



THE  
KIRBY LAING  
CENTRE  
•  
FOR PUBLIC THEOLOGY IN CAMBRIDGE

## ***The Big Picture Contributors' Guidelines***

Christ plays in ten thousand places. Our aim with TBP is to keep exploring those many different places in which he plays in our lives. Thus, we welcome contributions from readers to our magazine. Here are some guidelines as you think of contributing.

### **Articles**

Since KLC is based in Cambridge, articles may be edited to conform the magazine as a whole to UK English.

Footnotes should be used instead of bibliographies, however, the use of footnotes is discouraged. Where footnotes are essential, they should be written according to the Chicago Style.

Authors are requested to include a biographical sentence or two at the end of their articles.

Although a TBP edition may have a theme, articles that do not reflect the theme will also be included. An article submitted for a particular edition will not necessarily appear in that edition and may be kept in reserve for a future edition. Articles received after a submission deadline will similarly be kept in reserve. Please note that we do not guarantee publication of articles submitted.

If an article requires extensive reviewing, it will be returned to the author with an invitation for resubmission once it has been reviewed.

### **Length of articles**

The hard copy of TBP has a page limit, so the number of longer articles we can accommodate is limited and these are generally invited. Long articles should not exceed 3000 words and 1000 words will constitute a shorter article.

Shorter is better! We welcome short contributions up to 500 words, but a short contribution can be much less than 500 words - it could be a great recipe, a poem, a short film review, a book notice, an image, etc.

### **Images**

Authors are welcome to submit images to accompany their articles. Authors must ensure that they have permission to use images and need to supply us with titles, names of artists or photographers so that the images can be properly accredited. Photographs of persons may only be used if we receive written permission from each person in the photograph.

Please note that we cannot guarantee that the images will be used as we are constrained by space and layout considerations. We reserve the right to add images that we feel are appropriate.

Artists are invited to submit photographs of their work and photographers' images are most welcome. Please state in writing that we are given permission to use them. Photographs may be saved until it is appropriate to include them.

If possible, please send two JPEG files per image with resolutions of at least 300dpi and 72dpi for print and digital use respectively. JPEG files can either be emailed to the address below, or WeTransferred using that email address.

## **Music clips/videos**

We would welcome music clips and short videos from musicians and performing artists. Technical requirements: Please send us the YouTube URL where your video can be found so we may embed it in the digital version of the magazine, and link to it in the print version.

## **Check in with us first**

We suggest that before you submit something you might want to check in with us first – send us a few lines about what you have in mind so that we can alert you if it fits well with TBP.

**Please direct enquiries, submit articles or ideas for articles and/or images to [tbp@kirbylaingcentre.co.uk](mailto:tbp@kirbylaingcentre.co.uk).**

## **Submission Dates:**

**TBP 03:** Submit by 15 December 2021 for TBP 03: February 2022

**TBP 04:** Submit by 1 April 2022 for TBP 04: June 2022

**TBP 05:** Submit by 1 August 2021 for TBP 05: October 2022

Note that this document will be updated from time to time as required.



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