

Guidelines for the Authors of the Wallraf-Richartz-Jahrbuch

To simplify the editorial work and avoid the costs of unnecessary corrections, we kindly request that you observe the following guidelines when preparing manuscripts for the Wallraf-Richartz-Jahrbuch:

I. Text

1. The text should be submitted both as a Word document and as a hard copy or as a PDF file. The hard copy or the PDF file is needed to check the Word document that has to be converted into a QuarkXPress file to be printed. To simplify the conversion, please do not use macros and do not format the text (exception: italics).
2. Highlightings in the text to be printed should be avoided. Unavoidable highlightings will appear in italics; spaced out and semibold will be omitted; uppercase will only be accepted where quotations, for example, make them necessary.
3. In the text, italics are used for the titles of artworks, book titles are in quotation marks.
4. Omissions are to be indicated by three suspension points in square brackets; inserts by the author are placed in square brackets; no square brackets are needed for omissions at the beginning or the end of a quote.
5. Enumerations are ordered by number, not with letters.

II. Notes

1. Please supply the notes consecutively numbered following the text, not as footnotes at the bottom of every page (endnotes; Arabic numerals starting with 1). No note or * in the title/subtitle. Information regarding the origin of the text or author's acknowledgements should appear unnumbered at the start of the notes.
2. Please cite books as follows:
First name (do not abbreviate) and last name of the author, book title (in italics; series title in brackets with volume or issue number behind the title), place of publication and year (not separated by a comma; in the case of several editions, the applicable number in superscript before the year of publication), volume number in Arabic numerals (with abbreviation "vol."), page or column number (preceded by "p.", "pp.", "col."). For "to", use dashes (without spaces), not hyphens.
Example separate publications: Herbert Kreft / Jürgen Soenke, *Die Weserrenaissance*, Hameln 1986, pp. 18–22.
Example publication within edition: Hans Vlieghe, *Rubens' Portraits of Identified Sitters Painted in Antwerp* (Corpus Rubenianum Ludwig Burchard, part 61, vol. 2), New York 1987.
3. For quotes from collective publications: essay title and title of the publication are separated by ", in:". The same system is used as in separate publications. Editors are indicated with "(ed.)". Multiple editors or authors are separated by slashes, the same is the case for multiples places of publication.
Example collective publication: Frank Büttner, *Die Kunst, die Künstler und die Mäzene. Die Dekoration zum römischen Künstlerfest von 1818*, in: Ulrich Bischoff (ed.), *Romantik und Gegenwart, Festschrift für Jens Christian Jensen zum 60. Geburtstag*, Cologne 1988, pp. 19–32.
4. For quotations from yearbooks and journals:

First name (do not abbreviate) and last name of the author, title of the essay (not in italics), name of journal (italics; do not abbreviate; connection without “ in:”, number of volume (without abbreviation “vol.”), year, page.

Example journals: John Rupert Martin, Rubens’ Last Mythological Paintings for Philip IV., *Gentse Bijdragen tot de Kunstgeschiedenis*, 24, 1976–1978, pp. 113–118.

5. Exhibition catalogues are to be cited as follows: Title (italics), “exhibition catalogue”, museum, location, exhibition dates, compiled or edited by (comp., ed.), place of publication and year of publication.

Example: *Hans von Marées. Gemälde und Zeichnungen*, exhibition catalogue, Neue Pinakothek, Munich, 11 November 1987–1 March 1988, ed. Max Lenz, Munich 1987.

6. Please cite previously quoted literature as follows: Author (without first name), indication of first citing in square brackets, page.

Example: Panofsky [note 36], pp. 11–13.

Use unambiguous title word instead of author’s name when quoting from exhibition catalogues.

7. When quoting more than one publication in the same note, the titles are separated from each other with semicolons.
8. In the notes titles of artworks are cited in the normal typeface in quotation marks.
9. Notes start with a capital letter and conclude with a full stop.

III. Illustrations and captions

The illustrations in the Wallraf-Richartz-Jahrbuch are printed in colour. Please supply the repros yourself.

If it is not possible to make original photographs or books temporarily available to the publisher, professional scans should be made. Self-made repros might not suit the typographic standards.

1. Pixelization of digital pictures files (only tiff or jpg): 300 dpi (better: 360 dpi) at least in the size of the planned illustration.
2. Insert the figure number in the text: “(fig. 1)”.
For repros made available for publication, the author must ensure that all rights, including the right to reproduce details, have been clarified and paid for so that the publisher is free of any and all claims emanating from third parties.
3. Please number the captions conforming to the manuscript and send them in a separate file. Please provide information as complete as possible, for example, in the case of paintings: Artist, Title, Date, Material, Size, Place, Museum; in the case of illustrations: Illustrator, Picture Title, Material, Size, Illustration to: Author, Book Title, Place and Year of Publication, present location.
4. Please send the photo credits in a separate file.

IV. Miscellaneous

1. Please structure the text according to content, not design, i.e.:
- flush left only with simple paragraphs (no blank line), no manual line breaks, no hyphenations, no justifications, no central axis, no indentations, no tab stops, no initials, no uppercase letters, no structuring.

- only accepted formatting: italics, but only in accordance with the editorial guidelines. Please note further design wishes separately.
- 2. Except when otherwise stipulated: Please return galley proofs to the editors within 14 days. Please limit corrections to what is absolutely necessary. Corrections are not possible after the galley proofs are returned.
- 3. The authors receive 20 offprints of their essay.
- 4. Contributions published in the Jahrbuch are accompanied by a brief summary (circa 700 strokes) and a very brief biography of the author.

V. Checklist

1. Text file
Notes as end notes
2. Repros
3. Captions
4. Photo credits
5. Summary (circa 700 strokes)
6. Brief biography