GUIDELINES FOR DIGITENS CONTRIBUTORS
HOW TO WRITE AND SUBMIT A DIGITENS ENTRY

I. THE EDITORIAL PROCESS:

* Step 1: The potential contributor submits his/her proposal on the DIGITENS platform (http://www.digitens.fr/1/accueil) by clicking on "submission" (password: PUBLIC)
* Step 2: The G.E. receives the proposals and decides with the Managing Editor if the entry is acceptable or not. They identify a potential reviewer for the entry and send the proposal to this reviewer.
* step 3: The contributor completes his entry on the DIGITENS platform within a three-month period.
* Step 4 : The reviewer will have one month to review the entry.
* Step 5 : The Image Editor will check the copyrights of the images and data before it is sent back to the contributor.
* Step 6 : The DIGITENS contributor sends his revised entry within a one month-period. Two options: either the entry is accepted by the G.E. or it is sent back to the reviewer for further comments.
* Step 7: The Copy Editor will complete the editorial work on the DIGITENS platform.
*step 8: The green light will be given by the G.E.
*Step 9: The M.D. will send the DIGITENS contributor a certificate of transfer.

II. THE DIGITENS EDITORIAL TEAM
* General Editor (G.E.): Prof. Annick Cossic
* Managing Editor (M.E.) : Dr. Kimberley Page-Jones
* Image editor: Dr. Mascha Hansen
 *Copy editor: Dr. Emrys Jones
* Members of the editorial committee: Prof. Michèle Cohen, Dr Valérie Capdeville, Prof. Brian Cowan, Dr Mascha Hansen, Prof. Sebastian Domsch, Prof. Allan Ingram, Prof. Alain Kerhervé, Prof. Eric Francalanza, Prof. Alexis Tadié, Prof. Mark Knights, Dr Ersy Contogouris, Dr Katherine Aske, Prof. Susanne Schmid, Isabelle Breuil, ?

III. THE EDITORIAL TASKS

Steps	Editorial tasks				
	General Editor: Annick Cossic	**Managing Editor: Kimberley Page-Jones**	**Copy Editor: Emrys Jones**	**Image Editor: Mascha Hansen**	**Reviewer**
1	Receives proposals				
2	Approve proposal, identify reviewer and send proposal to reviewer				
3	Contributor completes his entry online (three month)				
4					Reviewing process (one month)

5			Checks copyrights of images and data	
6	Contributor revises his entry and sends it back (one month)			
8		Completes editorial work		
9	Gives green light			
10		Sends a certificate of transfer		

IV. THE DIGITENS GUIDELINES:

- All work should be original and not currently published elsewhere
- Entries should be the result of original research

General Guidelines:
- Entries should be between 100 and 2000 words maximum.
- Connect topic to sociability within first paragraph - this is the key focus.
- Primary and secondary materials should be properly referenced.
- Factual information should be included provided it is appropriately linked with the theme of sociability.
- Referencing style: endnotes
- Where relevant, entries may wish to include contemporary details (for example, film adaptations, restoration of buildings or places people can visit, etc).
- All entries should include at least ONE image and reference for that image.
- The National Portrait Gallery will allow us to use and reproduce images (the Welcome Library also has free-to-use digital images) – BnF, TNA, …???
- Spellings must be kept searchable. If there is a significant term that could be spelled multiple ways, this could be highlighted in the Key Words (which spelling to use will remain the author's choice).
- We recommend the inclusion of a further reading paragraph to acknowledge the state of the art (not to be included in the word count) and encourage references to current research debates.

Specific guidelines:
People:
- Biographic material should be included through the lens of sociability
- For key relationships (friends, relatives, social circles etc) significant to the entry, ensure details are kept minimal.
- Where necessary, it is possible to include a list of the individual's social circle, which could be used to develop a visual map of relationships.

Objects:
- The focus should remain on the object's use in sociability
- Practical details such as commerce, availability, popularity, specific skills for making said object, influences, importation, advertisement, workshop location, businesses etc, should be included (where appropriate) as a point of interest.

Places and Institutions:
- Places and Institutions will be connected through a series of links and entries, which should be highlighted within the Key Words. For example, if a user searches for 'London', they could also find the link for "St James", which could be divided into separate, smaller entries on St. James' Park, St. James' Square, etc.
- Locations and dates should be included
- Architectural information can be included where appropriate
- Entries on Places and Institutions should remain focused on their role and development into areas of sociability.

Concepts and Practices:
- These entries should be kept theoretical and practical
- Include appropriate time frames where applicable
  Use examples that might help illustrate the concept or practice
- Awareness of the concept and practice's link to sociability should be made explicit (preferably at the beginning of the entry).