

## Instructions for Authors and Artists

Thank you for choosing to submit your paper to *Public Art Dialogue*. These instructions will ensure we have everything required so your paper or artists' project can move through peer review, production, and publication smoothly. Please take the time to read and follow them as closely as possible, as doing so will ensure your submission matches the journal's requirements.

### AUTHOR SERVICES

Supporting Taylor & Francis authors

For general guidance on every stage of the publication process, please visit our [Author Services website](#).

### EDITING SERVICES

Supporting Taylor & Francis authors

For editing support, including translation and language polishing, explore our [Editing Services website](#).

## Manuscript Preparation and Submission

The Editors of *Public Art Dialogue* invite original submissions for all sections of the journal. Expanded versions of previously published works will not be considered. Documentation or reviews of public artworks do not meet our criteria for artists' projects and will also not be considered.

All submissions will be peer-reviewed. Inclusion in a specified issue is dependent on available space; accepted submissions may not appear in the originally designated issue but may be saved for another related theme or an Open Issue.

## Articles

We seek scholarly articles that present new information or interpretations of subjects pertaining to the theme of the issue. You can find descriptions of our upcoming special issues [here](#). There are occasionally opportunities for open issues without specific, predetermined themes. If you have any question about the appropriateness of your paper, please contact Managing Editor, Cara Jordan ([pad.managingeditor@gmail.com](mailto:pad.managingeditor@gmail.com)).

Articles should be 5,000–8,000 words, inclusive of citations. All papers must be double-spaced with numbered pages. Please offer an estimate of how many images you anticipate including, keeping in mind that there may be limitations due to journal length. Likewise, please indicate which images you would prefer to have reproduced in color, with the understanding that only black and white may be available.

## Essays

These are opinion pieces, comparable to position papers that advocate a particular approach (theoretical or otherwise) to the subject. Essays should be 2,000–3,000 words, inclusive of citations, if appropriate. All papers must be double-spaced. Please number your pages. Please indicate if you anticipate including any images and if so how many, keeping in mind that there may be limitations due to journal length. Likewise, please indicate which images you would prefer to have reproduced in color, with the understanding that only black and white may be available.

### **Conversational Dialogues**

In the spirit of fostering, documenting, and sharing the content of the diverse dialogues that take place in our field, we encourage submissions in the form of conversations, rather than standard interviews. In particular, we seek contributions in which the participants represent different professions, experiences, backgrounds, and perhaps even agendas.

Conversational Dialogues should be 3,000–4,000 words, inclusive of author bios and citations, if appropriate. All papers must be double-spaced with numbered pages. Please indicate if you anticipate including any images and if so how many, keeping in mind that there may be limitations due to journal length. Likewise, please indicate which images you would prefer to have reproduced in color, with the understanding that only black and white may be available.

### **Book Reviews**

Book reviews should be approximately 500 words in length and are assigned by our reviews editor. Reviewers who have ideas for "double reviews" (two books that complement each other) can contact the reviews editor with a proposal for a 1000-word review. The number of reviews is determined on an issue-by-issue basis.

Book review inquiries should be directed to the Reviews Editor, Erika Doss ([edoss@nd.edu](mailto:edoss@nd.edu)).

### **Artists' Projects**

Artists' projects are unique artworks and/or art interventions designed specifically for the pages of *Public Art Dialogue*. Projects should relate to the theme of a particular issue and treat the journal itself as a site or space for public art. Artists' projects typically range from 2 to 10 pages and may contain images, writing, design, links to web-based works, and anything else that can be printed within the journal. Projects should be accompanied by a 250–1,000 word artist's statement that contextualizes the work within the specific issue of the journal. Statements should include properly formatted citations, if appropriate. Artists may also consider the journal cover as a site for artwork, to be used alone or in combination with pages inside the journal. Please indicate which images you would prefer to have reproduced in color, with the understanding that color pages are limited in the print version of the journal and only black and white may be available. The number of artists' projects is determined on an issue-by-issue basis.

If you are submitting a project proposal rather than a completed project, please describe the project as thoroughly as possible and include an estimate of how many images you anticipate including and the estimated number of pages your project will require. Including work samples is also useful even if you do not have the completed work (make sure they are clearly labeled).

