

Artefact

The Journal of the Irish Association of Art Historians

Artefact is a peer-reviewed journal, which publishes contributions from art historians working in Ireland on all aspects, areas and periods of the history of art. Submissions are now invited for Issue 3 of **Artefact**. The deadline for receipt of full-length submissions is:

Friday, May 1st 2009.

Submissions, following the **Style Guidelines**, can be emailed to artefactjournal@gmail.com

Alternatively, submissions can be made in hardcopy. Please follow the **Style Guidelines**. Submissions should be made on single sides of numbered white A4 paper, and should be paper-clipped [not stapled]. In addition, all hardcopies must be accompanied by a full text submission on a clearly labelled computer disk/CD. Hardcopy submissions should be sent to:

Artefact

Irish Association of Art Historians
c/o UCD School of Art History & Cultural Policy
UCD, Belfield, Dublin 4

Style Guidelines for Contributors

Format of submission

Submissions should be double-spaced in 12 point Times New Roman font (including endnotes), in English (UK standard spellings).

The title page should also carry a word count (including notes).

On separate pages contributors should include a 100-200 word abstract, a list of illustrations and copies of illustrations.

Please also include a very short biographical note, which incorporates your institutional address, home address, telephone number, fax number (optional), and email address (optional).

To assist the referee process, the author's name must only appear on a separate cover sheet. **NB.** 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 in the review process.

Word Limits

The recommended word limit is 3,000-5,000 words for articles; 1,000-2,000 words for short notices and book reviews. These word limits should include notation.

The Editorial process

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 of the text and illustrations in a publishable format to the editors by a mutually agreed date. All articles accepted for publication will be sent to author at proof stage.

General issues of 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.

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.

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'.

No full stop in BBC, MP, UK, USA, RA, Washington DC, PhD.

Capitalisation

Capitals should be 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. Capital letters should be used with restraint. 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 National Gallery of Ireland.

Paragraphs

Paragraphs should be indented or otherwise clearly marked.

Headings / Sub-headings

Sub-headings should be used sparingly and be typed on a separate line, not run in with the text. Only first word and proper names have initial capital. Breaks in the text should be indicated by a line break, and sub-headings should be in Bold.

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

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.

Foreign Language Citations / Quotations

Foreign language citations should be given in translation in the main text, with the original appearing in full in an accompanying endnote.

Contractions

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.'

Numbers

Spell out numerals up to a 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 written as 1839-40. 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, no full stop, then space, date; 1914-18 war, 1939-45 war, not Great War or the Second World War.

Measurements

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

Dates should be expressed as in '15 November 2001'. Please remember to have 'seventeenth-century Britain' but use 'the seventeenth century'. Do not use dates as adjectives: thus 'the discovery of 1724' but not 'the 1724 discovery' or '1724 publication'.

Italics

Non-English words and phrases in common English usage should not be italicised (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 as the structure of the sentence should be sufficient to convey this. Use italics for titles of books, newspapers, picture titles and exhibition titles, but place poems, essays and theses/dissertation titles in single quotation marks.

Notation

Use endnotes only, not footnotes. Endnotes should appear at the end of the main body of the text and on a new page. Do not use Latin abbreviations in endnotes (*ibid*, *op. cit.*, etc). No separate bibliographies; please incorporate all references into endnotes. Endnotes should be concise and are primarily for cited references not for lengthy argument. Endnote figure should follow the punctuation mark, whether comma or full stop.

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. Example:

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, issue no., date month year, page reference but do not use 'p' or 'pp' for specific page references. Example:

Shearer West, 'Thomas Lawrence's "half-history" portraits and the politics of theatre', in *Art History*, 14: 2, June 1991, 240.

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 *loco cit.* Thus repeat shortened 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.

Acknowledgements

Acknowledgements should be an unnumbered endnote at the beginning of the endnotes.

Reproduction of images

There is no set limit for illustrations, but the editors reserve the right to restrict the number of illustrations per submission. At the submission stage, please supply photocopies of all suggested illustrations including captions as a word document. It is the author's role to obtain the original illustrations and copyright permission for both illustrative and written material. The Editors of **Artefact** will not pay for illustrations and the responsibility of obtaining reproduction clearance rests with the contributor. Once a submission is accepted, contributors should immediately begin to request pictures and permissions. Images of a publishable standard should be received as soon as possible. As **Artefact** is a non-profit-making scholarly journal, contributors should try to negotiate a reduced fee for illustrations and reproduction costs.

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Format of captions

Examples:

Artist, *Work title in italics*, date. Medium, dimensions (in cm; height before width). City/town of location: Gallery name. Picture credit line. Photo: RMN / the author.

Engraver, title or description after Artist, *Picture title in italics*, date. From title of publication or permission line.

Description of object, 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.