Guidelines for publication of articles in the collection
Actual Problems of Theory and History of Art

The deadline for submission of articles is 1 February. Late submissions or texts not conforming to these guidelines will not be considered. Please send the article and all relevant materials by email to: conference@actual-art.org, with the subject line "for publication". When submitting your article and accompanying materials please make sure that the attachments do not exceed 10MB, otherwise please use any file sharing service. We shall notify you upon the receipt of your materials.

I.   Text

The article should not exceed 40000 characters including the footnotes, the list of bibliographical references and all other accompanying materials. The recommended extent of the text is about 20000 characters. The articles are accepted in Russian or English. The guidelines for submitting publications in Russian see here: https://actual-art.spbu.ru/images/2019/Oformlenie2019.pdf. An example for preparing an article in English can be found here: http://actual-art.org/files/sb/11/Cheimonopoulou.pdf.

When preparing your article, please follow these technical requirements:

•   One space between initials in personal names, e.g.: J. W. H. Smith, not J.W.H. Smith

•   Use the en dash (–), not hyphen (-), between consecutive numbers, e.g.: pp. 142–144, not pp. 142-144; 449–437 B.C.; 118–137 A.D. But: Ward-Perkins B., Baden-Baden

•   Use the em dash in the text (—)

•   In the text spell out whole numbers one through one hundred, or numbers beginning a sentence. All other numbers (centuries, years, page numbers, percentages, lists of objects, measurements and so on) in the text, footnotes and references should be in Arabic numerals, e.g.: Nine 15th century buildings

•   Number endings should be put in superscript, e.g.: the 20th century; second half of the 1st century B.C., but: the 1930s

•   Put in italics the titles such as that of works of art, literary works etc.

•   Use " ... " quotation marks or "..............'.'   ......" in case of a double quotation

II.   Footnotes and references

The articles can have textual footnotes and bibliographical references.

1. The footnotes should be numbered throughout the text and made automatically. The information on financial support, expressions of gratitude etc. can be put in the first footnote. The footnotes can contain some remarks, discussions, and references to unpublished literary sources or archival data.

e.g.:

In the text: Perotti suggests that in these cases the word γλαυκός means "shining" and refers not only to the leaves, but also to the fruits of the olive tree[3].

The footnote 3: The word γλαυκή referring to the sea we shall leave so far without translation, as soon as its meaning will be discussed further.

The bibliographical references are made as follows. One should make a numbered list of all quoted titles in <u>alphabetical order.</u> Please do not forget to include the titles you are referring to in the illustrations captions. The list of references should be placed at the end of the article after all the accompanying materials. It should contain ca. 25–50 references. All the works should be cited using the Roman alphabet. Names and titles in languages using other alphabets should be transliterated according to the Library of Congress system (for Russian use http://www.translit.ru/ (LC)) and translated into English. Whenever any of the works from the list is quoted in the text of the article or in a footnote, it is referred to by its number put in square parentheses. If necessary, the number of the book (article) may be followed by the number of page (pages) quoted.

e.g.:

In the text:

It is known that Rubens had to sell part of his collection during the financially difficult years [6, pp. 134–136].

In the references list:

6. Holst N. von. *Creators, Collectors, and Connoisseurs; the Anatomy of Artistic Taste from Antiquity to the Present Day.* London, Thames and Hudson Publ., 1967. 400 p.

Please see the detailed instructions on how to make the bibliographical references below:

Books, collections of articles, catalogues etc.

Put first the surname and initials of the author(s). In cases of collections of articles, catalogues, editions and translations of the literary sources and other editions without an author, please put first the name and initials of the editor(s), translator(s) etc. followed by (ed.), (eds.), (transl.). Put a dot.

Then put the title of the work in italics. In case of languages using other alphabets than Roman, please put first the transliteration, then the translation of the title in parentheses. If necessary, add *vol. 1* etc. after a comma, in italics. Put a dot.

Then put the place of publication (the name of the city and the name of the editorial house followed by the abbreviation Publ.), comma, the year of publication. Put a dot.

