



OPW

Oifig na
nOibreacha Poiblí
Office of Public Works

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Author Guidelines

Irish Heritage Studies is the annual research journal of the Office of Public Works and is published in association with Gandon Editions. All information about the journal's remit, timescales and personnel can be found on the [homepage](#). The journal will be published in print and e-book formats. The first volume is due for publication in hardcopy in spring 2025.

Preparing your manuscript for publication – our process

Authors should read this document carefully and refer to it when preparing their manuscripts for submission. The authors and editorial manager will agree a submission deadline – please note that it is important to observe this deadline to ensure your manuscript can advance to peer review and the subsequent stages of preparation for publication. A submission checklist is included in this document, as well as contact details for queries at any stage along the way.

Once your manuscript, images and other relevant materials have been received, they will be reviewed for suitability. Manuscripts can then be expected to be sent for double-anonymous peer review. This means that they will be sent to external expert readers for comment, and their reports will be taken into account when making a final decision on each manuscript's suitability. The reviewers' reports will be shared with the relevant authors for their interest, but authors and reviewers will remain anonymous to one another throughout this process (hence 'double anonymous').

Should any changes or revisions be required post-peer review, the author and editorial manager will agree a deadline for resubmission. Again, please observe this deadline to ensure your manuscript can proceed to publication.

Annotated hardcopy and digital proofs will be sent to authors for checking in due course. Authors are asked to proof their manuscripts and respond to any queries promptly, and mark up any edits clearly. The editorial manager reserves the right to make minor editorial changes prior to publication.

Authors will be provided with four complimentary print copies at time of publication.

Editorial Policy

Manuscripts submitted to *Irish Heritage Studies* should be the author's original and unpublished (in part or in whole) research, and should not be under consideration by another publisher or journal at the same time.

The editorial manager reserves the right to edit the manuscripts for clarity and adherence to the journal's published style. Any substantial edits will be made in consultation with the author.

DEI values and inclusive language

The OPW endorses FREDIE – fairness, respect, equality, diversity, inclusion and engagement – as one of its core values (see OPW Statement of Strategy 2021–2024 <https://www.gov.ie/en/collection/cce5c7-strategy-statements/>). We consider these principles throughout the editorial process, and our double-anonymous peer review aims to minimise unconscious bias.

We ask our authors to be mindful of potential bias and stereotype, and use inclusive language which avoids assumptions and phraseology rooted in historical sexism, racism, ableism or other discrimination.

Authors should ensure that – where relevant – all co-authors are accurately and fairly credited, and any additional contributors are acknowledged.

Manuscript length

Manuscripts should have an optimal length of 4,000–8,000 words (plus endnotes). Shorter pieces, such as single-object case studies, should be above 1,000 words (plus endnotes). Please do not add a bibliography to your manuscript; sources should be cited in the endnotes instead.

Language

Submissions should be in English. Where other languages are quoted please include an English translation unless the quote or term is considered commonplace.

Manuscript formatting

Submissions and accompanying text material (abstract, captions list, etc.) should be in Word format only (.doc/.docx). Authors may use their preferred font and line spacing. A single space is used after all sentence punctuation, not double spacing. Please do not embed your illustrations within your text document.

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Prior to publication, authors will complete an Author Publishing Agreement. This will confirm that authors have obtained permission to use any copyright material in the journal's print *and* electronic formats. It will also assign copyright and license the publication rights in their papers, including abstracts, to the Office of Public Works.

Ensuring manuscripts are anonymised prior to peer review

Authors should ensure their names do not appear anywhere on their manuscripts other than the cover page. Identifying features such as affiliation should also be excluded, and acknowledgements should be supplied on a separate page (see 'Material to submit with your manuscript' pp.5–6). This is to support the double-anonymous peer review process, and helps to minimise unconscious bias. If necessary, the author can be referred to in the third person.

Privacy statement

Authors' contact details and submitted material will be used only for the stated purposes of the journal and will not be made available for any other purpose or to any other party.

