

Antique DOLL Collector

CONTRIBUTOR GUIDELINES

To ensure a successful submission for publication please use the following contributor guidelines. Carefully read through the submission guidelines and review your materials for accuracy before submitting materials. Articles that do not meet our outlined requirements may be delayed to a later issue or rejected.

What to send

Your article submission should include the following:

- Article text in a Microsoft Word document
- Imagery, including any artwork or photos
- Captions for all artwork or photos in a Microsoft Word document

Requirements for each item and how to submit your materials are listed below.

Article Text

Article text should be submitted in a Microsoft Word (.docx) document, or an otherwise compatible file type (.doc, .rtf, .txt).

Captions should be sent as a *separate* document, not added to the end of the article text document. Please make your captions brief and in complete sentences.

Additionally, we reserve the right to edit material using in-house style guidelines and for grammar, flow, and readability.

Some style criteria include:

- Write out inches, feet, etc. Do not abbreviate or use the corresponding symbols (" or ').
- Hyphenate in such cases as the 5-inch dolls, etc.
- Write out numbers less than 100, unless they are part of a measurement as in the example above under measurements.
- Write out ordinals under 100 (for example nineteenth century instead of 19th century).
- Write out World War I, World War II vs. using WWI, WWII.
- Avoid using contractions and exclamation marks.
- Single space between sentences.
- Dollhouse as one word. Doll's house and dolls' house will be altered to dollhouse.
- If the text has words that are appropriate for British English but not American English, they should be corrected to American English (ex. mould: mold, colour: color)
- Please use the proper accent marks when using French or German words: Béb , K the Kruse, etc.

- Italicize titles of books, magazines, journals, newspapers, plays, films, artworks, long poems, pamphlets, television shows, and other short works published separately and musical works.
- When mentioning a book, please add publisher and year of publication in parenthesis after the title.

Photographs

- All imagery must be submitted in a high-resolution .jpg or .jpeg file type at **300-600 dpi** (or in pixels, at least 2400×3000). The highest resolution, largest file image your device can take is usually acceptable. *If using an iPhone, send photos at the highest resolution.*
- Avoid using photographs from the Internet unless they meet resolution requirements.
- Photos embedded in Microsoft Word documents will not be accepted. *Please indicate preferred photo placement by using the number of the photo in the text.*
- Please make sure your image files or physical photos are clear, sharp, and in focus, with attractive texture-free backdrops, no patterns or wrinkled fabrics. Unless your photo is a scene, the best background to use is seamless paper, using a soft white light or moving the subject far enough from the backdrop to avoid harsh shadows.
- All photo files must be renamed with numbers to correspond to numbered photo captions.

Content, Permissions and Acknowledgements

- The contributor is solely responsible for the accuracy of the information in their submission.
- The contributor is solely responsible for obtaining written permission to use artwork or images from third party sources.
- All artwork or photos from third party sources must be credited with "(artwork or photo) courtesy of (owner's name)"
- The publisher retains the right to determine in which issue a submission shall appear.

Submission

Materials should be sent digitally to the Editor (antiquedoll@gmail.com) via WeTransfer (preferred), or Dropbox, or via email.