

## ***Ikonotheka* – guidelines for authors**

### **A. General guidelines**

<b>1. Length</b>
The manuscript should not exceed <b>54,000</b> space characters (30 pages, 1,800 characters per page including footnotes).
<b>2. Formatting</b>
Keep the formatting as simple as possible. Do <u>not</u> use separate formats for titles or headings.
<b>3. Spacing</b>
All elements of the manuscript must be spaced 1½ line. This includes the main text, footnotes, block quotations, figure legends, abstracts.
<b>3. Type size</b>
Use a 12-point type size (fonts: Times New Roman, Arial).
<b>4. Title</b>
Capitalise the “meaningful” words (nouns, verbs, adjectives, adverbs). Mark the divisions with a colon (:), not a full stop.
<b>5. Abstract</b>
The abstract should not exceed 300 words. It should be headed “Abstract” (not: “Summary”).

### **B. Figures and illustrations**

<b>1. Total per manuscript</b>
The number of figures/illustrations should not exceed <b>12</b> per manuscript.
<b>2. Numbering</b>
Number the illustrations using figure numbers (e.g. Fig. 1, Fig. 2). Cite figures in the text using these numbers.
<b>3. Captions</b>
Create a separate 1½-spaced list of figure captions, including any necessary credit information.

### **C. Quotations in the text**

<b>1. Short quotations</b>
Quotations within sentences should be given <b>double</b> quotation marks. Any quotations embedded in these quotations should be given <b>single</b> quotation marks
<b>2. Long quotations</b>
Use block quotations (as separate paragraphs) for any quoted material exceeding 5 lines. Block quotations should be spaced 1½ line. Block quotations should be indented on the left-hand side (indent = paragraph indent), but <u>not</u> on the right-hand side. Quotations within block quotations should be given <b>double</b> quotation marks.
<b>3. Omissions in quotations</b>
Omission should be indicated with a square bracket and an ellipsis mark [...] Please note: an ellipsis mark is a triple-dot glyph: ..., not three consecutive dots: ...
<b>4. Comments in quotations</b>
Put any comments/additions appearing inside quotations in a square bracket [ ] .

## D. References (footnotes)

Place the notes at the bottom of the page ( <b>footnotes</b> , not endnotes).
Footnote reference numbers in the text must be placed <u>after</u> punctuation. example: Alternative readings have been suggested. <sup>1</sup>
Do not place punctuation inside the preceding quotation. example: an allusion to an “extravagant and erring spirit”, <sup>1</sup> which of course <u>not</u> : an allusion to an “extravagant and erring spirit,” <sup>1</sup> which of course
<b>References to books:</b>  <sup>1</sup> E. Gombrich, <i>In Search for Cultural History</i> , Oxford, 1969, pp. 19–21. <sup>2</sup> J.-F. Lyotard, <i>The Postmodern Condition: A Report on Knowledge</i> , trans. G. Bennington and B. Massumi, Minneapolis, 1984, p. 39.
<b>References to articles in edited volumes / chapters in books:</b>  <sup>3</sup> M. Wigley, “The Translation of Architecture: The Production of Babel”, in: <i>Strategies in Architectural Thinking</i> , eds. J. Whiteman, J. Kipnis, R. Burdett, Chicago, Cambridge MA–London, 1992, p. 245.  please note: the title of the article is in <b>double</b> quotation marks the title of the volume is introduced with in: (not: [in:])
<b>References to articles in periodicals:</b> the order of bibliographical information referring to a periodical is as follows: year (comma) – volume (comma) – issue/fascicle (comma) – month or season, if applicable (comma) – page numbers  <sup>4</sup> B. M. Stafford, “Beauty of the Invisible: Winckelmann and the Aesthetics of Imperceptibility”, <i>Zeitschrift für Kunstgeschichte</i> , 1980, 43, no. 1, pp. 69–70.  please note: the title of the article is in <b>double</b> quotation marks the title of the periodical is in <b>italics</b> there is a <b>space</b> between the initials of the author’s name
<b>Repeated references:</b>  Ibid. (not italicised) may be used for a repeated reference immediately following the first one.  <sup>1</sup> E. Gombrich, <i>In Search for Cultural History</i> , Oxford, 1969, pp. 19–21. <sup>2</sup> Ibid., p. 25.  If a reference does not follow immediately, use op. cit. (not italicised) and page number.  <sup>1</sup> E. Gombrich, <i>In Search for Cultural History</i> , Oxford, 1969, pp. 19–21.

<sup>2</sup> J.-F. Lyotard, *The Postmodern Condition: A Report on Knowledge*, trans. G. Bennington and B. Massumi, Minneapolis, 1984, p. 39.

<sup>3</sup> Gombrich, op. cit., p. 25.

If more than one work by a given author is cited, add a key word or short title.

<sup>7</sup> Gombrich, *In Search...*, p. 25; idem, *Art and Illusion*, p. 12.

**do not** use references: (n. 1 above), (see note 1 above) etc.

Use idem and eadem (not italicised) when necessary.

Citing Internet sources, add [accessed] and date.

example:

[accessed 27 June 2015]

## E. Spelling

Use British, not American spelling (except in direct quotations).

## F. Italics

Please do use italics for

a) very short phrases in languages other than English

b) titles of works of art

c) titles of books and periodicals

d) titles of exhibitions; example: the exhibition *Polaków Portret Własny* in 1979

## G. Names and place names

Use a single space between initials in names.

example:

B. M. Stafford, not B.M. Stafford

Use an extra possessive with proper names ending in 's', 'x' or 'z'.

example:

Rubens's works

Place names should be given in English forms if they exist.

example:

Warsaw, Cracow

Rome, Munich, Athens, Moscow, Geneva

Lvov until 1945; Lviv as the capital of the Soviet republic and the independent state

Vilna until 1939; Vilnius as the capital of the Soviet republic and the independent state

In Polish place names, retain the diacritic marks.

example: Toruń (not: Torun), Łódź (not: Lodz).

If there is more than one place of publication, use a hyphen without spaces.  
example:

London–Paris–New York  
Warsaw–Cracow–Wrocław

Use the “postal code” abbreviations for U.S. states.

example

California – CA (not: Cal. or Calif.)

Massachusetts – MA (not: Mass.)

## **H. Dates**

22 October 1831; 17 June 1791 (not: 22<sup>nd</sup> October 1831; 17<sup>th</sup> June 1791)

c. 1791

1788–1792 (not: 1788-1792 [note the long dash]; not: 1788-92)

18<sup>th</sup> century

BC / AD (not: B.C. / A.D.; not: BCE / CE)