

## NOTES FOR CONTRIBUTORS TO THE *JOURNAL*

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### ADDRESSES FOR CORRESPONDENCE AND ENQUIRIES

The Editors  
Journal of the Warburg and Courtauld Institutes  
The Warburg Institute  
University of London  
Woburn Square  
London  
WC1H 0AB  
e-mail: [jwci@sas.ac.uk](mailto:jwci@sas.ac.uk)

### SUBMISSIONS CRITERIA

Submissions should focus on new research. They may be sent to the Editors at any time throughout the year and should normally be of the following kinds:

- Articles of up to 15,000 words (the word-count to include footnotes)
- shorter Notes of a miscellaneous character
- editions or transcripts of previously unpublished texts and documents (these are normally published as appendices to Articles or Notes)

Cluster submissions will be considered on a case-by-case basis. Please address an enquiry to the Editors in the first instance.

Before sending your submission, please ensure that it complies with the specifications outlined below. Please note too that we need a full contact postal address in order to register a submission.

— Submissions must be original and not previously published or due to be published elsewhere, whether in greater or lesser detail or in the same or another language.

— The *Journal* does not solicit contributions, nor can the Editors consider proposals for articles or unfinished drafts.

— Similarly, the Editors cannot accept submissions which require extensive editorial input such as further research or rewriting, or creative input such as the production of print-quality diagrams.

— Submissions should be in English. Quotations in other languages should normally be translated or summarised in the text, with a footnote giving the original in full. (See our [Style Sheet](#), available online and below, pp. 361–362.)

— Authors are reminded that the *Journal* is intended as an interdisciplinary historical forum. Papers should be comprehensible not only to specialists in a given area of expertise but also to other scholars who may be interested in research which touches on their own, related historical field.

— Prospective contributors are asked to adhere to *Journal* conventions. For example, in keeping with our emphasis on new research, usually from primary sources, discussion of recent historiography should be confined as far as possible to the footnotes.

— It is preferred that submissions respect at least the basic principles of *Journal* style. Please note, for example, that papers published in the *Journal* do not contain bibliographies: references should be cited in footnotes in accordance with our [Style Sheet](#).

— All texts should be sent as both PDF and Word files; only the (anonymised) PDF file, however, will be sent out to peer reviewers. To facilitate our standard ‘double-blind’ review process, PDF files should not contain information that identifies the author(s).

— The text and footnotes should be presented in double line-spacing. Each page should be numbered and should bear a key word of the title.

— Illustrations should be submitted as a single PDF file, presenting all the images together with their numbered captions, corresponding with references within the text (Fig. 1, 2, etc.) and indicating the locations of the original objects.

— Small files may be e-mailed to [jwci@sas.ac.uk](mailto:jwci@sas.ac.uk), but files which contain images may be too large to be sent by e-mail: in this case authors are asked to use an internet-based file transfer facility.

— It is always assumed that authors have retained an appropriate copy of their work.

### CONDITIONS OF PUBLICATION

Submissions which are accepted for publication will need to be put fully into the *Journal*'s house style.

Where required, it is the author's responsibility to provide suitable illustrations for publication (see the specifications below), to obtain permission to reproduce them and to pay any copyright fees.

Acceptance of a contribution for publication in the *Journal* implies formal transfer of copyright including electronic rights in that contribution to the Warburg Institute for publication in the *Journal* or any reprint thereof. The Editors will, however, normally grant permission to an author, author's agent or executors for a contribution to be reprinted elsewhere after its appearance in the *Journal*.

*Journal* authors are not paid but are allocated access to the online edition (ISSN 2044-0014) hosted by IngentaConnect™ for the volume in which their contribution is included, from which PDF copies can be downloaded without charge.

Authors of Articles but not of Notes or of Cluster component papers will receive a complimentary copy of the printed volume, and all authors are entitled to purchase copies of the issue at a reduced rate.

Currently authors of Articles and Notes receive 12 bound offprints free of charge and authors of Cluster component papers receive 6 bound offprints of the entire Cluster free of charge; any offprints promised in return for favours granted or in lieu of copyright fees must come out of the author's own allowance. Additional offprints may be ordered at an author's own expense, provided an order can be placed with our printers in good time; further details including prices will be provided shortly before publication. Please note, however, that the offprint allowance is likely to be discontinued in future: this issue is under review.

