

STYLE GUIDE



1) TEXT CONVENTIONS (ARTICLE)

Characters:

40 000 – 50 000 characters MAXIMUM (spaces and notes included)

Illustrations:

15 images MAXIMUM (jpg or tif, at least 300 dpi and 10x13 cm); for captions and copyright, please see below

Abstract: max. 1000 characters (in English). The abstract should contain:

- the topic
- the question(s) considered (or assumptions challenged)
- the analytic approach taken
- the conclusions reached

(See below: **Guidelines for abstracts**)

Summary: 2000–3000 characters (in the language of the article, which will then be translated in Czech)

Keywords: 5–10, in English and in the language of the article

Please note: If writing in a foreign language, copy editing by a native speaker is necessary prior to the article submission.

Transliteration: All references to publications written in other than Roman alphabet have to be transliterated into Roman alphabet (according to ISO transliteration).

2) TEXT CONVENTIONS (REVIEW)

Characters: 12 000 characters MAXIMUM (spaces and notes included)

Illustrations: 3 images MAXIMUM (jpg or tif, at least 300 dpi and 10x13 cm); for captions and copyright, please use the provided table (Figures Table)

3) USE OF REFERENCES:

- Numbers of references to the footnotes must be before any kind of punctuation:

e.g. Kunstwollen¹.

- References to figures have to be before punctuation: **[Fig. 1]**.

Books

Name of the author (Name Surname), title in italics, place of publication and year, page:

- André Chastel, *Marsile Ficcin et l'Art*, Geneva 1996, p. 14 or pp. 14–16.

Articles

Name of the author, title in quotation marks, title of the journal in italics, first number in Roman numerals / second number in Arabic numerals, date in brackets, pages of the entire article, pages of the citation:

- e.g. Patricia Fortini Brown, "Honor and Necessity: The dynamics of patronage in the Confraternities of Renaissance Venice", *Studi Veneziani*, XIV/1 (1987), pp. 179–212, p. 184.

Essays in books

Name of the author, title in quotation marks, title of the book in italics, under the direction of the authors (ed.), place of publication publishing date, pages of the entire essay, pages of the citation:

English :

- Brian Pullan, "Natura e carattere delle Scuole", in *Le Scuole di Venezia*, Terisio Pignatti ed., Milan 1981, pp. 9–26, sp. p. 15.

Italian:

- Brian Pullan, "Natura e carattere delle Scuole", in *Le Scuole di Venezia*, a cura di Terisio Pignatti, Milano 1981, pp. 9–26, sp. p. 15.

German:

- Brian Pullan, „Natura e carattere delle Scuole“, in *Le Scuole di Venezia*, Terisio Pignatti (Hrsg.), Mailand 1981, SS. 9–26, bsd. S. 15.

French:

- Brian Pullan, « Natura e carattere delle Scuole », in *Le Scuole di Venezia*, Terisio Pignatti éd., Milano 1981, pp. 9–26, sp. p. 15.

Exhibition Catalogue

Exhibition Title in italics, exhibition (city, place date), the commissioners, place of publication issue date:

- *Fioritura tardogotica nelle Marche*, exhibition catalogue (Urbino, Palazzo Ducale 1998), Paolo dal Poggetto ed., Milan 1998.

Cross references

If repeated citation: Name of the author, first word(s) of the title in italics (note number of the first citation), page:

- Panofsky, *Essais* (n. 8), p. 4.
- Romano, "L'immagine di Roma" (n. 12), p. 176.

In case of multiple authors:

- Le Goff/Schmitt, *Histoire vécue* (n. 19), pp. 15–17

GUIDELINES FOR ABSTRACTS

CONTENT. A good abstract clearly conveys at the start, either directly or indirectly, the **object**, **building**, or **place** considered in the paper and the **purpose** of this focus—in other words, the problem or question under study. It should report the kind of **analysis** that was applied. Reference to other scholars' relevant work is appropriate though not essential.

The abstract must report the author's **conclusions**, and, when appropriate, whether they apply solely to the object under study or have farther-reaching implications.

BEGINNING AN ABSTRACT. In stating or clearly alluding to the article's topic, the abstract's **first clause**, however, **should not be**, "This article/study/essay examines/studies/considers/analyzes/presents...." For one thing, the clause states the obvious. For another, it can lead to a tedious succession of abstracts all starting alike.

THE WRITING: The writing style of an abstract should be **economical** and **precise**, in perfect **American English**. The language can be succinct, even cryptic, though not code.

The **passive voice**, usually discouraged in good prose, may (judiciously) be used in an abstract; sometimes a topic is most efficiently introduced in a passive-voice sentence. Examples [fictitious]: "Twenty-five ice structures in Upper Slobovia dating to the second millennium B.C.E. were heat tested to determine possible temperature trends from Lower Slobovia." And, "An aversion to divine images is revealed in the pictorial program in...."