

Style Sheet

General Guidelines:

- Please use subheadings to structure your text. Subheadings should not be numbered consecutively nor be organised hierarchically.
- Do not use automatic hyphenation.
- Do not use underlines and **bold letters**.
- Do not include additional blank lines between paragraphs.
- Please do not change font weight despite using *italics* for titles (works of art, book titles, titles of exhibitions etc.).
- Use curled quotation marks instead of straight or French quotation marks.
- For quotations within a citation please use single quotation marks. Sample: ‚dense description‘.
- For specific terms use single inverted commas. Sample: ‘artificial arts’.
- Do not use abbreviations.
- Please use hyphens for indicating time spans. Sample: 1750-1850.
- Use capitalised initials for names of buildings and toponyms. Sample: Palazzo Vecchio, Place des Victoires, Musée du Louvre.
- At first mentioning, all individuals are given with first name and family name.
- Please insert a period when giving numbers higher than three-digit. Sample: 7.500; 10.000.
- If you would like to use weblinks, please mark the word to be linked within the manuscript followed by the URL in parentheses.
- Footnote marks are always given in superscript after the punctuation mark. Footnotes should end with a period.
- Do not use footnotes within the title, subheadings or attached to the author’s name.

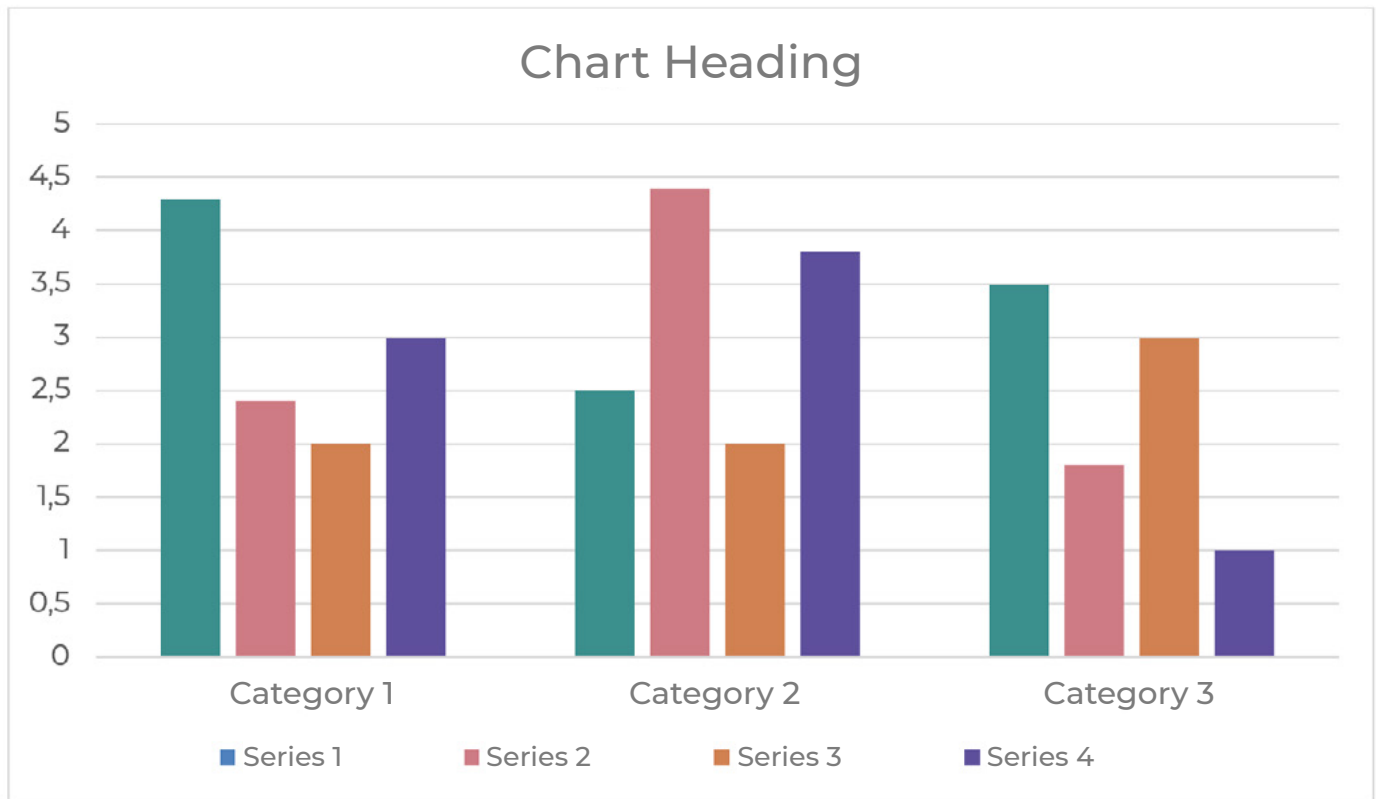
Illustrations:

