

GUIDELINES FOR AUTHORS

Authors are invited to submit manuscripts to the Editorial Board throughout the year. Articles published in the forthcoming issue should arrive no later than May 1st of the current year, comply with the required criteria and receive two positive peer-reviews. Papers arriving after this date will be considered for publishing in the next issue. Once an article is accepted, the author may not publish it anywhere else without permission of the Editorial Board, and even then only by citing where the article was first published.

Accepted are texts whose quality meets the academic and professional standard of the journal. Only complete texts are sent for review, and a paper may be rejected without external review should the editor consider its topic outside the focus of the journal, if an article of the same topic has already been accepted, if the paper is of poor quality or fails to comply with the criteria of submission. Manuscripts are not returned.

The Editorial Board ensures independent reviews. Authors will be notified of the results of the peer-review process and are obliged to revise the paper according to any given instructions, suggestions, requirements and remarks of the reviewers and the Editorial Board, with all the alterations marked. The revised text will be presented to reviewers if they so request. A paper that requires major revisions can be published in the next issue after a repeated peer-review process.

In case the author of a paper is member of the Editorial Board or the Editorial Council, the peer-review process is conducted according to the recommendations of the Committee on Publication Ethics: <http://publicationethics.org/case/editor-author-own-journal>.

By submitting a signed copy of the manuscript, the author guarantees to be the exclusive copyright owner of the paper in question, and agrees for it to be published in the printed and electronic edition of the journal, as well as to be referenced in secondary bases.

Authors account for the professional and academic stands and opinions stated in the article, the accuracy of information and copyrights over texts and illustrations.

The texts are published in Croatian, English, German, Italian, French or Spanish. Summaries, keywords and captions of photographs are published bilingually (Croatian – English or foreign language – Croatian). The publisher provides proofreading, text editing and translation of summaries, keywords and captions.

The cost of illustrations and fees for rights to publish in institutions at home and abroad is covered by authors themselves.

Articles are not remunerated, but the author will receive a free copy of the journal.

TECHNICAL GUIDELINES

Please send papers on a CD to editorial secretary Janja Ferić Balenović, Zmajevac 8, 10000 Zagreb or via email at portal@h-r-z.hr.

The recommended length of paper (including notes) is no more than 32 standard pages (57.600 characters). The number of illustrations should be proportional to the length of text (20 illustrations maximum).

The text should be submitted **without styles and formatting** in MS Word for Windows, in Times New Roman, font size 12, line spacing 1.5.

Papers should be submitted:

1 – in a *Word* document with the following information:

- Personal information (author's name and surname, full name of institution and address, email)
- Title of the paper
- Short abstract with an overview of the topic and academic contribution of the article
- Longer summary (1–3 standard pages) for translation into English/Croatian
- 6–10 keywords
- Main text with notes
- Reference list
- Numbered list of illustrations (guidelines for illustration captions are given below).

2 – in a folder titled with **AUTHOR'S SURNAME that should contain:**

- NUMBERED ILLUSTRATIONS listed to follow the text. Illustrations should be of good visual and technical quality with their content complementing the text. Scans and digital footage in TIFF format are welcome, with resolution no less than 300 dpi and

dimensions appropriate for publishing in a journal (15 to 20 cm wide). Scale drawings should be in PDF format.

Note:

For additional inquiries please contact Janja Ferić Balenović: portal@h-r-z.hr, + 385 1 4683 515, local 1392.

GUIDELINES FOR CITING AND REFERENCING

Notes are given at the end of the main text (endnotes). In the notes, cited works are given in abbreviations and then fully listed in the references at the end of the article.

Examples of citing in the reference list and examples of abbreviations used in the notes:

A. Articles in journals

Listing in the references:

AUTHOR'S NAME AND SURNAME, article title, *journal title*, issue number (year of publication), range of page numbers.

Example:

VLADIMIR MARKOVIĆ, Kuća i prostor grada u Dubrovniku nakon potresa 1667. godine, *Radovi Instituta za povijest umjetnosti*, 14 (1990), 137–149.

Example of citing in the notes:

VLADIMIR MARKOVIĆ, 1990, 141.

B. Books (Monographs)

Listing in the references:

AUTHOR'S NAME AND SURNAME, *title of the publication*, place of publication, year of publication.

Examples:

MICHAEL LEVEY, *The Later Italian Picture in the Collection of her Majesty the Queen*, London, 1964.

BISERKA RAUTER PLANČIĆ (ed.), *Stoljeće gotike na Jadranu – Slikarstvo u ozračju Paola Veneziana (The Gothic Century on the Adriatic – Painting in the Perspective of Paolo Veneziano and his Followers)*, exhibition catalogue (Zagreb, Klovićevi Dvori Gallery, October 19th – November 28th, 2004), Zagreb, 2004.