Our [Policy on Open Access Self-Archiving](#) of articles accepted for publication can be found separately on the [Journal website](#).

#### NOTES ON SUPPLYING ILLUSTRATIONS FOR PUBLICATION

It must be stressed that only professionally produced images are suitable for publication in the *Journal* and that scanners, digital cameras and image-manipulation software cannot guarantee high quality image files for lithographic printing: however great their range of functions, it is no substitute for the knowledge, optical judgement and experience of the professional photographer. Similarly, drawings and diagrams must be properly produced, reflecting the function of all images in the *Journal* as integral parts of the argument.

##### *Images with tonal variety:*

This category describes the majority of *Journal* illustrations. We require clear, critically sharp, well-lit photographs with detail from shadow to highlight, made directly from the work to be reproduced.

— We are able to include a limited number of colour images in each volume. Due to financial constraints, we are obliged to limit this facility to papers for which colour reproductions are likely to enhance comprehension of the subject matter.

— The file size for an acceptable digital image is normally at least 1 megabyte, rising to much larger for complex colour images which show, e.g., paintings, fine drawings, folios from illuminated manuscripts, or texts with marginal and interlinear annotations.

— Where images have to be obtained from archives or libraries it is advisable to order them in good time, as there is sometimes a long waiting list, particularly over the summer. Some image archives may specify pixels measurements: a width of around 2000 pixels is the most suitable for a full-page reproduction.

— Photographic prints should be clearly marked with their Figure numbers on the reverse, using a soft

pencil: do not type or write heavily as the marks may show through when the print is subjected to bright light, prior to printing. Any photographic prints will be returned after the *Journal* has been published.

##### *Images where the original object cannot be photographed:*

Very occasionally, it may be necessary to scan a printed reproduction from a published book. In such cases, authors are asked to contact the *Journal's* Photographic Editor, who will normally scan the image directly from a book in the Warburg Institute Library, thus ensuring that the digital file will be of the quality we require.

— If better copy for any illustration exists in a book or manuscript not available to the contributor, this should be noted in a full bibliographical reference.

##### *Line drawings done by hand, and diagrams produced using specialised software:*

— Line art which was generated digitally should be supplied as a large, high-resolution digital file. The dimensions should correspond with the diagram's anticipated publication size (a past copy of the *Journal* will serve as a guide). Please note that desktop printers are unreliable for proofing fine lines, because they usually have a minimum dot dimension (and therefore a minimum line width, which can be misleading).

— In the case of ink drawings, we prefer to work from the original, or a clear photograph of it printed on gloss finish paper, rather than a photocopy.

##### *Copyright for images published in the Journal:*

When requesting permission to reproduce images, it is worth stressing that the *Journal* is a purely academic, scholarly periodical and that authors are not paid for their contributions. Some copyright holders may waive or reduce their usual fee in this circumstance; but it may be necessary to request specifically that they do so. Note too that archives or museums which supply photographs will often ask for an offprint or PDF copy when the article is published (but many, such as the British Library, already receive copies of each volume).

— The following information may be required by copyright holders: ISSN 0075-4390, online ISSN 2044-0014; print run 1500; the *Journal* is published in English only, but has subscribers worldwide.

— When, exceptionally, an image has been scanned from a published book, it remains the contributor's responsibility to negotiate reproduction permission with the owner of the copyright for that image.

— Authors should be aware that when illustrations or diagrams are to be published by the author as Open Access, additional copyright clearance and associated payments may be required.

# STYLE SHEET

available from our website: [warburg.sas.ac.uk/jwci](http://warburg.sas.ac.uk/jwci)

## Abbreviations

Use a full stop only if the last letter is not the last letter of the word, thus: cols, Dr, St, nos, vols etc.; but col., no., p., pp., vol. etc.

— Please note: USA, UK, etc.; Ph.D., M.Phil.; and (in footnotes) MS, plural MSS.

See also below, *Dates*, and *Repeated references*.

## Archival references

See below, *References to manuscripts and documents*.

## Books and periodicals

See the examples below, under *References to ...*

## Captions

Captions for illustrations should be informative but kept as brief as possible, to allow maximum space for the image reproductions.