- Please mark the exact positions within the manuscript where illustrations are to be placed.
- Please include reference numbers for your illustrations within the manuscript.
- The list of illustrations consists of two parts:
 1. A listing of all captions according to the following sample:
Lovis Corinth, *Balkonszene in Bordighera*, 1912, O/C., 83,5 × 1905 cm, Essen, Museum Folkwang, Inv. Nr. G 241.
 2. A listing of all picture credits and copyright notations according to the referencing guidelines given or those of the respective museum or archive.
- As a minimum requirement, digitalised illustrations should have a size of 750x500 pixels and may be compressed to 100-200 KB.
- Image files should be JPEG or TIF format.
- In general, the editorial board appreciates high quality image files (scanned in high resolution) providing a margin for editing.

Graphics & Charts:

- For graphics, please only use fonts from the '[Montserrat](#)' family.
- Please exclusively use the CI (corporate identity) colors of the journal with the corresponding color values:

	Red (#cf7b84)
	Green (#3c8f8d)
	Orange (#d18151)
	Violet (#5e4f9c)
	Black (#000000)

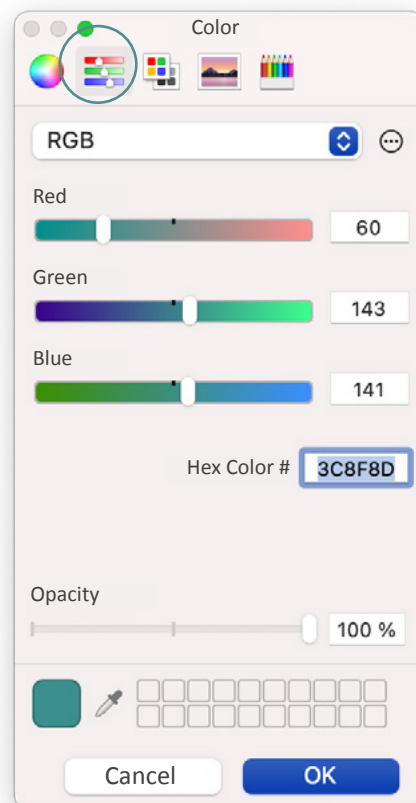


To adapt the fonts within your charts click on the corresponding words and choose 'Montserrat'. You can download and install the font via Google Fonts. Just click on the ttf-files and choose *install* in the context menu.

To adapt the colors click on the corresponding blocks and choose under

- ▷ *Format* the option
- ▷ *Shape Fill* and
- ▷ *More Fill Colors*.

Paste the respective color code under Hex-Color #.



References:

Monographs and anthologies should be cited according to the following scheme: First name family name (several authors or editors should be separated by forward slashes, in case of more than 3 authors, use et al. after the first) if so (ed.) or (eds.) colon title period subtitle comma place of publication (several places of publication should be separated by forward slashes) year of publication.

Sample: Ulrike Saß / Matthias Weller / Christoph Zuschlag (eds.): Provenienz und Kulturgutschutz. Juristische und kunsthistorische Perspektiven, Berlin / Boston 2022.