Examples of citing in the notes:

MICHAEL LEVEY, 1964, 72.

BISERKA RAUTER PLANČIĆ (ed.), 2004, 17.

C. Book chapters, papers in conference proceedings or works by several authors

Listing in the references:

AUTHOR'S NAME AND SURNAME, title of the paper, *title of the publication*, place of publication, year of publication, range of page numbers.

Examples:

SANJA CVETNIĆ, Slikarstvo u kontinentalnoj Hrvatskoj, *Hrvatska i Europa: kultura znanost I umjetnost, III, Barok i prosvjetiteljstvo*, (ed.) Ivan Supičić and Ivan Golub, Zagreb, 2004, 653–662.

VITOMIR BELAJ, BONAVENTURA DUDA, EMANUEL HOŠKO, Zatočenici gesla “Mir i dobro”, *Mir i dobro. Umjetničko i kulturno naslijeđe Hrvatske franjevačke provincije sv. Ćirila i Metoda o proslavi stote obljetnice utemeljenja*, exhibition catalogue (Zagreb, Klovićevi Dvori Gallery, January 12th – April 23rd, 2000), (eds.) Marija Mirković and Franjo Emanuel Hoško, Zagreb, 2000, 10–29.

Examples of citing in the notes:

SANJA CVETNIĆ, 2004, 659.

VITOMIR BELAJ, BONAVENTURA DUDA, EMANUEL HOŠKO, 2000, 12.

D. Referencing archival sources

Referencing in the source list:

Dubrovnik State Archive, Acta Consilii Rogatorum

First citing in the notes:

Dubrovnik State Archive (later DAD), Acta Consilii Rogatorum (later Cons. Rog.), 116, fol. 92v.

Subsequent citing:

DAD, Cons. Rog., 116, fol. 92v.

E. Referencing internet sources

Cite the internet page and day of visit in the notes:

URL = <http://hart.hr/uploads/documents/366.pdf> (January 29th, 2010)

LABELLING ILLUSTRATIONS

All illustrations must have captions with numbers.

Illustration captions:

Captions should contain information about the site, monument, author, theme, dating, as well as information about the source i.e. where the illustration is kept and who is its author. Letter V in parenthesis is used to label photographs that will be reproduced large in the article.

Examples:

Gora, church of the Assumption of the Blessed Virgin Mary, view from the southwest (photo archive of the Directorate for the Protection of Cultural Heritage, photo by N. Vranić, 1963)

Main portal of the Opeka Manor from the 17th century with the 19th-century Drašković family coat of arms (Croatian Conservation Institute Photo Archive, photo by P. Puhmajer, 2011)

Wall painting in the ground-floor atrium of Villa Bunić-Kaboga in Dubrovnik, view of the north wall (photo by K. Gavrilica, 2008)

Neven Šegvić, layout of the low ground floor of the hotel, 1969 (Croatian Museum of Architecture, N. Šegvić Archive)

First floor of the main altar of Holy Trinity Church in Vinji Vrh (photo archive of the Institute for the Protection of Cultural Heritage of Slovenia, photo by V. Benedik, 2005)

Unknown painter after Paolo Veronese, *The Rape of Europa*, pre-existing condition, Rijeka, Historical and Maritime Museum of the Croatian Littoral (Croatian Conservation Institute Photo Archive, photo by N. Oštarijaš, 2010)

Old town of Kostel, probes 1, 3, 6 and 7: earlier and later phase of construction (Croatian Conservation Institute Photo Archive, photo by L. Čataj, 2009)

Labelling in the main text:

Illustrations in the main text are referred to in parenthesis indicating an illustration's label and number: pictures (p. 1), maps (map 1), tables (tab. 1), figures (fig. 1), catalogue entries (cat. no.). If in the main text the author refers to one among several objects in a single illustration (e.g. in figures with assorted material or a detail on a ground plan or map), a colon should stand after the illustration number followed by the number of the detail – pictures (p. 5: 7), maps (map 2: 1), figures (fig. 1: 1). If in the main text the author is referring to more than one object in a single illustration, a colon should stand after the illustration number and numbers of the details should be separated with commas and hyphens (fig. 1: 1, 3, 7-10). If in the main text the author is referring to several objects in several illustrations, a colon should stand after the illustration number and numbers of the details should be separated with commas and hyphens, followed by a semicolon before the next illustration number (fig. 1: 1, 3, 7-10; fig. 2: 7-9, 11).