Zeitschrift für Kunstgeschichte: Guidelines for Authors

The Zeitschrift für Kunstgeschichte publishes articles in German, English, French, and Italian. Please submit your article in one of these languages. We publish original articles only, therefore we do not accept translations or alterations of previously published material or sample chapters of current books or other works in progress. We expect that manuscripts are exclusively submitted to the Zeitschrift für Kunstgeschichte. Whether your submission will be accepted for publication will be decided by the editorial board of the journal.

Redaktion »Zeitschrift für Kunstgeschichte«
Universität Bielefeld
Fakultät für Geschichtswissenschaft, Philosophie und Theologie
Professur für Historische Bildwissenschaft/Kunstgeschichte
Universitätsstraße 25
33615 Bielefeld
Germany
Tel.: +49 521 106-67031
E-Mail: zfk@uni-bielefeld.de
Website: www.uni-bielefeld.de/zfk

Quality control is assured by a double blind peer review. In the case of a positive evaluation, the Zeitschrift für Kunstgeschichte might make textual suggestions and propose gentle stylistic or formal alterations. We ask all authors to accept this and to undertake revisions of their manuscripts if requested to do so.

If you wish to submit a manuscript, please send the text, preferably as a digital file in a current format (Word), via email to: zfk@uni-bielefeld.de. Send your digital image files via email or another method of digital file-sharing.

Editorial Guidelines for Manuscripts

- Text files should be anonymous (i.e., contain no information which allows for identification of the author) or easy to anonymize.

- Each manuscript must contain the following parts: 1) the actual text, 2) footnotes or endnotes, 3) image captions, 4) a list of illustration sources and credits, 5) indication of preferences concerning the size and position of images.

- Please use footnotes or endnotes. Every note should be comprehensible in itself and be completed by a full stop.

- Note numbers are to be placed within the text as superscripts, directly after the punctuation or closing quotation marks. Please use short titles for references to texts cited in a previous footnote: Author – year of publication – (as note #), e.g.: Junius 1637 (as note 9). Please paginate consecutively.
- Use *italics* for **emphasis** (of terms, titles, and expressions in a different language).

- All **quotation marks** should be made “in this way”. Use ‘single quotation marks’ for quotes within a quote, ironic emphasis, and words you wish to highlight.

- **Subheadings** should be numbered and written in bold letters: II. Like this.

- All **page numbers** and **years** must be stated in the following way: 73–105; 1945–1949; 1730/1731 (please use the en dash). Page numbers and years should not be abbreviated.

- **Dates** are always given in their full form. Day – month (written out) – year, e.g.: 6 April 2017

- Please try to avoid **abbreviations** in the text. Within footnotes, please use common abbreviations, such as the following:
  - cat. = catalogue; cf. = compare / confer; col. = column; coll. = collection; ed. = editor / edited; eds = editors; exh. = exhibition; exh. cat. = exhibition catalogue; fig. = figure; gal. = gallery; inv. = inventory (number); vol. = volume; vols. = volumes

- Within the body text, references to images must be made as follows: (fig. 1), (fig. 2), (fig. 3), etc. and (figs. 1 and 2) for multiple images in one reference.

- Please number the **image captions** of your manuscript and keep them as short as possible. Captions should be formatted as follows: Number, Artist, *object or title in italics*, date, technique, measurements or size. Place, collection or institution, e.g.:
  1 Diego Velázquez, *Portrait of Juan Martínez Montañes*, ca 1635, oil on canvas, 109 x 107 cm. Madrid, Museo del Prado
  2 Andrea del Sarto, *Disputation on the Trinity*, 1517, oil on wood, 232 × 193 cm. Florence, Galleria Palatina

- **Measurements and sizes of artworks** (in the text as well as in footnotes) should be stated in this way: 49.5 cm x 65.3 cm (height x width).

- Authors are responsible for the **copyright** of image reproductions. Therefore, please make sure you fulfill the copyright requirements of the rights holder and state the **photo credits** at the end of your article.

- **It is the responsibility of the author to give the complete and correct bibliographical information for cited sources and literature as stated below:**
**Monographs**: Name of the author, *book title in italics*, volume in Arabic figures, place of publication *if applicable* number of edition *if applicable* year of publication, page numbers/column.

e.g.:

**Journal articles**: Name of the author, title of the article, in: *name of the journal in italics* volume, year, page numbers/column. Please always state the exact page number(s) you are referring to.

e.g.:

**Articles in collective volumes**: treat like journal articles. Please name up to three editors. If there are more, please name the first editor, followed by the abbreviation et al.

e.g.:

**Exhibition catalogues**: *Title of the exhibition in italics* (exh. cat. place of exhibition institution), ed. by name(s) of the editor(s?) place of publication year.

e.g.:

**Quotes from websites** are to be treated in the same way as quotes from journals or monographs, with the addition of the following: URL: URL of the cited website (date of last access day month year).

e.g.:


**Typesetting and Print**

It is up to the editorial team to decide which contributions will be published in which issue of the journal. Therefore, the publisher cannot answer questions on when a contribution will appear.

Authors will receive galley proofs of their contributions and are asked to clearly indicate their corrections within the proof. Please make use of the common proofreading marks.

The publisher only bears the cost for the elimination of printing errors. If extensive alterations of a manuscript should be necessary, the publisher can invoice the author for these correction costs.

After an article has been added to an upcoming issue, the author will receive a final galley proof, which shows the layout of images and text. Alterations or further modifications of the article layout are no longer possible at this point.

Printing license (imprimatur): The agreed return dates of the galley proof must be met by the author. If the publisher does not receive the permission to print within the agreed time, the *Zeitschrift für Kunstgeschichte* will publish the article, following consultation with the editorial team, without the author’s permission.

Please make sure to always provide your current postal address, in particular during temporary research stays or relocations. We ask you to inform the editorial team and the publisher of the *Zeitschrift für Kunstgeschichte* about any changes of address.

*Zeitschrift für Kunstgeschichte*, January 2018