

Third Text Author Guidelines

Main Text

Articles should be between 5,000 and 7,000 words, excluding footnotes; this can be extended to a ceiling of 8,000 words in exceptional cases. Articles should be submitted as Word documents with a minimum of formatting – for instance, no headers, footers, bullet points, or page numbers. Text should be double spaced 12 point Times New Roman. Please use a 0.5 cm indent for paragraphs, no line space between paragraphs.

Please format your article using British spelling, as opposed to American spelling, taking Chambers Dictionary as a guide (in preference to the Oxford Dictionary), ie, ‘realise’, ‘emphasise’ and ‘organise’ (not ‘realize’, ‘emphasize’ and ‘organize’), ‘colour’ and ‘labour’ (not ‘color’ and ‘labor’).

Numbers one to a hundred in text (eg, five), 101 onwards in Arabic numerals, except in the case of large numbers which are best expressed as: three thousand, two million, five billion, etc) and percentages (eg, five per cent).

Dates set out as day, month, year, no commas (eg, 27 May 2015). Date spans: (1988–1998) and (21 January – 3 March); note we use en-dashes, not hyphens. Nineteenth century, twenty-first century etc.

Italics are used for titles of artworks, whole publications and films. Single quotes are used for exhibition titles, chapters or essays within a publication. You will be given access to the online proof of your article from Routledge before it goes to print. We do not expect any major changes to the text at this stage, which you should use to make a final check for minor errors.

Quotes

Quotes of thirty words or more are separated into a text block with 11-point font size, 1.5 line spacing, a line space above and below, and 0.5 cm indentation either side. If a quote is incomplete then the closing inverted comma should lie within the full-stop, ie: ‘as he had said in the first place’. If it is a complete sentence then the closing inverted comma should lie outside the full-stop, ie: ‘He repeated what he had said in the first place.’ If there is italicised emphasis within a quote, please indicate ‘emphasis in the original’ or ‘emphasis added’ (not the ambiguous ‘author’s emphasis’). Direct quotes that conflict with house style, eg, ‘realize’ etc, are left in their original spelling.

Translations

Where quoted passages have been translated into English by the author of the article, this should be acknowledged either in an endnote or in the main text.

Where publications have been translated, the translator should be acknowledged in the relevant endnote, using the following format:

1 Alain Badiou, *The Communist Hypothesis*, David Macey and Steve Corcoran, trans, Verso, London, 2010

Foreign titles of publications, films and so on, should generally be followed by a translation into English in round brackets, as follows:

1 The ‘Gendai sekai bijutsu-ten’ (‘Contemporary World Art Exhibition’) in 1950, for example, included over one hundred recent paintings, watercolours and graphic works by artists from Japan, Europe and the United States.

The format of the translation should follow that of the original title as regards italicisation/inverted commas etc.

Capitalisation

Titles in English are capitalised; those in other languages follow the rules observed in that language. For instance, French takes the upper case for the first word and the first noun (which may be the same):

Les Rêveries de la femme sauvage (Reveries of the Wild Woman)

Spanish takes a capital for the first word only:

Cien años de soledad (One Hundred Years of Solitude)

Neither French nor Spanish show accents when they fall on upper case letters. So Ecole, not École, and Angel, not Ángel.

Where there is a subtitle (after a full-point or colon), capitalise all words, except and, of, or, between, etc.

Jan Assmann, *Cultural Memory and Early Civilization: Writing, Remembrance, and Political Imagination*, Cambridge University Press, Cambridge, 2011, p 25

Western and Eastern are always capitalised unless the sense is purely geographical, so Western hegemony, but western hemisphere.

Footnotes

Footnotes should be numbered within the main text using superscript Arabic numerals. Please use the footnote facility in Word. **Do not list references separately, these should all be incorporated in the footnotes.**

The format for footnotes/endnotes is: author, *title*, publisher, city of publication, date, page number (p 5, pp 22–23, en-dash not hyphen between page extant); items separated by commas, no full stop at the end of the citation unless it contains a sentence:

- 1 See, for example, Giorgio Agamben, *Homo Sacer: Sovereign Power and Bare Life*, Daniel Heller-Roazen, trans, Stanford University Press, Stanford, California, 1998.

Or:

- 1 Giorgio Agamben, *Homo Sacer: Sovereign Power and Bare Life*, Daniel Heller-Roazen, trans, Stanford University Press, Stanford, California, 1998

Where a reference is repeated in the immediately following note, use 'Ibid':

- 1 Homi K Bhabha, *The Location of Culture*, Routledge, London and New York, 1994
- 2 Ibid, p 240

Where a reference has been cited previously but not in the immediately preceding note, use the author's surname, title (or first portion of title) and 'op cit':

1 Homi K Bhabha, *The Location of Culture*, Routledge, London and New York, 1994, p 5

...