Finally, put the total number of pages in the book.

If citing a work in other language than English, please indicate the language in parentheses at the end of the reference.

e.g.:

Blavatskii V. D. *Arkheologiia i istoriia antichnogo mira (Archaeology and History of Classical Antiquity)*. Moscow, Nauka Publ., 1985. 282 p. (in Russian).

Theis L. *Flankenraume im mittelbyzantinischen Kirchenbau*. Wiesbaden, Reichert Verlag Publ., 2005. 216 p. (in German).

Sterligova I. A. (ed.) *Vizantiiskie drevnosti. Proizvedeniia iskusstva IV–XV vekov v sobrann Muzeev Moskovskogo Kremlia: Katalog (Byzantine Antiquities. Works of Art from the 4th to 15th Century in the Collection of Moscow Kremlin Museums: Catalogue)*. Moscow, Pinakoteka Publ., 2013. 608 p. (in Russian).

Ingamells J.; Edgcumbe J. (eds.). *The Letters of Sir Joshua Reynolds*. New Haven; London, Yale University Press Publ., 2000. 290 p.

Articles

Put first the surname and initials of the author(s).

Then put the title of the article. In case of languages using other alphabets than Roman, please give only the translation of the title into English.

Then put the name of the periodical or the collection of articles in italics. In case of languages using other alphabets than Roman, please put first the transliteration, then the translation of the title in parentheses.

In case of collection of articles or other non-periodical edition there follow a dot, the place and the year of publication, the pages cited (pp.).

In case of a periodical edition, there follow a comma, the year of publication, the volume and the number of the periodical (if necessary), the pages cited (pp.). Please note that only English abbreviations of vol. and no. and only Arabic numbers may be used.

If citing a work in other language than English, please indicate the language in parentheses at the end of the reference.

e.g.:

Bird A. James Walker — a British Engraver in Saint-Petersburg. *S beregov Temzy — na berega Nevy. Shedevry iz sobraniia britanskogo iskusstva v Ermitazhe: katalog vystavki (From the Banks of the Thames to the Banks of the Neva. The Masterpieces of British Art in the Hermitage: Catalogue)*. St. Petersburg, The State Hermitage Museum Publ., 1997, pp. 92–103 (in Russian).

Angold M. Monastic Satire and the Evergetine Monastic Tradition in the Twelfth Century. *The Theotokos Evergetis and Eleventh Century Monasticism*. Belfast, The Queen's University of Belfast Publ., 1994, pp. 86–102.

Sarab'ianov V. D. On the Functional Purpose of the Chambers on the Gallery of the Transfiguration Cathedral in Mirozhskii Monastery. *Drevnosti Pskova. Arkheologiia, istoriia, arkhitektura (Antiquities of Pskov. Archeology, History, Architecture)*. Pskov, Pechatnyi dvor Sterkh Publ., 2011, vol. 2, pp. 177–194 (in Russian).

Hickson S. Gian Cristoforo Romano in Rome: With Some Thoughts on the Mausoleum of Halicarnassus and the Tomb of Julius II. *Renaissance et Réforme*, 2010, vol. 33, no. 10, pp. 3–30.

Web resources

When referring to an electronic resource, please indicate its name, the URL address (web address) and the date of access, e.g.:

Loginov A. V. Master of Creative Portrait Photography N. Petrov. Vintage Photography. *Foto.ua: web magazine on Photography.* 2011. Available at: http://ipurnalfpto.ua/kunstkamera/klassik-xudpzhestvennpgp-fptopprtreta-n-petrov-staraya-fotografiya.html (accessed 20 March 2022).

Before the Blisses: 19th century Connoisseurship of the Byzantine Minor Arts (Dumbarton Oaks Library, April 15, 2011 – July 31, 2011). Available at: http://library.doaks.org/exhibitions/before_the_blisses/ (accessed 21 April 2021)

III. Illustrations

The article may be accompanied by 1–3 color plates and 1–5 black and white illustrations, drawings or schemes.

