**Guidelines for posts on the Association for Art History website**

We are happy to post information about your news, events and opportunities on our website, free of charge.

**The type of information that we post on our site**
We post relevant information about art history and visual culture, such as news about events, Calls for Sessions, Calls for Papers, opportunities for funding, research and publishing, opportunities, internships and career development opportunities, jobs and other news of interest.

We review all posting submissions ahead of publishing them online. We only publish information that we deem to be of sufficient relevance and interest, and we reserve the right to not publish information received. We cannot post information that is not received in the correct format. We aim to post information within 3 days of receipt. Postings will appear online until the specified event date or deadline.

**How to submit your information for online posting**

We ask that you submit your information onto the website in the following format to ensure that the correct information is received, but also to ensure consistency of information being viewed:

* **Type of posting** (i.e Call for Papers, Conference, Funding, Job)
* **Title**
* **Summary of event/opportunity/news** (no more than 25 words)
* **Details, including date, time and location** (no more than 250 words)
* **URL or webpage link**
* **Contact details for further information**
* **Deadline for booking, submission, application etc**

**Please be aware that although we read through all submissions before posting, we cannot be responsible for the proof-reading and checking of specific information such as the correct spelling of artist’s names, locations etc. We therefore ask that you double-check these yourselves before posting.**