Journal articles should be cited according to the following scheme: First name family name colon title of the article comma in: journal name issue bracket year bracket comma page spread comma here: page number(s).

Sample: Wolfgang Kemp: Disegno. Beiträge zur Geschichte des Begriffs zwischen 1547 und 1607, in: Marburger Jahrbuch für Kunstwissenschaft 19 (1974), No. 3, 219-240, here: 233.

Auction catalogues should be cited according to the following scheme: Auct. cat. place bracket institution comma date bracket colon title period subtitle comma place of publication (several places of publication should be separated by forward slashes) year of publication.

Sample: Auct. cat. Berlin (Paul Graupe, April 19th-20th 1933): Goethe und sein Kreis. Sammlung Leon Nathansohn, Dresden mit Beiträgen aus anderem Besitz, Berlin 1933.

Articles in an anthology should be cited according to the following scheme: First name family name colon title of the article comma in: first name family name (ed.) or (eds.) colon title of the anthology period subtitle of the anthology comma place of publication (several places of publication should be separated by forward slashes) year of publication comma page spread comma here: page number(s).

Sample: Monika Wagner: Der kreative Akt als öffentliches Ereignis, in: Michael Diers / Monika Wagner (eds.): Topos Atelier. Werkstatt und Wissensform, Berlin 2010, 45-58, here: 46-47.

Exhibition catalogues should be cited according to the following scheme: Exh. cat. place bracket institution comma date bracket colon title period subtitle period edited by first name family name forward slash first name family name comma number of volumes comma place of publication (several places of publication should be separated by forward slashes) year of publication.

Sample: Exh. cat. Aachen (Suermondt-Ludwig-Museum, March 11th to June 13th 2010) / Prague (Obrazárna Pražského, July 1st to October 3rd 2010) / Vienna (Kunsthistorisches Museum, October 19th to January 9th 2011): Hans von Aachen (1552-1615). Hofkünstler in Europa. Edited by Thomas Fusenig, Berlin / Munich 2010.

Collection catalogues should be cited according to the following scheme: Col. cat. place bracket institution bracket colon subtitle edited by first name family name forward slash first name family name comma place of publication year of publication.

Sample: Col. cat. Amsterdam (Rijksmuseum): Majolika. Edited by Jansen Henkensfeldt, Amsterdam 1961.

References:

Newspaper articles should be cited according to the following scheme: First name family name colon title comma in: newspaper name comma date comma page number(s).

Sample: Frank Stahlgräber: Ausstellungen im Oktober, in: Chemnitzer Tageblatt, October 5th 1919, 4.

Digital sources should be cited according to the following scheme: First name family name colon title comma in: title of the digital source comma URL colon precise URL (or DOI if available) comma angle bracket date of last visit to the relevant web address angle bracket.

Sample: Michael Kaiser / Florian Schönfuß: Adel in der Sattelzeit: Die Rhein-Maas-Region und Westfalen. Einführung, in: zeitenblicke 9 (2010), Nr. 1, <http://www.zeitenblicke.de/2010/1/einfuehrung/>, <03.02.2022>.

Give full reference information when citing a source for the first time. Use the following short form scheme for subsequent appearances:
Family name year of publication (see FN ##)
comma page number(s).

Sample: Diers / Wagner 2010 (see FN 37), 15.

Bibliographical Information:

- References should be given in footnotes. Individual references are separated by semicolon chronologically in ascending order.
- Do not abbreviate author names, including first names.
- Do not abbreviate journal titles.
- When citing articles, do not abbreviate page numbers. Please give the exact page spread. Sample: 114-137 (not 114-37). Separate page numbers by hyphens (not dashes).
- Do not use p., pp., ff., op. cit., seq. or seqq.
- Use *ibid.* only within the same footnote, yet never to abbreviate references given in above-mentioned footnotes!
- The following abbreviations are permitted though: ed., eds., et al., f., etc., vol., vols., e.g., trans.
- Abbreviations should be given without spaces.