

CONTEXT - Guidelines for Contributors

Original work will be considered for publication, including papers, book and exhibition reviews and short articles.

Length

Articles and papers - between 2000 and 5000 words

Reviews - between 300 and 1500 words

'Favourite object' articles - no longer than 500 words and should be accompanied by an image (see image guidelines)

References

All references and endnotes must be indicated manually in the document, and a corresponding list made at the end of the document Please do not use automatic referencing and formatting styles such as Endnote as these programmes create havoc in the publication process. Please ensure consistency in referencing style throughout the document. Eg (i, ii, iii, iv) or (1,2,3,4)

Image Guidelines

Please do not embed images in the text as this creates difficulties in laying out the publication. Images should be high resolution (at least 300 dpi) and saved as a JPEG or TIFF file. Clearly label each image file (e.g. Figure 1) and include a separate page of figures with captions and credit lines. Indicate where an image is to be placed in the text by leaving a few lines free, followed by the Figure number. The Editor/s reserve the right to determine image selection based on the layout of the article.

Important note: Unless selected for the cover, images will be printed in black & white.

Important! It is the author's responsibility to ensure supplied images are cleared for copyright. The publishers assume no responsibility for copyright of supplied images.

Editorial Policy

The Editors reserve the right to edit articles for spelling, grammar and readability. The Editors also reserve the right to determine image selection based on the layout of the article. At all times the author's original intent will be retained. Authors will be sent a .pdf proof of the edited document *for approval* prior to publication.

General

UK spelling is preferred.

Submission of files

Save text files in Microsoft Word format (.doc or .docx) and email to:

angelalassig@gmail.com. Please cc your copy to: **print_matters@ihug.co.nz**

Email large images (up to 2mb) individually, or in batches no more than 2mb in total. If you have any problems emailing images, they may be saved onto a disc and posted to:

Context, 14 Eldon Road, Mt. Eden 1024, Auckland

General *Context* queries: angelalassig@gmail.com