3 Bhabha, *The Location of Culture*, op cit, p 8

References need to be set out in numbered notes (as above), do not submit a separate bibliography or list of references.

Periodicals

When giving numbers for periodicals, if there is only one number associated with the issue it directly follows the italicised title, no comma, but number not italicised. So:

[article title], *October* 146, [date]

If the periodical is divided into volumes and issues we set it out like this:

[article title], *Animation*, vol 7, no 3, [date]

Third Text itself operates parallel numbering systems: the early issues just have a number, and we have continued this numbering all the way through to the current issue. Those published since our association with Routledge have an additional volume and issue number.

Example: *Third Text* 114, vol 26, no 1, January 2012

Images

You can submit up to ten images with your article; you should indicate if any are of particular importance. Images should be submitted as separate jpegs, not imbedded in a Word document, and the resolution should be 400 dpi when the width is set to 200mm.

Please provide full captions with your images, including any courtesy lines, using the format: artist's name, *title of work*, date, media, dimensions, collection (or place of exhibition), photo credit, ie:

Lani Maestro, *Cradle*, 1996, cheesecloth, sisal strings, palm mats, 1618 x 964 cm, collection of the artist, photo: Ronald Dobson

You must supply written permission to reproduce images from the copyright holder – this can take the form of an email or scanned letter. In most cases, we cannot publish without written permission, even if you have found the image to be available online. Exceptions include book and magazine covers and film posters. Please also supply the name and address of the copyright holder so that they can be sent a complimentary copy of the issue in which their image appears.

House style: Further Points

In general Third Text aims to keep text looking as 'clean' as possible. To this end initials and abbreviations are not followed by full stops, so:

W J T Mitchell, etc, ie, eg, p, pp, ibid, op cit. Italics for title of publication, inverted commas for chapters in a book. See below for two examples:

1 Luis Camnitzer, *Conceptualism in Latin American Art: Didactics of Liberation*, University of Texas, Austin, Texas, 2007, pp 126–130

2 Mark Gevisser, 'Under Covers, Out in the Open: Nicholas Hlobo and Umtshotsho', in Sophie Perryer, ed, *Nicholas Hlobo*, Michael Stevenson, Cape Town, 2009, p 11

Please ensure that punctuation following italicised titles is not itself italicised; punctuation should only be italicised if it is part of the title.

In simple lists Third Text does not use the Oxford comma (comma preceding 'and'), but we allow for its use elsewhere for purposes of clarity, particularly in longer sentences with multiple clauses.

Single spaces should follow full stops.

Film titles should be formatted: *L'Or* (Gold, 1995); and, if director not previously mentioned: *No Man's Land* (Danis Tanović, 2001)

Uncommon and/or non-English words are italicised on first mention and not thereafter. We do not italicise very common latinisms such as 'per se' and 'modus operandi' (nor common terms from other languages – 'par excellence', for instance).

"Double quotes" are only used if there is a quote within a quote, eg: 'Bruno Latour has argued that it is imperative to think ecology without "nature".'

Square brackets are only used for insertions within quotes – in all other instances (eg, original publication dates) round brackets should be used.

Possessive apostrophes for names ending in 's': if the word consists of one syllable use apostrophe 's' (in Jones's opinion); if two syllables or more, only use apostrophe (Davis' chapter).

Capitalise defined movements/nouns where they are associated with a particular historical moment (eg Cubism/Cubist, Abstract Expressionism/Expressionist, Surrealism/Surrealist) but not when they are used adjectivally (eg cubist in style, expressionist tendencies, surreal aspect). Broader terms such as 'socialist' are lower-case, unless referring to a particular movement, ie, Socialist Realism.

Where prefixes create a double vowel, we break this with a hyphen: 'co-operate', 're-emerge': not 'cooperate', 'reemerge'.

Supplementary Material

We will also need:

Your full name, postal address, telephone number and email. Your address will be used to send you an author's copy on publication.

A 150-word abstract of your article and ten keywords (commencing with your own name) for online searches. It is helpful to supply specific names and terms relevant as keywords; very broad terms such as 'politics', 'art' etc are of less use.

A brief biographical note, about fifty words in length, focusing on university affiliation, recent publications and posts held, which will be included in our Contributors' Notes. Abstract and bio note should be submitted as two separate documents.

All material must be submitted to the Editor in Chief: Richard Dyer, on rdyer@thirdtext.org.