## Classical references

See the examples below, under *References to ...*

## Dates

Examples:

- 13 June 1366; 7 March 1555 (Venetian style)
- 430 BC; 1376–79; 1718/19 (old/new style)
- c. 1611; *fl.* 1311–35; d. 1902
- (*in the text:*) eleventh century; fifteenth century
- (*but in footnotes:*) 11th century; 15th century
- Quattrocento; Cinquecento (*not italicised*).

## Footnotes

Footnote reference numbers in the text should be placed *after* any punctuation.

## Internet resources

See below, under *References to ...*

## Italics

Do use italics for titles of works of art, books and periodicals, as well as for very short phrases in languages other than English (example under *Quotations*). Do *not* italicise citations in foreign languages (which are normally used only in footnotes: see *Quotations*).

## Manuscript references

See the examples below, under *References to ...*

## Names

When referring to historical figures, both forenames and surnames should be given at first mention (with a few obvious exceptions, e.g., Dante, Michelangelo).

- Use a single space between initials when citing names in references, e.g., A. J. Ayer, *not* A.J. Ayer.
- Proper names ending in ‘s’, ‘x’ or ‘z’ take an extra possessive, e.g., Rubens’s works.
- Place names should be given in English forms if they exist, e.g., Cologne, The Hague, Rome.
- In footnotes, United States city names should normally be followed by state abbreviations.

## Numerals

In the text, numbers between one and one hundred (inclusive) should normally be written out in full, with numerals used for higher denominations; thus ‘between ninety and 120 men’ etc. In articles containing statistical information, however, this rule is relaxed. In footnotes, Arabic numerals should be used.

- Inclusive numerals repeat the final two digits or more as required, thus: 18–19, 123–24, 399–406.
- The *Journal* does not use the suffixes ‘f’ or ‘ff’: exact page numbers should always be given.
- Roman numerals are used for all volume and book numbers (see the examples under *References to ...*).
- Numerals in dates: see above, *Dates*.

## Quotations

Quotations in languages other than English should normally be cited in translation within the text, with a footnote giving the original in full. Occasionally (e.g., in the case of poetry) it may be preferable to reverse this procedure.

— Please note that direct quotations from modern critical literature are discouraged, in line with the *Journal*’s general emphasis on primary sources.

— Long quotations should be given in a smaller typesize or as indented paragraphs, without quotation marks.

— Short quotations, within the text, should be given single quotation marks and any quotations within them should be given double quotation marks.

Examples:

- ... For a gem in Istanbul, inscribed ‘Solomon said, “Protect!”’, see ...
- ... Nineteen manuscripts are listed, including a copy of Cicero’s *De oratore* ‘in carta bona’ and ...
- ... the reason why Petrarch loved bay (*lauro*) so much was ...

## References to articles in periodicals

Examples:

- D. S. Chambers, ‘Sant’Andrea at Mantua and Gonzaga Patronage 1460–1472’, this *Journal*,\* XL, 1977, pp. 99–127 (100 n. 8).
- M. J. Kitchel, ‘The *De potentiis animae* of Walter Burley’, *Mediaeval Studies*, XXXIII, 1971, pp. 85–113.

\* Note that the *Journal of the Warburg and Courtauld Institutes* is referred to as ‘this *Journal*’.

## References to books

From about 1800 onwards, initials rather than full forenames should be used for authors and editors. In all references, the place of publication should be cited using its customary English spelling and followed, without a comma, by the date of publication. Page numbers should be cited in accordance with the rules

for Numerals (see above) and, where relevant, those for Classical references (see below). Authors are asked to study the examples listed below; advice on specific cases is available on request.

- P. Barocchi, *Mostra di disegni del Vasari e della sua cerchia* (exhib. cat.), Florence 1964, p. 42, no. 38;
- G. A. Galante, *Guida sacra della città di Napoli* (Naples 1873), ed. N. Spinosa, Naples 1985, p. 94.
- Leon Battista Alberti, *De re aedificatoria*, ed. and tr. (Italian) G. Orlandi and P. Portoghesi, 2 vols, Milan 1966, repr. 1988, I, pp. 62–63, 74–75 (I.8, I.10), and II, pp. 99–99 (X.17);
- Andrea Alciati, *Emblematum liber*, Augsburg 1531, sig. C6<sup>r</sup>.
- [chapter reference example] A. C. de la Mare, ‘The Florentine Scribes of Cardinal Giovanni of Aragon’, in *Il libro e il testo* (Atti del convegno internazionale, Urbino 1982), ed. C. Questa and R. Raffaelli, Urbino 1984, pp. 245–46.

