

Style Guide

Citing books and articles

In both notes and bibliography, if there is one, citations must be stylistically consistent.

Titles of books and articles must be italicised in both text and in notes;

Titles of newspapers, magazines and journals must be in roman type and between quotation marks (e.g. "Journal Title").

Titles of periodicals must be preceded by the preposition 'in'.

The following information must be provided for works cited in notes

1. The author's given name and surname; the given name should be reproduced in full only the first time that an author is cited, after which their given name should be represented by an initial, even if referring to a different work. Authors' surnames should always appear in full.
2. The work's title and any subtitle, separated by a full stop. From a work's second citation onward, the subtitle should be omitted.
3. City and year of publication.

Example:

Lauren Elkin, *Art Monsters. Unruly Bodies in Feminist Art*, New York 2023, pp. 29-34.

From works' second citation onward, notes should include only author and main title, followed by a comma and 'cit.'

Example:

L. Elkin, *Art Monsters*, cit., pp. 72-75.

In the case of works by two or more authors, their names should be separated by a hyphen.

Example:

Mark Stevens - Annalyn Swan, *Francis Bacon. Revelations*, New York 2020.

'Ibidem' should be italicised and should only be used where reference is made to the last work cited and in reference to the same page, and only where there is no possibility of misunderstanding. Where reference is made to a different page of the last work cited, 'ivi' (not italicised) should be used, specifying the page number (e.g. Ivi, p. 105).

A single page is indicated by 'p.', followed by the page number. A span of several pages is indicated by 'pp.', followed by the relevant page numbers (e.g. p. 24; pp. 24-32).

Where appropriate, a list of abbreviations should be provided to enable archival sources not to be cited in full.

Reference to archival sources or methods of diagnostic analysis

Where appropriate, a list of abbreviations should be furnished to allow the abbreviated citation of archival sources (e.g. LMA, London Metropolitan Archives).

The same method should be adopted for references to diagnostic or scientific analysis of works, supports, pigments, etc. (e.g. MWIR, mid-wave infrared; PT, pulse thermography; FTIR, Fourier-Transform Infrared Spectroscopy), or for certain products used during restoration or in conservation.

File format, font, font sizes

Files supplied must have a **doc**, **docx** or **rtf** extension; **other formats will not be accepted**, including closed **formats such as PDF**.

Article body texts must be in **12-point Times New Roman**, justified. Notes must be **10 points** in size and should be formatted as endnotes, not footnotes.

Images and captions

Images accompanying the text must be numbered sequentially and indicated as '**Figure 1**', '**Figure 2**', etc. References to these images within the text should be abbreviated as 'fig.' and placed in square brackets, e.g. [fig. 2].

Photographs must be in .jpg or .tiff format with a resolution of **1920 × 1080 pixels** (in respectively width and height) or **1080 pixels** in height and proportional width. If the image has a width of more than 1920 px, it must be resized to 1920 in width with proportional height. If an image is smaller than **1920 × 1080**, it should be delivered in its original size and not enlarged, as the change in resolution would amplify its defects.

Images of rectangular or square paintings or works of architecture must not contain outside borders, whether white or of any other colour. Circular images such as coins, medals or other applied art objects without clearly-defined contours may be enclosed in transparent or coloured backgrounds or borders, depending on the given image's colour.

All photographs provided must be copyright-free, created by the author, or available under a **CC BY licence** and thus freely usable. In any event the author will have signed a release form exempting the magazine from any copyright-related liability. In the event that the image's creator or owner, if different from the article's author, has granted permission for publication, this must be indicated as 'photo courtesy author/owner' in italics at the end of the caption (e.g. *Photo courtesy Musée du Louvre*).

Image captions must be compiled in a **separate file** from the article's text, listing the given work's author, its title in italics, technique, dimensions (not compulsorily), the city and collection in which it is housed and its date in brackets. These elements must be separated by commas.

Example:

Caravaggio, *Cupid as Victor*, oil on canvas, 156×113 cm, Berlin, Gemäldegalerie (1602).