

## GUIDELINES FOR AUTHORS

Contributions are submitted to the editorial board before the agreed deadline, via post or e-mail. The final versions are submitted without additional design or text formatting, together with accompanying illustrations (with captions) and a short biography of the contributor. The texts referred to the revision procedure should not exceed 45000 characters with spaces / 6500 words (including notes). The contributors are required to submit a written statement that the article has not been previously published and that it is not currently in the process of revision for another magazine.

Every contribution's cover page should contain:

- full title (and/or subtitle) of the article
- name, last name, title/profession of the author and their employer
- author's contact (address, phone number, e-mail address)
- abstract (not more than 700 characters with spaces or 100 words) and key words (up to five)

The contributor's short biography should contain the year and place of birth, basic information on the university degree, professional status and a selection of the most important recent works (books, exhibitions). According to preferences, the contributor may name a specific area of professional interest. The biography should not exceed 700 characters with spaces (100 words).

## STANDARD TEXT FORMATTING:

- Times New Roman, font size 12, line spacing 1.5
- align to the left margin
- highlighting the title and subtitle just in bold
- quotes "xxx"
- quote within the quote 'xxxx'
- titles of papers, magazines, books, exhibitions, festivals, conferences, panel discussions in italics (the original title in brackets)
- article title in the text and footnotes in quotation marks (original title in brackets)
- words from foreign languages in italics (e.g. *l'art pour l'art*)
- hyphen used for compound nouns (e.g. mail-art)
- dash used for specifying the year and page or as a continuation of the sentence (e.g. 1998–2001; Exhibition becomes a medium in which art is the most visible – it is administered by the cultural meaning of art.)
- all dates written numerically (e.g. 1/12/2009)
- all notes come at the end of the text (endnotes); before submitting the article the contributor should verify if they are in line with the text
- the layout does not predict a separate bibliography at the end of the text; every citation and quoting should be inserted in the note text
- the number of a note in the text should always be after the last punctuation (e.g. The exhibition took place in London in 1989, and it was accompanied by a catalogue.<sup>1</sup>). Inserting the note number in the middle of a sentence should be avoided.

## CITATION SOURCE

### a) BOOK

Joseph Pearson (ed.), Michel Foucault, *Fearless Speech*, Semiotext(e), New York, 2001.

(author, title, publisher, place, year)

### b) CHAPTER IN BOOK

Marcel Andino Velez, "Supermarket of the Avant-Grade", in: Christian Kerez, *Conflicts. Politics. Construction. Privacy. Obsession*, Hatje Cantz Verlag, 2008., 58–73.

(author, chapter title in quotes, in: author / editor of book, *book title in italics*, publisher, place, year, pages)

### c) CONTRIBUTION IN JOURNAL

Sebastian Cichocki, "Museum as a Side Effect, Or Warsaw Problems with Memory", in: *Idea Art Society*, 30–31 (2008), 114–119.

(author, article title in quotes, in; *journal title in italics*, volume (if any), number, year, pages)

### d) WEBSITES

Source: [www.urbanfestival.hr/10/hr/poziv.html](http://www.urbanfestival.hr/10/hr/poziv.html) (Date of last access to page must be indicated in the brackets!)

## ILLUSTRATIONS

Text illustrations must be submitted via e-mail in .jpg or .tiff format (300 dpi, min 10x15 cm), along with entire captions. Photographs should be sent individually in attachment or a zipped folder via wetransfer, share space, jumbo mail or similar services.

The illustration title (caption) consists of an ordinal number, name of the author, name of the work, name of the photographer, and source. The ordinal number should correspond to the ordinal number and captions submitted next to the photographs in a separate word document. The contributors should mark the position of a photograph in relation to the text.

The contributor should obtain a permission from the copyright holder for the proposed photographs and illustrations in the text, and the editorial board can guarantee a written request or confirmation of the contribution's publication.

## OTHER NOTES

The contributor should list the suggestions for the English translation of specific terms or ordinary phrases in the comments in the body of the text.

The contributors are obligated to deliver the English versions of the quotes. To their own preferences, they can translate them into Croatian. If the quotes are translated from other languages, the contributor should verify if there is an official English translation and attach it to the text.

The contributor agrees that the article should be published in the printed version of the magazine and a year later on the website of the Institute for Art History.