



***Art History* Style Sheet**

The following **Guidelines for Contributors, Style Guidance and Guidelines for Publishing** have been created by the Editors of *Art History* to guide and assist contributors. These notes also apply to Book Reviews.

Art History is an international refereed journal which publishes contributions on all aspects, areas and periods of the history of art from a diversity of approaches.

The principles behind these Guidelines are:

- to highlight a clear order of procedure
- to encourage conformity of presentation
- to ease the transfer of author's text to the printed journal
- to minimize additional work
- to expedite the production process
- to cut down on costs and unnecessary time consumption
- to produce a professional product

Sections:

1. Guidelines for Contributors
2. Style Guidance
3. Guidelines for Publishing
4. Reviews for *Art History*: Guidelines

1. Guidelines for Contributors

Three copies of an article (double spaced) for consideration should be sent to the editor (AAH address below), together with a word count (including notes), a 100 word abstract, list of illustrations and photocopies of illustrations, also in triplicate. Authors are responsible for securing permission to reproduce quoted material and all illustrations. Please also include (on a separate sheet) a very short biographical note which incorporates your institutional address. **To assist the referee process the author's name must only appear on a separate cover sheet.** All manuscripts must conform to the *Art History* Style Sheet, available from the Association of Art Historians, 70 Cowcross Street, LONDON, EC1M 6EK, UK or the following websites:

<http://aah.org.uk/publications.php>
<http://www.blackwellpublishing.com/ahis>

Contributions should be:

- sent to David Peters Corbett, Editor, *Art History*, at above address
- in UK English
- on single sided white paper
- double-spaced in Times New Roman
- illustrated (initial submission with accompanying photocopies of illustrations)
- 12 point throughout, including endnotes and abstract
- Cover Sheet should include:
 - Full name and Title
 - Institutional address
 - Home address (optional)
 - Telephone number
 - Fax number (optional)
 - Email address
 - Title of submission

Please ensure that your name does NOT appear anywhere other than on the Cover Sheet. This is to preserve author anonymity and failure to comply with these guidelines may result in considerable delay to the review process.

An electronic version of all text files should accompany this submission on a disc.

Editorial Procedures

- *Art History* does not publish previously published material
- *Art History* is a peer-reviewed journal and articles considered for publication are read by specialist readers, as well as the editorial team
- *Art History* aims to inform potential contributors of a decision within three to four months of their submission though this can be variable. All submitted articles are read by three readers, one of whom is the Editor
- Decisions by the Editor are final
- Once accepted, it can take up to two years for an essay to be published
- The editors reserve the right to edit the texts received. Any substantial changes will be made in consultation with the author
- Once accepted for publication, the author must agree to undertake any necessary revisions and to deliver a final copy to the editor by a mutually agreed date

- *Art History* expects most articles to be illustrated, and if necessary the editors may ask authors to supply extra images. We ask, however, that authors normally restrict the number of illustrations to no more than twenty.
- All articles accepted for publication will be sent to author at proof stage
- Authors are expected to correct page proofs which will normally be dispatched three months before publication; they must be returned to the editor or deputy editor within ten days of receipt
- No material changes may be made at proof stage; printer's errors must be corrected
- Authors can order off-prints of their article

Length and Format

- Articles should normally be no more than 12000 words in length, including endnotes. Shorter articles – over 8000 words – are also acceptable.
- *Art History* encourages fully illustrated submissions but please remember that it is the responsibility of the author to provide both the image and the permission to reproduce
- UK English
- All contributions must be typed (three copies for articles; one copy in the case of reviews)
- Double spaced Times New Roman 12 pt throughout, including endnotes and abstract on one-side of the paper only
- The title page should indicate the author's name, institution (if any), address, telephone number and email address
- **Do not** put author's name on any subsequent pages
- Indicate word count (text and notes)
- Do not use headers and footers
- Electronic and hard-copy print outs of the article submitted and accepted for publication must be identical. Please use virus checks of files
- Text files should be submitted in MS word with simple file names, such as 'smith.doc' (Mac users: all files should be free of dots other than .doc extension)
- Disks must be clearly labelled
- Times New Roman font 12 throughout
- Please use generous margins: at least 5 cms
- **Endnotes only**; not footnotes
- Endnotes to begin on a new page
- Do not use Latin abbreviations in endnotes (*ibid*, *op. cit.*, etc)
- No separate bibliographies; please incorporate all references into endnotes
- Illustrations: please supply photocopies of all suggested illustrations with the initial submission including captions as a word document