Illustrations

Articles will typically carry up to twelve illustrations in total; case studies up to six.

Authors are responsible for supplying high-resolution digital images to the standard advised here, and paying any related photographic, scanning, reproduction or rights fees.

High-quality digital images are the preferred format for submitting illustrations. Digital images should be supplied in the largest-available file-size, at the highest-available resolution. The following minimum images sizes apply:

- Photographs and artworks: 120 pixels per cm (300 pixels per inch, or 300 dpi)
- Drawings, sketches, prints, documents, maps: 240 pixels per cm (600 pixels per inch, or 600 dpi). Note that Jpgs/jpegs are an inferior file format for drawings.

Digital illustrations should be supplied in standard file format (i.e. .tif/.eps/.ai/.psd /.pdf/.jpg, but not .gif/CAD/PowerPoint/MSWord. Screengrabs are not acceptable.

Images that are of insufficient quality may be omitted from the published article at the publisher's discretion.

If digital images are not available, high-quality colour or black and white prints, photographs, slides or transparencies can be reproduced. They should be individually identified on the reverse with the author's surname and figure number.

Illustrations should be supplied to publication quality *at the same time as your manuscript*. However, where images will incur expenses for authors, please delay purchasing the high-resolution file until your paper has been through the peer review process and confirmed for publication. In those cases, please supply a low-resolution version of the relevant image at time of manuscript submission.

Please do not embed your illustrations within your manuscript text.

Each illustration should be cited in the text at the end of the relevant sentence using Arabic numbers in square brackets, as follows: [Fig. 1]. Each digital image file should be named in this format: AuthorSurname_FigureNumber. For example: Tierney_01. Use a separate number for each illustration, including details or versions of a work. Digital file numbers should correspond with figure numbers cited in the text, and on the captions list.

Material to submit with your manuscript:

1. Cover page

The first page of your manuscript should contain the following:

- Author's name.
- Title of paper.
- Word count of (1) manuscript without the endnotes, and (2) endnotes alone.
- Brief biographical note (in the third person) of c.75 words. This will be included in the journal.
- Author contact details – email and postal addresses (for proofs) and phone number. Please ensure the contact details supplied will be valid and accessible in the coming months to ensure we can keep in touch regarding the progress of your manuscript. Communication problems may lead to delays. Where a submission has more than one author, please designate one point of contact for communication with the journal.

2. Abstract

On a separate page please include a short abstract of c.100 words, which will be used on the *Irish Heritage Studies* webpage in due course. It should summarise the principal aims, research questions and conclusions of your manuscript.

3. Captions list

This document should include the illustration number, caption and credit line to be published with each image. Captions should be succinct rather than discursive. Please observe the following format:

Figure number. *Title of image or artwork* [italics], maker's name and dates, medium, date. Location or ownership of artwork (Photographic credit line including © line if required and object accession number. Photographer, if known/required by image owner).

For example:

Fig. 1. *Fortitude (Mars)* by John van Nost the Younger (fl.1750–87), lead, 1753. Dublin Castle (OPW).

Fig. 2. Irish oval mirror, maker unknown, gilt and ebonised frame inset with amethyst and plain glass studs, date unknown. Hinton Ampner, Hampshire (© National Trust NT 1529726. Photo Sophia Farley).

Authors are responsible for obtaining written permission from all interested rightsholders to reproduce their chosen illustrations or literary extracts in all the relevant publication formats (see p.3 'Copyright and permissions'), and including the necessary credit and/or copyright acknowledgement line in their captions. If an image is out of copyright, please include the source nonetheless.

4. Image files

Please see earlier note on optimal image formats and sizes (pp.3–4).

5. Acknowledgements (optional)

Acknowledgements to appear at the end of your paper should be supplied in a separate Word document.

6. Potential peer reviewers (optional)

Authors are welcome to suggest possible readers suitable to peer review their manuscript. The editorial manager will decide who is invited to complete reviews.

