



GUIDELINES FOR THE PRESENTATION OF PAPERS

Information for Contributors to the Annual Seminar

If you wish to present a research project (large or small) at a BQSG Annual Seminar, please read the following information carefully. All presentations are published in *Quilt Studies*,

the academic journal of the BQSG, so the information here is designed to help you through both the process of submitting your presentation and its subsequent publication.

Contributions from new researchers are especially welcome and we will give help at all stages of preparation both before and after the submission of an abstract.

Whilst we welcome all contributions, on any aspect of quilt and textile-related study both historical and contemporary, BQSG reserve the right to reject papers that do not have sufficient relevance to its remit. This might include subjects without reference to the British Isles or to an influence on British practice or an appropriate quilt research methodology.

For both the Seminar and *Quilt Studies* submissions can be any length up to a maximum of 6000 words for a full paper or 2500 words for shorter papers. These word counts exclude endnotes and appendices. Please note that a full paper may take 50-60 minutes to present.

In the first instance, an abstract of approximately 500 words outlining the area of research and indicating primary and secondary sources and the proposed length of the paper can be sent to the Administrator for the Research Panel at research@bqsg.org.uk by 30 November for presentation at the BQSG Seminar in the following autumn.

Contributions go through the following stages:

- 1] Submitting an abstract by 30 November.
- 2] Submitting the draft paper by 30 April.
- 3] Submitting the final paper by a date agreed with the Research Panel and at least one month before the date of the Seminar
- 4] Presenting the paper
- 5] Publication of the paper

These instructions will guide you through the first four stages. At the Seminar you will be offered the opportunity to meet with the editor of *Quilt Studies* who will be provide further information to help you prepare your final paper for publication.

1] Submitting an abstract

So that the selectors can assess your contribution, they need a short abstract (up to 500 words) that outlines your research project, your primary and secondary sources, how you have undertaken the research and your findings, or how you will undertake your research. Please send to the Administrator for the Research Selection Panel at research@bqsg.org.uk. Comments from the Research Panel will be returned by the end of January

2] Submitting the draft paper

Your first draft will be sent to selectors so that they can review your paper and comment on it. Such comments may include remarks about the content or suggestions to improve the presentation. All authors will find the review process beneficial; it can significantly raise the standard of a paper. Please submit the draft in a Word document together with any diagrams, tables or images. At presentation stage images can be in PDF format.

The following guidelines apply both to the submission of your paper for comment and to the style required for publication in Quilt Studies.

General features	
spacings	Double space full text including notes, references & any figure captions.
font	Arial
size	For presentations: 12 point throughout. For Quilt Studies: 12 point for body of text, 10 point for endnotes.
headings	Set main headings only on a separate line.
paragraphs	All new paragraphs should be indented one tab apart from those immediately following a heading or sub-heading which are not indented.
word count	Include final word count at the beginning of the text excluding endnotes and appendices.
Illustrations/figures	Include copies of any figures/illustrations with proposed captions and permissions preferably embedded within the text.

General style	
capitals	Capitalize the names of specific quilt designs and the names of contemporary quilts e.g., Irish Chain, Homage to Klimt.
dates & numbers	Use nineteenth century (not 19 th); 1880s (not 1880's); 1932–1940 (not 1932–40); spell out numbers under ten; % not percent.
dimensions	Give dimensions in metric with imperial measurements in parentheses, e.g. 2.5 cm (1 in).
quotations	Short quotes can be incorporated in the text inside single quotation marks. Quotations of longer than three lines should be set as an extract, without quote marks, and indented on a new line. Omissions from quotes should be indicated by an ellipsis (...). Remember to attribute all quotes to their original source.

Punctuation	
apostrophes	Please take particular care with apostrophes for possession.
Colons/semi-colons	Use only if you are absolutely confident of their correct use.
The Oxford or serial comma	The Oxford comma is an optional comma before 'and' at the end of a list. It should only be used where its omission seriously alters the meaning of the sentence e.g. We invited the strippers, Stalin, and Kennedy rather than We invited the strippers, Stalin and Kennedy.
Spelling etc.	
British/USA	British English spelling throughout except for USA names e.g. International Quilt Studies Center