- If presenting images as e-files or on CD please accompany submission with a typed list of file names identifying images and a **print** copy of each image
- Acknowledgements should be an unnumbered endnote at the beginning of Endnotes
- Endnotes are for cited references not for lengthy argument
- Please supply an abstract of 100-150 words
- Please retain a copy of the typescript as submitted

2. Style Guidance

Authors should be consistent in format and style

Style should be clear and accessible, avoiding jargon. Authors should state the context of their work, its place in the existing field of study, and identify individuals and specialist references.

UK English spelling and punctuation conventions should be followed in the text and notes (this requires the use of 'z' rather than 's' in such words as 'organize'). Foreign language citations should be given in translation in the main text, with the original appearing in full in an accompanying endnote. MS Word enables spelling language to be specified.

Please avoid turns of phrase that are not acceptable (such as masculine forms as universals); please also avoid acronyms.

Please avoid personal pronouns, we, our, us and you

A person's full name should be given on first appearance no matter how famous, for example, William Gunn or Henry Moore not Gunn or Moore until second mention.

As a general rule, spelling for the journal is consistent with that specified in the Collins English Dictionary, 4th (Millennium) edition (1998), following English spelling conventions throughout.

Title of article:

Capital used only for initial capital of first word and for first letter of all proper nouns. The same applies to titles split by either a colon or a full stop.

Review titles – the same rule applies.

Author name and Affiliation/Location to be ranged right at end of article before notes

Paragraphs should be indented or otherwise clearly marked.

Subheadings: should be typed on a separate line, not run in with the text. Only first word and proper names have initial capital. Please limit subheadings to A and B level subheads.

Page numbering: all pages, including captions, notes, etc., should be numbered in the lower right-hand corner. Pages should be numbered consecutively throughout the text, not by individual sections.

Quotations should be set in single inverted commas if brief, and indented if longer than four lines. No quotation marks in indented quotations. Spellings within quotations should be as per original. Usually all lines of poetry are indented. Double quotation marks should be reserved for quotation within quotation. Words added by authors in quotations should go in square brackets. Quotation marks should follow full stop if quotation is full sentence (or contains full sentence) or finite clause, but should precede full stop if phrase. Where there is consistent reference in the article to one text, page reference in parenthesis should follow quotation mark and precede full stop if quotation is phrase; if clause, full stop then quotation mark then page reference.

Hyphenation: compound adjectives and adverbs (eighteenth-century art)

Breaks in the text should be indicated by a line break, and subheadings should be in **Bold**

Capital letters should be used with restraint. Omit 'The' in journal titles except for example, *The Times* and *The Economist*. Use for the specific rather than the general: 'the church' but 'The Church of England'. Do not use capitalization for art historical/cultural movements such as 'surrealism' or 'realism'. Job titles should be lower case – for example, curator of the Walker Art Gallery.

Numbers:

- Spell out numerals up to one hundred, then use figures: 'in her twenties' not 'in her 20s'
- Thousands with comma – so £4,000.
- Be specific about dates so that either 1839 or 1840 would be written 1839/40 whereas from 1839 to 1840 would be 1839–40. Never between 1839-40 – should be between 1839 and 1840
- 1930s not '30s or Thirties – and certainly not 1930's which is wrong! 1830s and 1840s, not 1830s and '40s

- Twentieth-century movement not 20th-century movement – i.e. spell out in the twenty-first century, in the nineteenth century – no hyphen when not used adjectivally Mid-1950s and in the mid-sixteenth century, but late 1940s and early 1730s and late eighteenth-century cabinet
- c. 1850 – *circa* abbreviated to *c.*, so full stop, then space date
- 1914–18 war, 1939–45 war, not Great War or the Second World War

Punctuation:

- For parenthetical dashes please use spaced en rules (–) as opposed to the US convention
- Spaced ellipses (...)
- en rules not hyphens between date figures: 1960–70
- *Art History* does not use em-dashes
- No full stop in BBC, MP, UK, USA, RA, Washington DC, PhD

Contractions: (ending in last letter of full word) with no full stop, abbreviations with full stop – so Ltd, co., etc., ed., eds, vol., vols, edn, exhib. cat. Except in measurements where abbreviated measurements have no full stop: so ‘cm’ not ‘cm.’, ‘in’ not ‘in.’

