

THEATRE DESIGN & TECHNOLOGY

AUTHOR GUIDELINES

Theatre Design and Technology (TD&T) is the official journal of the United States Institute for Theatre Technology (USITT), the professional organization for live performance design and technology practitioners, educators, and students. *TD&T* is the leading non-commercial publication in the US documenting and advancing the art and science of theatrical design and production. Each article is expected to advance the art of theatrical production while being held to the highest standards of technical accuracy. Every submission is peer-reviewed by at least two content experts and the journal's editor prior to publication. The current average print circulation for *TD&T* is 4,200 (volume 55). To view the current issue, please visit: www.usitt.org/tdtcurrent

OVERVIEW

Most articles published in *TD&T* are written by experts and scholars from the performing arts and entertainment industry. Some authors are experienced writers, though many are not. Our blind peer review and revision process seeks to accommodate both seasoned and novice writers.

This review process exists to ensure that all articles receive substantive feedback and vetting from content area experts before publication, while also permitting our academic authors to use *TD&T* for promotion and review purposes. Yet, we acknowledge that traditional peer review processes often perpetuate assumptions of privilege and create barriers for potential authors. To ensure that all potential authors have access to our pages as a place to share their wisdom, *TD&T's* editorial review and revision process is designed to be supportive and generative. Please do not hesitate to reach out at any point during the writing process for assistance.

PROPOSALS

Article proposals are welcomed and should consist of 1) a short paragraph describing the topic of the article or an outline showing how the article will develop its ideas, and 2) a proposed list of the illustrative materials to be included in the article (photos, drawings, renderings, etc.).

LENGTH

Articles are generally between 3,000 and 8,000 words. Book reviews are generally 500-1000 words each. If your content is substantially shorter or longer, then please contact the editor for advice.

PUBLICATION

Articles are accepted and scheduled for publication only after an acceptable manuscript and all illustrative materials are in hand. Publication schedules are made well in advance, so it may be several months following completion before an article is published.

SUBMITTING A MANUSCRIPT AND IMAGES

Please submit a completed manuscript using the following guidelines:

- The manuscript should be a Microsoft Word file that includes the main text and any sidebars. Use the author's name as the file name. (Ex: Johnson Article). Authors are welcome to suggest subhead titles, headlines, etc., though the editor-in-chief and managing editor will make final decisions.
 - If you are working in Pages or another writing software program, please export to Word where possible. PDF is also fine for the review process.
- Submit a separate Microsoft Word file that includes captions and photo credits for any images selected. Please use the author's name and the word "captions" as the file name. (Ex: Johnson Captions). See IMAGE RIGHTS below for additional information.
- Submit images as tiff, jpg, or eps at 300dpi at 100 percent of size (100 percent of size must be at least 3x3 inches).
- For line art, please submit tiff, jpg, or eps files at a minimum of 600 dpi; 1200 dpi is preferred.
- Name each image with the author's name and "image1," "image2," etc. See PHOTOS and ILLUSTRATIONS below for additional information. (Ex: Johnson Image 1)
- Submit files to TDTeditor@usitt.org with the subject line "TD&T submission." For files larger than 4MB, please use the Dropbox web service or another file sharing service. When sharing access, please use the following email: tdteditor@usitt.org

PHOTOS and ILLUSTRATIONS and IMAGE RIGHTS

- Visuals (photographs, renderings, diagrams, drafting, technical illustrations) are just as important as the text. Authors should plan well in advance to acquire or create the visuals to accompany their article.
- We ask that you submit images as individual files rather than embedded in the article.
- Authors are responsible for obtaining permission from photographers, illustrators, designers, and artists to publish their work.
- Written permission granting reprint rights for each image used in an article must be acquired from the rights holders and submitted to the editor.
- Each piece of art submitted should be accompanied by appropriate credit information. In addition, captions should be provided, clearly identifying all important information for each photo or illustration. For example, production photos should include play title, author, director, designers, theatre, and date.
- Full names of identifiable people appearing in photos must also be provided so that we can properly credit collaborators for their work.
- See above regarding naming and submitting images.
- **An expanded set of image guidelines is available in a separate document** as these processes can sometimes be quite complicated. These guidelines include advice on how to locate and obtain permissions for images.

