

ROCZNIK HISTORII SZTUKI

INSTRUCTIONS FOR AUTHORS

Editors will expect to receive unpublished texts in full or larger parts, but in justified cases they may be considerably longer and modified versions of already published papers. Editors reserve the right for an embargo of three years on texts published in the *Rocznik* from the date of publication. Editors point out, that according to the rule introduced by the Polish Academy of Sciences (PAN) for all their journals from 2005 onwards, texts published in the *Rocznik* are not covered by fees.

It is the Authors' responsibility to get permission for the publication of illustrations. *Rocznik Historii Sztuki*, like other scholarly journals in Poland, does not cover claims for copyright and reproduction rights because of a very limited budget.

Please ensure the editorial rules below are applied consistently. Editors reserve the right to make changes and/or return texts in the event of failure to follow the instructions below.

I. Preparation of text and illustrations

1. Texts must be provided in the electronic form using the *.doc or *.rtf format only. Documents (manuscripts, abstracts, captions for illustrations, bibliographies) should be saved in separately named files indicative of their content.
2. Illustrations in the *.tiff format (resolution 300 dpi or higher) should be saved in a separate folder and the name of each image file should include the name of the author of the text and the order number of the image (the number should correspond to the number referenced in the text and in the caption for the image); please do not "paste" illustrations into the text, but clearly indicate where they should be placed.
3. The length of the abstract should not exceed the fixed proportion of one page of normalized text (1,800 characters) per one publishing sheet of the manuscript (40,000 characters [with spaces]).

4. As the Editors place the information about the content of each issue of *Rocznik* in online databases, five keywords should be provided (with the abstract) as well as the bibliography used in the manuscript.

5. The text should be prepared in Microsoft Word or Open Office editor: font type Times New Roman or Arial size 12 points – main text, 10 points – footnotes, 1.5 row spacing, 2.5 cm standard margins. For longer texts please insert subheadings.

Rocznik only accepts footnotes at the bottom of the page.

II. Writing titles, proper names, dates

- Titles of articles, books and artworks should be distinguished by italics in the text.
- When the translator's name is not specified this implies that the translation was made by the Author of the text.
- Names of institutions, museums, art collections, *etc.* should be written in the original version, e.g. Vienna, Kunsthistorisches Museum.
- Foreign names and surnames should be written with the original spelling. Please write names of buildings and structures according to applicable spelling rules.
- Dates should be written in Arabic numerals. It is acceptable to write months in full letters in the text.
- When referring to websites, please provide the date of last access; the date should be written after the website address in Arabic numerals in brackets, e.g. [accessed: 01.01.2017].

III. Footnotes and bibliography

Footnotes should start with a capital letter and end with a full stop.

1. Books:

- the author (initial of the first name, full stop, space, surname); in case of multiple initials, no space between them; the author's surname should be written in exploded font (using the appropriate word processing function),
- after a comma the title of the book in italics, after a full stop a subtitle (if required),
- after a comma the translator (if applicable), the editor, the volume number

(abbreviations used: transl., ed.; vol.; use the original notation in case of foreign language publications, e.g.: Hrsg. = Herausgeber),

- after a comma the publisher (if required), the place and year of publication,
- if a book has been reprinted, the edition number used in the text before the name of publisher,
- after a comma the cited pages and/or illustrations.

Example:

M. Préaud, P. Casselle, M. Grivel, C. Le Bitouzé, *Dictionnaire des éditeurs d'estampes à Paris sous l'Ancien Régime*, Promodis – Editions du Cercle de la Librairie, ed. I, Paris 1987, pp. 179–180, ill. p. 301.

If a publishing series is cited, it should be noted after the title of the book, without quotation marks, all words in standard capital letters (excluding conjunctions and prepositions), after a comma the number of the volume of the series (if applicable), the place and year of publication of the book.

2. Articles in co-authored publications, *Festschrift* books, dictionaries, encyclopaedias and lexicons:

- the author (rules as above),
- after a comma the title in italics,
- after a comma: [in:]
- the title of the publication *etc.* (rules as above),
- after a comma the name of the editor, in case of a translation, the translator (in co-authored publications the translator after the title of the article).

Example:

J. Tazbir, *Polsko-niderlandzkie kontakty wyznaniowe w XVII w.*, [in:] *Niderlandyzm w sztuce polskiej. Materiały Sesji Stowarzyszenia Historyków Sztuki, Toruń, grudzień 1992*, PWN, Warsaw 1995, pp. 37–49.

3. Exhibition catalogues:

- the author or authors (rules as above),
- for catalogues with many authors to start with the title of the exhibition,
- after a comma the title in italics,

- after a full stop: Exhibition catalogue,
- after a comma the place and duration of the exhibition (if known),
- after a comma the cited pages, catalogue numbers or illustrations.