Artists' project inquiries should be directed to the Art Director Damon Campagna ([pad.artistprojects@gmail.com](mailto:pad.artistprojects@gmail.com)).

## **Submission Instructions**

This journal uses Routledge's Editorial Management [Submission Portal](#) to manage the submission process. The Submission Portal allows you to see your submissions across Routledge's journal portfolio in one place. To submit your manuscript or artists' project please click [here](#).

All submissions must be double-spaced with numbered pages. Please refer to [Public Art Dialogue's Style Guidelines](#) and [T&F standard Chicago Endnotes and Bibliography reference style](#) guide for further details on style and format.

**Please note:** Materials that are not properly formatted will be returned to authors for correct formatting before the review process can begin.

Submit all written materials as Word documents.

Title all document(s) with your last name and your submission title (e.g., Smith\_Public\_Art\_in\_Boston.docx) Please consult the [Submission Checklist for Authors](#) to ensure that your submission is complete.

The first page of all submissions should contain:

- (1) Submission title
- (2) Full name(s) of author(s) or artist(s)
- (3) Email, mailing address and phone number (provide for each author/artist if more than one)
- (4) Bio (100–250 words) (provide for each author/artist if more than one)
- (5) Article or project abstract (150–200 words)
- (6) 5–6 keywords or search terms.

Please contact Managing Editor, Cara Jordan ([pad.managingeditor@gmail.com](mailto:pad.managingeditor@gmail.com)) with any questions.

## **Image Guidelines**

**Please note:** It is the responsibility of the author or artists to secure copyright permissions for all images. We strongly recommend all contributors consult the Routledge website on [using third-party material in your article](#).

Title all images with your last name and your submission title and the image or figure number (e.g., Smith\_Public\_Art\_in\_Boston\_1.tif)

Submit all final images as 300 dpi flattened TIF or EPS files\* to ensure best possible print quality. If authors can only provide JPG images, they must be at least 300 dpi. This standard applies to both color and black-and-white images.

The trim size of the journal is 7.5 x 9.75 inches (190.5 x 247.65 mm); Pixel dimensions at 300 DPI: 2250 x 2925 pixels.

Full-page image size with journal's existing margins:

5.5 x 7.75 in (139.7 x 196.85 mm); Pixel dimensions: 1650 × 2325)

For full bleed images add an additional 0.125 inch (1/8 inch, or 3.175mm) to all sides of the image(s):

Full bleed image size including trim:

7.75 x 10 inches (196.85 x 254 mm); Pixel dimensions: 2325 x 3000

Wraparound cover proposals should follow full bleed dimensions adding at least 0.3 inch (7 mm) for the spine. Please note that the table of contents is printed on the back cover of the journal.

The Taylor& Francis website has several helpful image-related recommendations: <http://journalauthors.tandf.co.uk/preparation/artwork.asp>.

## **Additional Information for Artists' Project Submissions**

\*Artists please note that initial image submissions can be smaller JPG files and/or PDF previews, but you must be able to provide full resolution files of these images if your project is selected for publication. If you are submitting a selection of many images, it is preferable to send smaller files first and then high-resolution final files of only the selected final images.

Please note that the default font of the journal is Georgia. All written materials will appear in this font unless otherwise specified. All bios, bibliographies and notes will appear in Georgia font.

Artists should provide detailed specification about how work should appear within the context of the printed issue (paying attention to placement of left- and right-hand pages; request cover or centerfold; specify borders or full bleed; project consolidated in one place or distributed

throughout journal etc.) This information should be included on an additional page with a completed submission or as part of your proposal.

Similarly provide detailed instructions about how you want your image captions to appear (below each image; listed at end of project etc.).

### **Image Captions**

Authors and artists should provide a list of Image Captions according to the following format (unless it already appears on the slide/image):

Artist, *Title of Artwork*, Location (if necessary), Date. Medium; Dimensions. Collection name or additional info (if provided). Collection name, city (if necessary). Credit line.

Please do not include extended caption information, such as descriptions of the image. This belongs in the main text.

When an article concerns the work of a single artist, and there is no work by any other artist reproduced in the article, the caption for each photograph should not bear the artist's name.

In an article where the author provides images, the credit line should read "Photo by the author."

For artists' projects, list the artist's name first and if the artist owns the work do not put anything in the credit line.

Authors should list images by figure numbers and should reference each provided figure in the submission.

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