HUMAN SUBJECTS RESEARCH:

If you have conducted any human subjects research, then please be certain that you have followed the processes required by your campus IRB (Institutional Review Board) panel. Please save your documentation of that approval, as appropriate.

STYLE:

- We have a broad readership which spans many branches of the field, levels of expertise, and years of work within theatre and entertainment; please write with that interdisciplinary audience in mind, and please know that the editorial process will include help with reaching our audience through stylistic advice and structural suggestions.
 - A straightforward writing style generally works best, and we encourage authors to write in their own voice. Recent issues will provide a sampling of how different authorial voices and individual writing styles are still accessible to a wide audience.
 - We do not aim for a unified voice or sound across the issue, but we do aim for unified style guide application that will create a reading experience with consistent style but varied voice.
 - Please be sure to define terms that are not widely understood outside your subfield.
- We also encourage authors to think about how their content may be applicable to other parts of the discipline – as an example: a recent piece explored techniques used in a shop-based technical production class; these can also be applicable to manufacturing spaces where new employees are being trained.
- As part of the editorial process, the TD&T team will read each piece with the breadth of the readership in mind and will look for places where authors may need to expand, explain, or contextualize specialized content for a wider readership.
- Some Style Specifics:
 - The editors use *Chicago Manual of Style* and *US News & World Report Style Guide* to guide consistency, clarity, and usage.
 - Please do not over-use the first person in text (we, I, etc.).
 - If drafting in first person helps an author to get ideas on the page, then we encourage using that process and can assist with this stylistic conversion into third person where appropriate.

CITATIONS & CREDITING:

- Writing is often a solo enterprise which still relies on collaboration with others, including formal quotation and paraphrasing of content that others have produced, as well as their collegial input on our work.
- We ask that authors please take care to acknowledge the communal and collaborative nature of idea generation by intentionally and clearly citing all materials in their pieces which have derived from or have benefited from your interaction with other published or archival works, conversations with other artists, authors, or colleagues, and from other access to materials or ideas. As you write, please consider the labor of those who may have created materials upon which you rely or who have offered suggestions which you have incorporated.

- We take a broad view of who should be credited and offer authors varied approaches of how best to acknowledge how our individual knowledge builds upon the work of others who have come before us or worked alongside us. No matter the source, we ask that authors please fully attribute all ideas from collaborators and published or archival sources in their pieces.
 - We require that any **in-text quotations or paraphrases** from other artists and writers be attributed using the system described below in the document section “Citation Style.”
 - Quotations (direct use of words) should be enclosed in quotation marks and accompanied by an in-text parenthetical citation (see below).
 - Paraphrases of another’s ideas should be fully in the author’s own language and structure and should be accompanied by an in-text parenthetical citation (see below).
 - **Co-authorship credits** and other individualized authorial crediting structures can be developed as appropriate.
 - We will also publish **acknowledgements statements** with each piece, where appropriate, to permit authors to thank anyone who has assisted them with the process. This is appropriate for folks who are not directly credited in the piece through quotation or paraphrasing, but who were instrumental or influential in the writing process or, when describing a project, in the project.
 - In some cases, the narrative structure of the article permits this crediting to happen in the piece – either in the main article text or in the image captions.
 - Images are covered separately in this document, but **all images need clearance** from the photographer / generator to be used in print and must likewise be properly attributed. Images containing recognizable figures should also be cleared with those individuals unless institutional clearance has been obtained (as is often the case in production photographs.)
 - Please note that images which have been given to you by a photographer/ artist for personal use cannot be printed in *TD&T* without additional clearance for this specific use by the original photographer/ artist.

CITATION STYLE:

- For in-text citations and bibliographies, please use the *Chicago Manual of Style* 16th edition, following the author-date system with a reference list. A brief guide to that system is available here:
https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html
- When using the above link, please be certain to select the Author-Date system rather than the default Notes and Bibliography system. Due to our page layout structure, the articles cannot accommodate footnotes. Instead, we use Chicago’s in-text parentheticals and works cited structure.
 - This citation structure serves multiple purposes:
 - Crediting those upon whose work we depend to generate new ideas and thoughts.
 - Crediting those whose ideas we are using through quotations or paraphrase.