#### References to books of the Bible

The names of books of the Bible are not italicised. Examples: I Kings 20.41; Proverbs 3.28.

#### References to classical works

Use Roman numerals to indicate the book number (if any) and Arabic numerals for partitions, separated by full stops. Commonly accepted English names are normally used for authors and titles, which should always be given in full. Examples:

- Aristotle, *Nicomachean Ethics*, III.10 (1118<sup>a</sup>17);
- Juvenal, *Satires*, 8.211–12;
- Socrates, *Historia ecclesiastica*, IV.32 (=J.-P. Migne, *Patrologia Graeca*, LXVII, cols 549–52).

#### References to illustrations

References to authors’ own illustrations should be indicated as Fig. [1, 2, ... etc.]; references to images published elsewhere should be fig. [number] or pl. [number] as appropriate, using lower-case letters.

- See also above, *Captions*.
- See our *Notes for Contributors* for information on supplying images and diagrams for publication.

#### References to internet resources

URLs\* should be provided but must be accompanied by standard references for readers of our printed edition; for example, if a manuscript or early printed book has been quoted, the full archival reference or, as appropriate, publication reference should be given in addition to the online one.

Example:

- Oxford, Bodleian Library MS Bodley 264, fol. 74<sup>v</sup>. High resolution colour reproductions of this manuscript are available for consultation through the online [Digital Bodleian facility](#) [with URL\*]. Since texts and images which are published on the internet are liable to be edited or replaced over time, authors are asked to ensure that references to them are correct at the time the *Journal* goes to press. A note may be added to indicate this.

— In certain cases it may be necessary to obtain copyright permission for texts available through online resources; such permission should be acknowledged accordingly, although the *Journal* reserves the right to edit copyright statements to conform to its style.

\* URL (or URI): the address of a resource on the internet; they usually begin with <http://>.

#### References to manuscripts or documents

Archive names and locations should be given in full, with abbreviations indicated for subsequent references as required (see also below, *Repeated references*). Citations of pressmark or finding numbers should follow the exact, current form used by the library or repository of archives concerned. Examples:

- London, British Library MS Harley 4431, fol. 2<sup>r</sup>;
- Paris, Bibliothèque nationale de France [hereafter: BnF] MS ital. 548, fol. 10<sup>v</sup> (*Trionfo d’amore*).

Please note that the recto should always be indicated.

#### References to theses

Do not italicise titles for theses which are available only from an academic institution. Example:

- J. Hankins, ‘Latin Translations of Plato in the Renaissance’, Ph.D. thesis, Columbia University 1984, p. 21.

#### Repeated references

— A list of abbreviations for frequently cited sources may be provided in a first or asterisk footnote.

— References to sources cited in a previous footnote should include the footnote number, e.g.: ‘Saxl (as in n. 28), p. 36’; if there might be confusion between two works by the same author, a key word or short title should be added.

— Titles, locations etc. should be given in full in the first instance, but an abbreviation may be indicated for use in subsequent references, e.g., ‘British Library [hereafter BL]’; ‘*Dizionario biografico degli Italiani*, Rome 1960– [hereafter *DBI*]’.

— *Ibid.*, *idem* etc. (not italicised) may be used for a repeated reference immediately following the first one.

#### Spelling

Use British, not American spellings, except in direct quotations. English forms are used for place names (see above under *Names*).

- Medieval, encyclopedia etc. should be spelt thus (*not* mediaeval, encyclopaedia etc.).
- Christianised, emphasising etc. (-is- *not* -iz-).

#### Transcriptions

When unpublished material is cited verbatim from transcriptions, authors are asked to retain photocopies of the original documents so that any queries may be handled swiftly. Where documents are to be published in an appendix, please indicate the transcription conventions which have been followed. For Latin texts, the orthography of C. T. Lewis and C. Short, *A Latin Dictionary*, is preferred.