Use metric **measurements** but miles can be used instead of kilometres. Use figures in all measurements, space between figure and unit of measurement: 6 miles, 15 m, 146 cm. Dimensions with spaces so 14 x 45 cm. Areas in sq. m. Height before width.

Dates should be expressed ‘15 November 2001’. Please remember to have ‘seventeenth-century Britain’ but ‘the seventeenth century’.

Do not use dates as adjectives: thus ‘the discovery of 1724’ but not ‘the 1724 discovery’ or ‘1724 publication’.

Fifth Avenue, 56th Street for US address, but rue, boulevard, place lower case for French, although Place de la Concorde upper case, etc; use schafes S in German where appropriate.

Endnote figure should follow the punctuation mark, whether comma or full stop.

Page reference in parenthesis should follow quotation mark and precede full stop if quote is phrase; if clause, full stop then quotation mark then page reference.

Non-English words and phrases in common English usage should be in Roman (for example, cliché or oeuvre – but if in doubt, check in dictionary. Non-common words and phrases such as *mise-en-scène* should be in italics.

Avoid using **italics** for emphasis, the structure of the sentence should be sufficient to convey this. Use italics for titles of books, newspapers, picture titles, exhibition titles but poems and essays in single quotes.

References:

Books

Cite full name of author/editor (not initials if possible), book title in italics, place of publication but not publisher, date of publication, x vols, page reference but do not use 'p' or 'pp' for specific page references: Michael Baxandall, *The Limewood Sculptors of Renaissance Germany*, New Haven and London, 1980, 20–1; William Vaughan and Helen Weston, eds, *David's The Death of Marat*, Cambridge, 2000, 6–8.

Articles in journals:

Full name of author, 'journal article title in single quotes', Journal title in italics, vol. NO (in arabic figures), no. 4, date month year, page reference but do not use 'p' or 'pp' for specific page references: Shearer West, 'Thomas Lawrence's "half-history" portraits and the politics of theatre', *Art History*, 14: 2, June 1991, 240.

Please note that the comma in UK style comes after the quotation mark, not before it as in US style.

Art History will not publish List of Works Cited. All references to be included in endnotes.

First and subsequent citations: first citation should provide full reference as given above; subsequent citations should use a short abbreviations rather than Latin abbreviations like *ibid.*, *op. cit.*, or *loc. cit.* Thus repeat shorten title of reference even if it appears consecutively, for example, Pointon, *Hanging the Head*, 34; West, 'Lawrence's "half-history" ', 240; Lomas in Vaughan and Weston, *Marat*, 156.

No ampersands (except when citing web pages and in information in books for review, see below)

3. Guidelines for Publishing

On acceptance of essay for publication, author will receive a formal letter of acceptance. Authors are asked to strictly adhere to the timetable of production.

Once an article has been accepted, the resubmission of the article must be accompanied by all the required print-quality illustrations. Failure to supply the full quantity of illustrations will delay the publication process.

When final copy is submitted please adhere to the *Art History* house style. A copy of this final copy should also be submitted on a DATED disc (in Word or RTF format and with a short title ending .doc (thus smith.doc). Please remember that it is essential that the paper copy is an exact print out of the file on disc and that the paper copy and disc are clearly dated and labelled.

Please remember to supply captions for illustrations as a word document.

Abstracts

- approx 100–150 words
- title in capitals bold roman
- line space
- Author in bold u/lc followed by a dash and a short biographical note on author*
- line space
- abstract in u/lc roman

* The short biography (60–70 word) should indicate two to three achievements of note as well as most recent publications and, if relevant, the context for the article submitted (for example, a forthcoming book).

Please also supply a list of five to seven 'keywords' by which your article could be searched in Blackwell's archive.

Illustrations

Art History is an illustrated journal and encourages authors to use as many illustrations as possible.