- Allowing readers to locate the materials that you are citing so that they may explore them in more-depth.
- Serving as a general resource guide for anyone interested in this particular subject matter.

In general, this Author-Date Chicago Manual of Style citation system follows these patterns:

- **In-text citations** should be placed at the end of the sentence or concept that includes your directly quoted or paraphrased idea from another source:
 - (Lastname Year, Page) – (Ramirez 2016, 79).
 - In the event of an unpaginated source such as interview, email, or online materials, please include instead:
 - (Lastname Year) – (Bouwman 2021).
 - In these instances, you may also refer to the source and date in the text of the piece directly and dispense with the parenthetical. Ex: In a 2021 interview, Bouwman noted, “Bouwman’s ideas here.”
- **Works Cited entries** generally follow standard Chicago formatting, except that the date comes between the author and the title, as seen below:
 - Book: Pollan, Michael. 2006. *The Omnivore’s Dilemma: A Natural History of Four Meals*. New York: Penguin.
 - Article: Strauss, Skye. Winter 2021. “The Workings of a Wild Mind.” *Theatre Design & Technology* 57 (1): 22-31.
- The Works Cited should include all cited materials and interview, but we can also publish a Bibliography including other key references or a separate Resources list, depending on your article and structure.

Please reach out to the Editor if you have questions. We recognize that this is not a commonly used citation style, and we also recognize that determining when and how to cite a source is often complicated. Further, there is a balance between maintaining readability with parentheticals and crediting that can be accommodated with some stylistic updates.

Specific USITT style requirements

- Please use serial commas in lists of more than two items. Ex: props, costumes, and scenery.
- Please italicize play, book, journal, and magazine titles. Please use quotation marks to surround article and song titles.
- Times: 3 p.m. and 2:45 a.m.
- Please spell out mathematical symbols such as percent (%), inches ("), and feet (').
- Please spell out numbers below ten (zero, one, two, ...) and use numerals for ten and above (10,11,12 ...)
- Frequently used words: online, make-up, website, Internet, theatre.

RIGHTS and PERMISSIONS

When *TD&T* accepts an article for publication, the author is granting *TD&T* the right to be the first periodical to publish the article (first serial rights), and the right to reprint the article either as a stand-alone piece, or in an anthology (reprint rights). Reprint rights extend to publication on

USITT's website. Authors retain all other rights, including the right to publish the article elsewhere after publication in *TD&T*. At the present time, *TD&T* does not compensate authors. However, two or more authors are selected each year to receive the Herbert D. Greggs Awards, which include a substantial honorarium.

SUBMISSION DEADLINES

We have rolling submissions and will accept a piece at any time. Please note that publication deadlines noted below are the last date when we can reasonably consider a piece and conduct a peer view for the listed issue.

DEADLINES for 2021-2022

Issue	Deadline for consideration	Revised copy deadline	Publication date
Summer	April 15	May 31	Early August
Fall	July 15	Aug 30	Early November
Winter	Oct 15	Nov 30	Early February
Spring	Jan 15	Feb 28	Early May

PEER REVIEW

Submissions are reviewed by the editor and at least two readers before a publication decision is made. As many of our articles are interdisciplinary, we attempt to locate readers who are capable of assessing all aspects of each piece; articles can therefore have as many as five readers. Please note that this process usually takes at least 4-6 weeks. Occasionally, the initial round of readers will recommend an immediate secondary round of review for pieces with highly specialized technical information that is outside their scope of knowledge. This can extend the review process.

WRITING & REVISION PROCESS

TD&T is committed to working with our authors. Articles which are accepted pending revisions will be assigned to one of our general editors, who will be available to assist the author with any questions that arise during their revision process. Authors should also feel free to contact the editor with questions at any point during the brainstorming, writing, and revision process. The editorial board is drawn from the USITT Commissions, and prospective authors are encouraged to reach out to any member of the editorial board with questions or potential ideas.

CONTACTS

To submit pieces or if you have questions about content, please contact the editor (Eileen Curley) at TDTeditor@usitt.org

If you would like content-area specific brainstorming advice, then please also feel free to contact the appropriate USITT Commission representative to the Editorial Board. A current list of Associate Editors is available in each issue.

For additional questions regarding submissions, please contact the managing editor (Angela Brady) at angela@hickmanbrady.com.