Example:

H. Bevers, *Meister E.S., ein oberrheinischer Kupferstecher der Spätgotik*. Exhibition catalogue, Staatliche Graphische Sammlung München, 10. Dezember 1986 – 15. Februar 1987, Kupferstichkabinett Berlin, Staatliche Museen Preussischer Kulturbesitz 11. April - 14. Juni 1987, München 1986, No. 5, p. 17.

4. Articles in catalogues and individual catalogue entries:

As in the co-authored publications, including the information about the exhibition (as above).

5. Journals:

- the author (rules as above),
- after a comma the title in italics,
- after a comma the name of the journal in quotation marks,
- after a comma the year, the volume number, the part number,
- the names of volumes, fascicles, and parts should be provided with original notations or abbreviations, i.e. in that language (e.g.: Bd. = Band, vol. = volume, H. = Heft, *etc.*),
- after a comma the cited pages or illustrations.

Example:

A. Stijnman, *Lucas van Leyden and Etching*, “Print Quarterly”, 1988, vol. 4 (Winter), pp. 256–257, ill. 1, p. 256.

6. Archival sources:

- the city/town where the archive or library is located,
- after a comma the name of the archive or library,
- after a comma the reference number,
- after a comma the title of the manuscript, the page number (folio), if applicable recto (abbreviation: r.) and verso (abbreviation: v.),

Example:

Florence, Archivio di Stato Firenze, Ms. 78. 39, Guardaroba Medicea, k. 72 r.

- if the source is cited more than once, in the first footnote the full name of the archive with an explanation of the abbreviation, e.g. Warsaw, Central Archives of Historical Records [hereinafter: AGAD], and the abbreviation in the subsequent footnotes.

7. Bibliographic abbreviations:

- When repeating a cited article, use the name of the author (without the first name initial), followed by a comma, *op. cit.*, then a comma, and the page number, e.g. Kornwolf, *op. cit.*, p. 79.
- When citing the same paper as in a previous footnote, use: *Ibidem*, p. 60.
- When repeatedly citing the same author in the footnote do not repeat the surname, but use the following notation: *idem* (for a man), *eadem* (for a woman).
- If the same author features in different bibliographic entries, use the following notation (the principle of shortening to the first noun applies for titles): Chmielewski, *Warszawskie księżnice ...*, p. 15.
- In the case of articles with a catalogue of items, it is possible to use abbreviations if a list with full bibliographic notations is attached to the text, e.g.: Kowalski 1969 – P. Kowalski, *Studia z historii kultury*, Warsaw 1969.
 - In the case of bibliographic abbreviations of exhibition catalogues use the place and year of the exhibition, e.g.: Warsaw 1996 (most often if collective publication), although this is not mandatory. You can also use the name of the author (up to three co-authors of the catalogue).
- If in an article that contains mainly abbreviations a bibliographic entry appears on a one-off basis do not abbreviate it, but use the full reference in the text, without listing it in the bibliography.
- If in an article using a system of full footnotes an item repeats itself throughout the text (usually the catalogue raisonné of the artist), it is possible to use first the full reference with an explanation of the abbreviation used afterwards, e.g.: H. Focillion, *Giovanni Battista Piranesi*, Paris 1918 [hereinafter: Focillion 1918].

IV. Catalogue entries:

- the author,

- below the title of the work; after a full stop the dating,
- below the technique, the dimensions, height × width (including the units of length),
- below the location of the item (without a full stop at the end),
- below the bibliography separated by semicolons,
- the list of items opens with the abbreviation: Bibl.
- the bibliography must be provided in the same font as the footnotes,
- below the commentary.

Example:

Stefano della Bella

Deer Hunting. ca. 1656

Pen, ink, wash, ribbed paper, 167 × 123 mm

Kraków, National Museum

Bibl.: Vesme, Massar 1971, 680; Ortolani 1997, 680, ill. p. 59.

V. Illustrations

Captions for illustrations:

- the author
- after a comma the title of the work (in italics),
- after a comma the dating,
- after a comma the technique,
- after a comma the dimensions (height × width (including the unit of length)),
- after a comma the owner,
- after a full stop the photographer (or the formula ‘courtesy of ...’ or ‘source of reproduction:...’)
- there must be no full stops at the end of captions for illustrations.

Example:

Paul Gauguin, *Self-Portrait*, 1889, oil, wood, 79,2 × 51,3 cm, Washington, National Gallery of Art. Photo J. Borkowski

- If an illustration shows a detail of an artwork, then a full description should be provided as above, and the reproduced fragment should be precisely described (this also applies to parts of the artworks which appear in full in the text).
- In the case of illustrations showing buildings or their plans if possible follow the above rules.