- For publication please supply high quality photographs, or digital files, **professionally** scanned by galleries, institutions, or picture libraries as: line artwork 800 dpi .eps files; tone art work 300 dpi .tif; JPGs are not acceptable
- All costs of image reproduction are borne by the author
- Images can appear in appear in colour both in print and online provided that authors acquire the required permission and indicate to the editorial

- office that this has been done – the editors reserve the right to make a final decision on whether images will appear in colour or not
- Photographs are returned by Blackwell (to address supplied on copyright form)
 - Images and files are retained throughout the production process and should be available for at least nine months
 - Full list of captions in specified format (see below) must be provided as a word document
 - Authors should consider how and where their illustrations might appear in the published text
 - A copy of the full set of reproduction permissions should be submitted with the final version of the article
 - When applying for illustrations, please bear in mind that the images may be required for several months
 - If presenting images as e-files or on CD please accompany submission with a typed list of file names identifying images and a **print** copy of each image
 - It is the author's responsibility to send any copies/off prints that galleries or libraries may require

Captions – must contain all information required for reproduction permission to be granted, but generally should be supplied in one of following formats, or as close as possible:

- Artist, *Work title in italics*, date. Medium, dimensions (in cm; height before width). City/town of location: Gallery name. Picture credit line.
- Engraver, *title* or description after Artist, *Picture title in italics*, date. From *title of publication* or permission line
- Description of object in roman, date. Medium, size. Location: Gallery name. Picture credit.
- Title of engraving, *plate 00 from Author*, Title of book in italics, *date of publication*. *City of publication: Publisher*

Copyright and Permissions

Authors will be requested to sign and return a copyright assignment form

It is the author's role to obtain the original illustrations and copyright permission for both illustrative and written material. Neither *Art History* nor Blackwell will pay for illustrations. It is the condition of publication in *Art History* that authors assign

copyright to the Association of Art Historians. Any requests from third parties to reproduce articles should be addressed to the Association of Art Historians, 70 Cowcross Street, LONDON, EC1M 6EJ. In assigning copyright, authors may use their own material in other publications provided that *Art History* is acknowledged as the original place of publication and the Association of Art Historians is notified in writing and in advance.

Copy-editing and proofs:

It is vital that the Editors have up-to-date contact details for authors during this time

Final suggestions:

- Begin to request pictures and permissions as early as possible
- As *Art History* is a scholarly journal try to negotiate a reduced fee for illustrations and reproduction costs

4. Reviews for Art History: Guidelines

Books for review and copies of reviews to: Cordelia Warr, Department of Art History, University of Manchester, Manchester, UK.

Email: cordelia.warr@manchester.ac.uk

Books under review should be set: **title in bold** by/edited by *Author(s) in italics*, Place of Publication: Publisher, date of publication, 000pp., 00 col. plates, 00 b. & w. illus., £00.00 hdbk, £00.00 pbk ISBN 0000000000, for example:

Out Looking In: Early Polish Art by *Jan Cavanaugh*, Berkeley: University of California Press, 2000, 331 pp., 20 col. and 125 b.& w. illus., £38.00

Exhibition under review should be set: **title in bold**, location (city), date:

Thomas Eakins: American Realist. **Philadelphia: Philadelphia**

Museum of Art, 4 October 2001–6 January 2002

- Reviews should be aimed at specialists and non-specialists alike
- Please submit one copy of the review
- All reviews should have titles
- Author's name and institutional affiliation to appear at end of review

- Contributors may suggest up to two illustrations from book under review for reproduction with their piece. In such cases it is the author's responsibility to obtain permissions, photographs and transparencies. Please provide caption (and a photocopy of the illustration in cases where it is forthcoming).
- The Reviews Editor retains the right to insert illustrations of his/her own choosing in reviews
- Copy to be double-spaced throughout including endnotes in 12 pt Times New Roman, with generous margins, on one-side only of paper. Please send hard copy *and* electronic copy (latter may be either PC-formatted floppy disk or as email attachment. In both cases MS Word is preferred)
- Long quotations are indented without quotation marks; short quotations are enclosed in SINGLE quotation marks
- Endnotes must be double spaced and use the convention outlined in the Reference section above
- Proofs will be sent to authors
- The Reviews Editor reserves the right to edit texts received. Only substantial changes will be made in consultation with authors. The Reviews Editor reserves the right not to publish material submitted. Material may be held over for later publication.
- The only changes allowed at proof stage are printer's errors
- The length of the reviews will be agreed with the Reviews Editor at the time of commissioning

Editors of *Art History*, January 2009.