk [Link address: <http://www.collectionstrust.org.uk/assets/thesaurus-icombs/vbt00d.htm>]

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Example for the final version of an article

Please see the article "Clothes Tell Stories" – Working with Clothes – Documentation: <http://network.icom.museum/costume/clothes-stories/documentation/>

Delivery

Final files should be sent via Dropbox. Instructions will follow once the article is accepted.

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That it has only been submitted to the ICOM Costume Committee for publication as a part of their "Clothes tell Stories" web page.

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