Referencing	
numbering	Use a sequence of numbers for all notes and cited references, with the full list of notes and references at the <i>end</i> of the contribution. Please ensure that Arabic numbering is used for endnotes (i.e. 1,2,3,) rather than Roman (i.e. i,ii,iii etc). Do not use footnotes.
order	Notes and references should be listed in the order in which they appear in the text. Within the text, place the number referring to the note or reference at the appropriate point, preferably at the end of the sentence. The reference number should follow any adjacent punctuation mark e.g. ... quilting patterns. ¹
Referencing style	
Books: single author	Author (surname, initials), <i>title in italics</i> (place: publisher, date), and page number, e.g. Colby, A., <i>Quilting</i> , (London: Batsford, 1972), 142.
Books: multi-author	List all names up to and including four authors; if there are more than four, then give first author's name followed by <i>et al.</i> then as above.
Books: edited works	List cited contribution and author before the editor and title of the publication e.g. Lansbury, G., 'The Development of the Block Quilt', In Lewis, C. (ed.), <i>Quilting in the Nineteenth Century</i> , (London: Batsford, 1987).
Electronic books	If an electronic book is available in more than one format, cite the version consulted. If no fixed page numbers are available, include section title, chapter or other number where possible. Include date of access in parentheses. e.g. Obreht, T., <i>The Tiger's Wife: A Novel</i> (New York,: Randon House, 2011), chapter 1, para. 4, Kindle edition (accessed April 2017).
Journal articles	Author, title of article in single quotes, title of publication in italics, volume or part number, year of publication in parentheses, page numbers e.g. Lansky, J., 'T-Shaped Quilts: A New England Phenomenon', <i>The Magazine Antiques</i> , (December 1997), 842-5. Note: Where a volume number is included: Author, 'Title of Article', <i>Journal title</i> , 4/6 (1987), 54-9.
Online Journal articles	As above followed by URL.
Newspaper articles	Author, 'title', <i>publication title</i> , full date of publication in parentheses page number(s) e.g. Smith, K., 'Quilting in the New World', <i>The Sunday Times</i> , (20 August 2015), 12-14.
Oral communications	Cite date, interviewee and place/manner of interview/communication (e.g. telephone). Ref. can be shortened to 'pers. comm.' e.g. letter from Susan Selwyn, December 2010, pers. comm.
Material taken from the web	URL followed by date of access in parenthesis e.g. http://bqsg.quiltersguild.org.uk (accessed 6 January 2017)
Reference to quilts in museum collections	Provide details in an endnote giving institution and museum accession number e.g. The Quilters' Guild Collection, 2000-11-A.
Reference to archival sources	Archive e.g. NA for National Archives, IWM for Imperial War Museum, followed by record group then document reference separated as follows e.g. NA/WO32/11118.

Illustrations	<p>All illustrations must have a text reference & should be designated Figures whether colour or black and white. In each paper figures are numbered individually in Arabic numerals i.e. figure 1, figure 2. Ensure that all descriptions of an image in the text closely matches the illustration.</p> <p>Illustrations should be provided preferably in .jpg format (.tiff may also be accepted) in high resolution (>300 dpi).</p> <p>For presentations: submit illustrations in a separate Word document For Quilt Studies: where possible embed illustrations in the text at the preferred point.</p> <p>As a general guide, authors may submit up to 15 illustrations per article although the final decision on the number and which actual illustrations are to be used remains with the editor of <i>Quilt Studies</i>.</p>
Second and subsequent use of same reference	<p>Use shortened reference i.e. author's surname only followed by shortened title of the work in italics, date in parenthesis, page number e.g. Long, <i>Elegant Geometry</i>, (2011), 23. Do not use <i>op.cit.</i> or <i>ibid.</i></p>

3] The final paper

Your draft paper will be returned with the selectors' comments. It is usually necessary to make some revisions to the paper in light of the comments, though these may be very small. Once all revisions have been completed, the final version, including details of images for the seminar presentation, should be submitted to the Administrator for the Research Panel (research@bqsg.org.uk) at least a month before the date of the seminar presentation. We expect written permission for use of images for publication and advise authors to obtain these at an early stage of the process.

4] Presenting the paper

The final version of the paper will be presented at the annual seminar. It is advisable to check how long a presentation will take – **presentations over 60 minutes long are not encouraged and are not likely to be accommodated in the seminar timetable.**

Following presentation at the seminar, there will be a brief meeting with the editor of Quilt Studies regarding preparation of your paper for publication. At this stage, you will be provided with more detailed guidelines and guidance to support this preparation. Authors may wish to make changes/additions to their papers before publication in the light of comments, feedback and additional information given at the seminar and to meet the editor's requirements.

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Editor, Quilt Studies (b.hately@sheffield.ac.uk)
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