

## **Editorial Guidelines**

These guidelines are intended to help both authors and editors streamline the copy-editing process. Following them as closely as possible will both accelerate the editing process and improve the quality of the published article. If you have any questions, please do not hesitate to contact the editors at [revue-perspective@inha.fr](mailto:revue-perspective@inha.fr). Thank you in advance for your collaboration.

### **General guidelines**

Document. .Acceptable manuscript file types: Word (.doc) or LibreOffice (.odt). Please avoid using .docx format.

Police Times New Roman, 11 point, double-spaced for the text;

Police Times New Roman, 10 point, single-spaced for footnotes;

please number the pages;

please do not use style sheets or automatic titling;

indicate the different levels of titles if necessary;

the text document should not contain style sheets nor pictures.

Illustrations and captions. Please send photographs to scan or digital images (.jpg or .tif format, minimum 300 dpi), accompanied by copyright or courtesy information if applicable. If necessary, Perspective will pay any fees associated with image use. In the text, figures will be indicated as follows: (fig. 5).

### **Specific guidelines**

Abbreviations. The abbreviation of page numbers, whether singular or plural, is always p. Numbers are always written in full (1821-1880 instead of 1821-80; p. 141-149 instead of p. 141-9).

Bold. Please use bold only for titles, subtitles, and the citation of a fig. in the text.

Footnotes. The numbering of footnotes (please avoid endnotes) should be continuous and in Arab numerals.

Italics. The use of italics is reserved for book titles, titles of art works, and words in a foreign language.

Proper names. Always indicate a person's full name (first and last) the first time they are mentioned in an article. Thereafter, they should be referred to using the surname only.

Quotations. If text that has been voluntarily deleted from a quotation, the missing text should be indicated as follows: [...]. Likewise, words or letters that have been added by the author should be set apart in brackets: [and]. If a quotation begins mid-sentence, do not indicated the

truncation with brackets but simply by beginning the quotation in lower case. For all complete sentences quoted, begin with a capital.

### Supplementary files and formats

Please check if the manuscript document and all the supplementary files are in an acceptable and most compatible format.

- Main manuscript

Formats: DOC, PDF.

- Illustration and Figure files

Formats: PDF, PNG, JPEG, Power Point. Must be separate files, not embedded in the main manuscript.

- Tables

Tables must be simple and prepare each table with double-spacing on a separate sheet of paper. Make sure the tables are cited in the text appropriately.

### **Bibliographic guidelines**

Abbreviations in footnotes. A complete bibliographic reference is given the first time a work is cited. If referred to a second time, the reference is cited in an abbreviated form, mentioning the footnote where it has been first cited, as “Last name, date, cited n. 00”, with the volume and page number if necessary: Michaud, 1999, cited n. 6, p. 12.

Articles. Use “in” to situate an article or a chapter in a book, or anthology (but not in a journal): First and last names, “Title of the article”, in Title of the book, volume/issue, date, p. 00-00. Please cite both the first and last pages of a contribution (et seq./ff. are to be avoided).

Examples: David Sylvester, “Bacon’s Course”, *Modern Painters*, 6, no 2, Summer 1992, p. 14-21. Kristel Smentek, “Pierre-Jean Mariette, le connaisseur d’estampes”, in Sophie Raux, Nicolas Surlapierre, Dominique Tonneau-Ryckelynck (eds.), *L’estampe : un art multiple à la portée de tous ?*, symposium acts (Lille, université de Lille, 2007), Villeneuve d’Ascq, Presses universitaires du Septentrion, 2008, p. 171-189.

Articles from a digital journal. Indicate, in square brackets, preferably the DOI, otherwise the URL at the end of the reference.

Author. Always give the full first name of an author followed immediately by the last name (only the first letter of each should be capitalized). Separate the names of different authors using a comma; when there are more than three, give only the first two names followed by “et al.”

**Book collections.** Do not mention book collections.

Exhibition catalogues. Indicate the name of the director of the exhibition and publication followed by “ed.”, Title of the exhibition, exh. cat. (city, institution, dates of exhibition), place

of publication, publisher, date.

Example: Jonathan J. G. Alexander, Paul Binski (eds.), *The Age of Chivalry: Art in Plantagenet England, 1200-1400*, exh. cat. (London, Royal Academy of Arts, 1987), London, Royal academy of arts / Weidenfeld and Nicolson, 1987.

Place of publication. Cities should be indicated in English (Turin, London); use a slash (/) to separate two place names. Please mention the name of the publisher.

Books. First and last name, Title, place of publication, publisher, date.

Example: Yves Michaud, *Critères esthétiques et jugement de goût*, Nîmes, J. Chambon, 1999.

Republications. Give the original publication place and date in parentheses immediately following the title. If necessary, indicate the name of the director of the new edition, followed by "(ed.)".

Example: Giovan Pietro Bellori, *Le vite de' pittori, scultori ed architetti moderni* (Rome, 1672), Evelina Borea (ed.), Turin, Einaudi, 1976.

Translated books. Please indicate the translator(s) of the edition used. The original reference, preceded by "orig. ed.:" appears at the end of the reference in brackets.

Example: Aldo Schiavone, *L'histoire brisée. La Rome antique et l'Occident moderne*, Jean et Geneviève Bouffartigue (trad. fr.), Paris, Belin, 2003 [orig. ed.: *La storia spezzata. Roma antica e Occidente moderno*, Rome, Laterza, 1996].

Symposium acts. Indicate the name of the director of the publication followed by "(ed.)", Title, symposium acts (city, date), place of publication, date.

Example: Sophie Raux, Nicolas Surlapierre, Dominique Tonneau-Ryckelynck (ed.), *L'estampe : un art multiple à la portée de tous ?*, symposium acts (Lille, université de Lille, 2007), Villeneuve d'Ascq, Presses universitaires du Septentrion, 2008.

Title. Essays, books, catalogue and journals titles are in italics; articles and chapter titles, exhibitions are given between quotation marks ("...").

NOTE: for multiple references by the same author in the same year, distinguish them by adding the letter a, b, etc. after the date, according to the order in which they are cited in the article: Michaud, 1992b.