Formal requirements and guidelines for publishing articles in the Bulletin of the National Gallery in Prague

**Structure and form of texts:**
The following types of articles are published in the Bulletin of the National Gallery in Prague:

- **Studies** totalling 25–30 standard pages including notes
- **Miscellanea** totalling 10–20 standard pages including notes
- **Reports** totalling 5–15 standard pages including notes
- **Archival records** totalling 10–20 standard pages including notes
- **Reviews** totalling 5–15 standard pages including notes

Papers are submitted in electronic form facilitating translation into other languages, with a list of pictures accompanied by digital colour photographs with captions. Authors are also responsible for securing copyrights for their picture supplements.

**Citation standards:**

**Books:**
(When citing a 2nd edition)

**Books consisting of several volumes/tomes published successively under the same title:**
or

**Books consisting of several volumes with different titles:**

**Articles in journals with running pagination:**

**Articles in journals in which each issue is paginated separately:**

**Articles in journals that do not paginate yearbooks/volumes but uses running pagination for its individual issues:**

**Articles in journals that do not paginate volumes and that number only issues published in the same year:**

**Articles in anthologies:**
Articles (originally published elsewhere) in books/anthologies comprising papers by a single author (in such a case the author is not given a second time):

Catalogues:
Giulio Bora (ed.), Giulio Campi, exh. cat., Pinacoteca di Brera, Milano 1996. (In catalogues, the exhibition organizer/catalogue publisher and information that the publication is an exhibition catalogue precede the place of issue)

Other citation and typographical standards:
- The number of pages is always stated using numerals, not “n., sqq.” etc. Hyphens are used without spaces separating the numerals (pp. 42–45)
- More than one author or place of issue are separated by spaces using a hyphen: (Jaroslav Pešina – Jaromír Homolka; Wien – München – New York)
- Place names (places of issue) are stated in their original form.
- References: ibid. (= ibidem – in the same place) can refer only to the preceding note.
- Repeated citation of one text: Surname (cited in note XX), pp. XX–XX.
- The initial of the first name is not repeated: Fučíková (cited in note 9), p. 151. (Unless it is a new reference.)
- Fučíková, Veduta/Veduta (cited in note 9), p. 151. (Should the cited note mentions several works by the same author, an easily identifiable acronym should be used.)
- Complete pagination (from/to) is given only with the first citation, thereafter only a specific page is cited; when referring to the study as a whole, no pagination is used: Fučíková (cited in note 9).
- Several references in one note are separated by a semicolon.
- In texts, references to pictures are stated as follows: (fig. 1).
- Italic type is used to designate names of artworks (not architecture, arts-and-crafts objects, iconographic themes), books and words that are regarded in the main text as foreign-language expressions.
- Quotes of excerpts from scholarly literature or sources are written with quotation marks and in italic type.

Guidelines for captions accompanying picture supplements:
Picture number, author, title in italic type, date (only if the work of art is dated, not for art-historical dating), place-location, place-institution.
1. Maurice Denis, Promenade, 1892. New Haven, Yale University Art Gallery. The next line should contain information on the photograph’s origin – to be stated only if the work is not the property of the author but that of a private collector or agency (Photo: xxxx), or if it is a reproduction/citation from another, secondary literary source (in such a case, it is cited in the same manner as literature is in notes: Photo: Vojtěch Volavka, Česká kresba XIX. století, Praha 1949, p. 40, fig. 25)