All illustrations in electronic format (JPG or TIF) should have minimal resolution 300 dpi and minimal width 120 mm. Callouts for color plates (Ill. 1, Ill. 2) and black and white illustrations (Fig. 1, Fig. 2) should appear in the text in sequential order and accompanying illustrations should follow the same sequence. Please do not use Fig. 1a, 1b, 1c.

Please make a separate file with lists of plates and black and white illustrations.

The captions:

Number of the plate or illustration. Author of the work of art. Name of the work of art. Date. Place (collection, city or country). Copyright or photographic credits information.

 E.g.:

Ill. 1. Louis Tocqué. Portrait of I. I. Shuvalov. 1756–1758. The State Hermitage Museum, Saint-Petersburg. © The State Hermitage Museum

Fig. 1. Felling of the Vendôme column. Paris. 1871. Photo by Franck © Wikimedia commons. Available at: https://it.wikipedia.org/wiki/Gustave_Courbet?uselang=it#/media/File:Franck,_Colonne_Vend%C3%B4me,_1871.jpg

In order to publish any illustrations the authors should fill in the license agreement available online (https://actual-art.spbu.ru/en/publications/for-authors/license-agreement.html) and send us a scan of the signed copy together with the article and all the accompanying materials and if necessary, provide written confirmation from the copyright holder of the images for the right to publish them. This is to make sure that the publication will not violate the rights of any third party. It is the author's concern to provide the copyright for the images he or she intends to publish. This also refers to the scans made from photographs in other editions: the authors should provide the permission to publish these images from the copyright holders.

As soon as the main aim of our edition is publication of the conference materials, extensive illustrative materials cannot be published. Upon the submission of the articles, the editorial board will decide, whether it is possible to publish all the illustrations provided by the authors. Whenever

the article cannot be published without some or all illustrations provided by the author, please write about it when submitting your article.

III.   Accompanying materials in English

After the text of the article please provide the following information in English:

1.   Title. Please repeat here the title of the article.

2.   Financial support information. (if necessary)

3.   Author. Author's full name — degree (M. A., Ph. D., Full Doctor), position (postgraduate student, Ph. D. student, postdoctoral researcher, researcher, lecturer, assistant professor, associate professor, professor, curator, head of department etc.). Full official name of the organization (not the department) where you study or work <u>in English</u> and complete address of this organization including the postal code. Email. Personal ORCID (https://orcid.org/signin). Personal SPIN-code (for Russian and CIS researchers https://support.elibrary.ru/KnowledgeBase/Issue/91)

e.g.:

Author. Skvortcova, Ekaterina A. — Ph. D., associate professor. Saint Petersburg State University, Universitetskaia nab., 7/9, 199034 St. Petersburg, Russian Federation. e.skvortsova@spbu.ru; SPIN-code: 5880-7423; ORCID: 0000-0003-4867-5915

4.   Abstract. Please provide an annotation of the article in 250–300 words describing briefly its main ideas.

5.   Keywords. Please provide 5–10 keywords separated by commas.

6.   References. Please provide here the list of bibliographical references for your article (see pp. 2–3).

IV. Accompanying materials in Russian (optional, if you speak Russian and/or prefer an authorized translation)

1.   Название статьи. Title
2.   Информация о финансировании. Financial support information (if necessary)
3.   Сведения об авторе. Author

E. g.:

Сведения об авторе. Захарова, Анна Владимировна — кандидат искусствоведения, доцент. Московский государственный университет имени М. В. Ломоносова, ул. Ленинские Горы, 1, Москва, Российская Федерация, 119991; Старший научный сотрудник. Государственный институт искусствознания, Козицкий пер., д. 5, Москва, Российская Федерация, 125009. zakharova@inbox.ru; SPIN-код: 5982-2681; ORCID: 0000-0003-3764-171X

4. **Аннотация.** Abstract (150–250 words)

5. **Ключевые слова.** Keywords

The Bibliographical list ("Literature") in Russian is not required for an English-language article, since it completely coincides with the References.

Список литературы на русском языке при англоязычной статье не приводится, поскольку он полностью совпадает с References.