

GUIDELINES FOR AUTHORS

This document offers guidelines on how to prepare your paper. It is designed to ensure that the conference team can publish your material to a high standard which is acceptable to both parties.

The typical length of your paper should be between 3000 and 6000 words, please do not send in a paper that is longer than 6000 words.

Please consult the guidelines as the need arises.

Summary of Key Points

These key questions summarise our main requirements.

Text

- Are the text and references single-spaced?
- Are the pages numbered?
- Are there a suitable number of A-headings (an average of one every 3 pages of single-spaced text)?
- Have you put the relevant 'metadata' material at the front of the paper: paper title, authorship, author address details, abstract and key words?
- Are the references complete and consistent with the text?
- Is the text saved in Microsoft Word?
- Have you embedded all the figures and tables correctly?

Figures

- Are all the photographic figures you are supplying embedded into your document correctly?
- Is the quality good enough for publication?
- Are figures embedded in the correct position?
- Have you supplied a list of figure captions, with source details and any special wording required by copyright holders?
- Are the figures numbered correctly and consistent with the text?
- Have you cleared permission to use figures from other sources? If not, we may have to delete the material from the chapter for which permission has not been cleared.

Tables

- Are the tables embedded in Microsoft Word?
- Have you included the table captions, with source details and any special wording required by copyright holders?
- Are the tables numbered correctly and consistent with the text?
- Have you cleared permission to use tables from other sources? If not, we may have to delete the material from the paper for which permission has not been cleared.

Why the conference team needs your material presented in a particular way

Before providing the detailed guidance that follows, it may be helpful to know very briefly how we will turn your paper into the published proceedings. This will help explain why the team needs your paper to be presented in a particular way. It may also prevent you from doing unnecessary work which will only have to be reworked later. The proceedings will be published in digital format.

Preparing your text

Please submit the text of your paper in Microsoft Word.

How each page should look

- The cover page to your paper should follow the format in the example at the end of this document, please note that the example also indicates the point size of Times New Roman that should be used in each place.
- All copy should be single-spaced as if for printing out on one side of A4 paper (US authors will need to supply a different format from A4).
- Please paginate your paper.

In general, please avoid trying to ‘design’ your page. We will want to put all papers received into a standard format and this may corrupt the look of your paper.

In particular:

- Please use 12pt Times New Roman for body text, 14pt Times New Roman for headings.
- Do not justify text to the right margin, please.
- Be careful to use one space only between words.
- In particular, please only use one space between sentences.
- Leave a one-line space between paragraphs so that each paragraph can be easily identified; there is no need to indent the first line of a paragraph.
- When using the tab key, use it once only and adjust the tab positions to suit your purpose.

Headings

- Apart from the paper title, try not to use more than three grades of heading – main headings, sub-headings and sub-sub-headings. These are known, respectively, as A-heads, B-heads and C-heads.
- Please try to ensure a reasonable number of main headings (A-headings).

Please note:

- The use of lower case wherever possible (i.e. Textiles: the raw material, not Textiles: the Raw Material or TEXTILES: THE RAW MATERIAL)
- Please highlight section headings (e.g. by the use of bold or italic) but please be consistent
- Do not indent A, B or C sections.

Equations

Greek characters (and mathematical symbols such as partial differentiation) should be spelt out in the margin the first time they appear to avoid confusion.

House style

This is quite a detailed section. We suggest you read through it once before you start writing, and then refer back as required to check particular points. If you are more comfortable with an alternative style, the team can work with it but please email and check before you embark on writing the paper. Above all, the team requires consistency in whatever style you use.

Spelling

- Please use British spelling (except for American authors who are free to use American spelling).
- You can use ‘ise’ or ‘ize’ spellings, where these are interchangeable, but whichever you choose must be used consistently.

Units

- Express measurements in SI units wherever possible. When presenting numbers, use standard abbreviations – km, cm, mm – without full stops. In text, use these standard abbreviations after specific units of numbers, but words may be used in more general contexts. For example: 64 km, 99 mm

The building was several kilometres away.

- If imperial units are considered to be appropriate, their SI equivalents should be given in brackets (since the texts are read by an international audience).
- Leave a space between numbers and units, e.g. 64 km.

Numbers/per cent

- Spell out numbers up to and including ten.
- Four digit numbers should be closed up (except in tables where it may be necessary to break them for alignment). Numbers with five or more digits should have a space every three digits, i.e. 2000 but 20 000.
- Use ‘per cent’ when numbers are spelt out and % in all other cases.
- En-rules, rather than hyphens, should be used in ranges of numbers (20–100) and to link two items of equal weight (red–green colour blind).

Acronyms and abbreviations

- Do not punctuate acronyms or abbreviations except for e.g., i.e. and Fig.
- Explain acronyms on first mention and then use the abbreviated form consistently.
- Expand any acronyms; remember your audience is international.

Trade Names and Commercial Products

- Registered trade names of fibres and other products should be spelt with an initial capital letter. It is not necessary to use quotation marks. Avoid using capital letters for the whole name of a commercial product or items of equipment.

Quotations

- Use single quotation marks rather than double.
- Quotations of less than 60 words should follow on in the text in quotation marks.
- Quotes of more than 60 words should be displayed set out from the text, without quotation marks and indented left and right and in italics.
- Quotations MUST always include a source.