The above material should be sent together to the editorial manager at this file transfer address <https://filetransfer.opw.ie/filedrop/Caroline.Pegum@opw.ie>

Submission checklist

1. Cover page
2. Manuscript
3. Abstract
4. Captions list
5. Image files
6. Acknowledgements (optional)
7. Potential peer reviewers (optional)

Failure to prepare your material according to these guidelines may result in it being returned to you for further attention. This can delay the review process and may result in your manuscript being held over until a later volume.

Contact us

Please get in touch at any time with the editorial manager Caroline Pegum at caroline.pegum@opw.ie.

Style Guide

Irish Heritage Studies adopts the Modern Humanities Research Association (MHRA) Style Guide, which is free to access online here <https://www.mhra.org.uk/style/> or download as a PDF at the same link. For anything not covered below, please refer to the online guide or get in touch (see p.6).

Spelling

Please use UK English standard spelling throughout (e.g. '-ise' rather than '-ize'). The Collins Dictionary and Thesaurus is a free online resource: <https://www.collinsdictionary.com/>.

Abbreviations and contractions

Circa: c.1710. The abbreviation 'c.' is in italic type, followed by a full stop and no space before the date.

Page ranges: p.36; pp.36–39. Use an en rule (–) without any spaces, not a hyphen (-), for number ranges. The en rule (aka 'en dash') is in the Insert → Symbols in Word, or press Alt+0150 to insert.

Manuscript folios: f.8; ff.13–14; f.14r; ff.5r–7v. Again, an en rule without any spaces, not a hyphen, for number ranges.

i.e. and e.g. require full stops, followed by a space.

'County' may be abbreviated to 'co.' followed by a single space, e.g. co. Sligo.

Dates and numbers

Format: 2 May 1781. Use of '2nd May 1781' only in quoted material.

No superscript: 1st, 2nd, 3rd (not 1st, 2nd, 3rd).

Decades: 1830s (not 1830's, '30s or 30's).

Centuries spelled out: 'in the fifteenth century'; 'fifteenth-century culture'; 'early fifteenth-century modes'.

Elide date and number ranges, retaining the final two figures: 13–19; 67–73; 1905–08; 1695–1733. However, dates of lifespans should be given in full, e.g. 1823–1880; b. c.1590–1633.

Use an en rule (en dash) without any spaces, not a hyphen, between all date ranges.

Numbers up to and including twenty, and round numbers (e.g. sixty, one hundred), should be written in words not numerals.

Endnotes

Reference citation and explanation will appear in the journal as endnotes after each paper. See Referencing below for formatting.

Authors normally use the automatic footnote function in Word while writing (please use Arabic notation – 1, 2, 3, etc. – and not Roman i, ii, iii, etc.). Before you submit your manuscript, please make the following important edit to the footnotes to ensure their correct transfer into the publisher's typesetting application:

1. Select and copy all your footnotes.
2. Paste into the main body of text at the end of your article. You will want to retain your formatting such as italics.

A sample note will now look like this example: ¹On loan to Kilkenny Castle ...

3. Change the cue (i.e. the superscript number) of each note into the same size as the rest of your text. You can do this by highlighting the number and clicking the box 'x²' on the MS Word ribbon at the top of the screen. This reverses the superscript formatting to align with the rest of the font size.
The same example will now look like this: 1 On loan to Kilkenny Castle ...
4. Now, going through your text, key (i.e. hard type) each cue just after the final punctuation mark, and delete the superscript cue.
For example, a reference such as: '... the nineteenth century.⁴ At that point...' will now look like this: '... the nineteenth century.⁴ At that point...'.
In deleting the superscript cue, you are also deleting the automatic footnote text itself.
5. When step four is complete, your automatic footnotes will be deleted, and will all appear at the end of your manuscript, without any superscript notation in the text or the notes.

Headings and subheadings

These can be helpful in structuring and navigating a manuscript, so authors are encouraged to employ them.

Measurements

Use metric units ideally: 15 km; 48 x 22 cm; 10 kg. Where necessary to retain imperial, format as follows: 3 ft 7 in.; 90 lb (note only 'in.' for inch(es) requires a full stop to avoid ambiguity).