General

- Use ampersands only in company names.
- Use telephone numbers in their international form, i.e. +44 (0) 1223 891358.
- Use capital letters for proper nouns only.
- The style for dates is 1 January 2023.
- Keep the use of italics and bold for emphasis to an absolute minimum.
- Use hyphens only where necessary for understanding and readability.

Author details

Please provide your name and address details at the beginning of your paper on the cover sheet.

For ease of contact after the event it is important that you include full international contact details on the cover page of your paper. Please use the following format for your name, address and email details, for example:

Professor R A Smith
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Pennsylvania 01594

USA
Email: ralf.smith@upenn.edu

If there is more than one author of a paper, please indicate who the speaker is with an asterisk after their surname, for example:

Professor R A Smith* and Dr D R Jones
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105 Campus Avenue
Pittsburgh
Pennsylvania 01594
USA

References: The Harvard System

The team would ask you to use the Harvard system for references. Please ensure that the reference in the text and in the list of references tallies in details such as spelling of the author's name, etc.

Referring to a source in the text

Mention of references in the text should follow one of the following styles, depending on the context (bold is used here for emphasis only, and should not be used in practice):

Impact strength is, in part, a function of material molecular structure (Johnson, 1972).
Johnson (1972) has pointed out that impact strength is, in part, a function of molecular structure.

If you wish to refer to a specific page in a reference, for example, you could put the following:

Impact strength is, in part, a function of material molecular structure (Johnson, 1972, p21).

Johnson (1972, p.21) has pointed out that impact strength is, in part, a function of molecular structure.

Use a, b, c etc. if referring to different publications by the same author in the same year e.g.: (Johnson, 1972a). It is best to use 'a' for the oldest publication, 'b' for the next oldest etc.

Listing reference details at the end of the paper

References should be listed alphabetically by author at the end of the paper. Please supply the list of references in single-spaced type. The following basic style should be used in the references at the end of the chapter:

Published book - author, year, *title*, location, publisher (see example below)
Johnson W (1972), *Impact strength of materials*, London, Arnold.

Journal article - author, year, *title*, journal, volume, pages (see example below)
Foster E C (1996), '*Valuing Wool*', textiles 35, 25–51.

References to web pages and e-books

Author's/Editor's Surname, initials (if a person; if not, list organisation), Year. Title.
(Edition). Place of publication: Publisher (if ascertainable). Available from: URL [Accessed Date].

For example:

Smith W (2006), *Development of Social Connections*, London, National Centre for Social Research. Available from: www.natcen.ac.uk/natcen/pages/hw_qualitative.htm [Accessed 14 August 2006].

If you are referring to an anonymous publication produced by a government institute, for example, you can put the relevant acronym in the text e.g. (Defra, 1994). The full reference would read: Defra (1994), *Clothing Roadmap: report no. 46 of the Committee on Sustainability Aspects of Clothing Useage*, London, HMSO.

Use of tables

- Please ensure that tables are numbered correctly and link into the text.
- If you are using any material for which you think you might need permission, you will need to deal with it as soon as you can. Please note that leaving permissions clearance too late may mean the team will have to exclude material for which permission has not been granted. Please also note that the Institute does not accept any liability for any missing permissions in your paper.
- Use double-spacing unless the table is so large that this is impractical.
- Use a capital letter on the first letter of the first word of each entry. A sample table is shown below.

Table 1.1 What customers want from customer service

	1970	1980	1985	1990
Contact with outside salesperson	1	3	4	4
Frequency and speed of delivery	2	1	1	2
Price	3	2	3	4
Range of available products	4	4	4	3

Note: Customers were asked to score the four different components with 4 being the most important and 1 the least important. Source: Research by MORI for National Consumer Council 1994.

- Please use one single, numerical sequence for all figures/images in a paper (whether photographs or line drawings). Please do not number photos and line drawings separately.

Copyright Material and Permissions Clearance

When selecting text and illustrative material from other sources, you should be aware that it may be in copyright. If so, the permission of the copyright holder will be required before the material can be reproduced. The responsibility for obtaining and paying for this permission will rest with you.

Copyright material includes:

- written material you may wish to quote
- statistics or data from other sources
- diagrams or illustrations from other sources
- photographs

The rules governing copyright

- The term of copyright is currently 70 years from the end of the year of death of the writer, artist or photographer, or from the year of publication if the copyright rests with the publisher.

- Copyright law in the UK includes a ‘fair dealing’ provision whereby up to 400 words in a single quotation (or a total of 800 words in more than one quotation from a single publication) may be used without permission.
- There is one major exception to this, however short it may be, if an extract is more than one-quarter of an article, it will need clearance.
- There are also fair dealing rules for poetry and drama quotations. All quotations, however small, should be properly acknowledged and a source given.
- Permission to use a figure or a diagram may not be necessary if you decide to adapt it to meet specific requirements of your paper. This may, in effect, create a fresh copyright, depending on the nature of the adaptation. The source should be acknowledged as: ‘adapted from....’. If in doubt, we would suggest seeking permission. Many of our authors do adapt tables and figures in this way and, in doing so, may avoid the need to clear permission, though they still need to acknowledge the sources used.

Acknowledgement

Whether or not you need to clear permission, you should acknowledge all published materials. The Textile Institute and the University of Huddersfield will not accept any liability for any published material that has not first been cleared of permission from sources that you have made use of.

It is up to you ‘the author’ of the paper to ensure that all permissions have been sought.

Finally...

We hope you have found these notes useful. Please let us know if you have any queries.

An example of cover page

Sustainable Fashion Textiles Research (*14pt*)

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