Quotations

Single quotation marks (' ') for direct quotes; double quotation marks (" ") only for quotes within quotes. Quotations of more than forty words in length should be indented from the left-hand margin for clarity.

Original spelling, capitalisation and punctuation should be retained; anomalies are followed by '[sic]' in italics.

Referencing

The following illustrative examples outline the style for references of various kinds:

Book

- Hiram Morgan, *Ireland 1518: Archduke Ferdinand's Visit to Kinsale and the Dürer Connection* (Cork: Crawford Art Gallery, 2015), p.74.
- Loreto Todd, *Green English: Ireland's Influence on the English Language* (Dublin: The O'Brien Press, 2000), pp.112–28.
- Sara Stevenson and Duncan Thomson, *John Michael Wright: The King's Painter* (Edinburgh: National Galleries of Scotland, 1982), pp.44–48.

Edited book

- *City Merchants and the Arts 1670–1720*, ed. by Mireille Galinou (Wetherby: Oblong Creative for the Corporation of London, 2004), pp.114–21.
- *Dictionary of the Middle Ages*, ed. by Joseph R. Strayer et al, 13 vols (New York: Scribner, 1982–89), vol.VI (1985), p.26.

Chapter in a multi-author edited book

- David Hayton, 'The Propaganda War', in *Kings in Conflict: The Revolutionary War in Ireland and its Aftermath 1689–1750*, ed. by W. A. Maguire (Belfast: The Blackstaff Press, 1990), pp.106–21.

- Susanne McNab, 'The Romanesque Figure Sculpture at Maghera, Co. Derry, and Raphoe, Co. Donegal', in *New Perspectives: Studies in Art History in Honour of Anne Crookshank*, ed. by Jane Fenlon, Nicola Figgis and Catherine Marshall (Dublin: Irish Academic Press, 1987), pp.19–33 (p.24).

Journal article

- John Olley, 'Sustaining the Narrative at Kilmainham', *Irish Arts Review*, yearbook 1991–1992 [1991], pp.65–72.
- Rachel Wilson, 'The Vicereines of Ireland and the Transformation of the Dublin Court, c.1703–1737', *The Court Historian*, vol.19, no.1 (June 2014), pp.3–28 (p.10 n32).

Thesis/dissertation

- John McCullen, 'Landscape History and Management of the Phoenix Park 1800–1880' (unpublished doctoral thesis, Trinity College Dublin, 2006), p.81.

Archive material

- Trinity College Dublin, MS 8189, f.59. Archbishop King to William Wake, 12 April 1720.
- National Archives, Dublin, OPW/8/120/3, Drogheda Harbour, County Louth, 1837–1838, ff.90r–91v.

Websites

URL and DOI (Digital Object Identifier) addresses should be cited in full and unamended in angle brackets (< >). The accession date for URLs should be added in square brackets; this is not necessary for DOIs. The publication date of any online material, such as news articles or blog posts, can be added after the site name.

- Victoria Hepburn, 'Naming Marcus: Sir Joshua Reynolds's portrait of Charles Stanhope and Marcus Richard Fitzroy Thomas', *Yale Center for British Art*, December 2022 <<https://britishart.yale.edu/naming-marcus>> [acc. 12 Mar 2024].
- Hazel Maynard, 'Sir Richard Nagle (c.1636–1699)', *Dictionary of Irish Biography*, <<https://doi.org/10.3318/dib.006129.v1>>
- Online collection database entry: (Possibly) Henri de Janvry (fl.1793–1800), 'Lady Florence Cole, Lady Balfour (1779–1862)', in *National Trust Collections* <<https://www.nationaltrustcollections.org.uk/object/630899>> [acc. 3 Feb 2024].

Subsequent references to the same source need only cite the author surname, volume number (if relevant) and page number(s). 'Ibid' is used only to refer to the immediately preceding reference, for example, 'Ibid., p.57.'