

## **RKD Bulletin**

Style Sheet for Contributors

November 2021

### **In General**

- The text must be delivered in correct English. Spelling, hyphenation, and punctuation should follow British rather than American rules. Dutch speaking authors may submit their contribution in Dutch. The article will be professionally translated under the auspices of the editorial staff.
- Font: Calibri 11, standard line spacing (1.15).
- Please use endnotes rather than footnotes.
- Please use **bold** and *italics* only.
- Please use abbreviations as little as possible throughout the text (i.e. seventeenth century instead of 17th century; for example rather than e.g. and that is instead of i.e.; use the abbreviations in the notes.
- Use 1930s rather than 1930's
- Use among and while (not amongst and whilst)
- Numbers up to and including twenty and round numbers are written out (fourteen, twenty, eighty, three hundred and one thousand. Not: 14, 20, 80, 300 and 1000).
- Titles of works of art and publications are written in *italics* (not in quotation marks).
- Make sure that the article's content is consistent with the data in *RKDimages* and *RKDartists*. Apply to titles of works of art, attributions, dates and years of execution, biographical details, etcetera. If information needs to be altered or added in one of the databases, please let us know (with motivation and/or sources).
- Use attributed to, not ascribed to

### **Layout**

- At the top: Title, author, title/ occupation author
- Divide the article into approximately 3 to 7 sections with subtitles.
- Use line spacing between paragraphs.
- The length of the article will be determined in consultation with the editorial staff.
- Captions for illustrations must be listed in a separate document, including the illustrations in low res.
- In this document, please also include an introduction text for the article of no more than fifty words, intended for the Table of Contents ([see example](#)). Note that this introduction will not be included in the article itself.

### **Names of people and institutions**

- In the text, individuals are mentioned with their first and surname. Please use the surname thereafter.
- Please use the preferred spelling of *RKDartists*. Collectors and art historians can also be found in that database or can be added to it.
- When an individual person is first mentioned, enter their year of birth and death in parentheses () after the name. This applies to artists, collectors, rulers and leaders, etc.
- Provide the name (excluding the years) with a hyperlink of the *RKDartists* record. Use the Permalink (in the database record at the bottom on the right) for this. For example: [Adriaen de Hondecoeter](#).

To make a hyperlink in Word: select the name of the artist in the text; go to 'Insert' > 'Links' > 'Hyperlink' (or use the right mouse button for the 'Hyperlink' option) and enter the correct Permalink.

- Names of museums, churches, institutions and artists' associations are given in the language of the country (though a few are traditionally given in English), please use the official title. In the English version, the English equivalent will appear after the first entry in square brackets. For example: Rijksakademie van beeldende kunsten [State Academy for Visual Arts]. The names of museums in countries that do not use the roman alphabet must be transliterated or translated.

### Illustrations

- Illustrate the contribution as richly as possible with relevant, high-quality images. Images of works of art are retrieved from RKD*images*, unless the illustration does not concern a work of art. If (qualitative images of) works of art are missing from the database, the RKD will add them. You are requested to provide us with images of the best possible quality, including up-to-date information concerning the image's provenance/copyright holder (or a reference link to this info).
- The author is responsible for obtaining the copy rights.
- Number the illustrations in the running text (in bold) as follows: **[1]**, **[2]** etc. (in square brackets).
- Captions for illustrations must be listed in a separate document, including the illustrations in low res.
- The caption for the illustration should include the following: [illustration number, artist of the original, *title*, *cursive*, date, support and medium/technique, dimensions, location of the collection, collection, inv. no.], Image [name photographer]. For private collections: [Country, Private Collection]. If the image does not illustrate an artwork, please include an inscription (not cursive).

### Quotations

- Quotations are placed between single quotation marks ('preliminary'). If single quotation marks appear within the quote, change them to double quotation marks ("preliminary" version').
- Longer substantive, that is quotations which form the subject of the text and which are explained in greater detail after the citation, are not placed between quotation marks but are featured in *cursive*.
- Parts of the cited quotation that are omitted are indicated by: '[...]' (note that this is not necessary at the beginning or at the end of the quotation).
- Editorial additions within the quotation are also enclosed in square brackets (but without the author's initials). Peculiar spelling mistakes may be followed by [sic]. Note that the square brackets are NOT in italics.

### Notes

- Try to limit the use of notes as much as possible. Remember that hyperlinks in the text can refer directly to artists and works of art (see above).
- Avoid references to other notes in the text. If necessary, repeat the content of the note instead.
- Use endnotes (rather than footnotes) and number them in Arabic numerals (1, 2, 3, etc.)
- Insert endnotes at the end of the sentence, after the period.
- The note itself ends with a period.
- Abbreviations: Common abbreviations are used in the notes (for example: 17th century, etc., e.g., i.e., c., no., nos., p., pp.).

Use periods:

- after initials standing for given names (E. B. White).

- with abbreviations that appear in lower case (e.g., etc.).
  - after contractions (Mr., cat., vol., p., except after cm).
- Do not use periods with abbreviations that appear in capitals (CEO).

### **Bibliographical References: Basics**

- Only use initials for the author's first name.
  - Place initials and surname in natural order.
  - Titles of publications are *cursive*. Cite the title of articles in single quotation marks and the title of the periodical in *italics*.
  - The title is followed by a comma and place and year of publishing (no publisher).
- Details are provided below.

### **Bibliographical/Source References: Details**

#### **Books**

For books, follow this format:

Name of author (initials and surname, without academic or other personal titles), title (*cursive*), total number of volumes (when relevant), place and year of publication, followed by the volume number (preceded by vol.), followed by page number(s) (preceded by p. / pp.).

For example: B. Schnackenburg, *Adriaen van Ostade. Isack van Ostade. Zeichnungen und Aquarelle. Gesamtdarstellung mit Werkkataloge*, 2 vols., Hamburg 1981, vol. 1, pp. 14-17.

If the various volumes were published in a series of years, the year in which the entire series was published is listed, as well as the year of publication of the relevant volume in parentheses.

For example: R. van Eijnden en A. van der Willigen, *Geschiedenis der vaderlandsche schilderkunst sedert de helft der XVIII eeuw*, 4 vols., Haarlem 1816-1840, vol. III (1824), p. 491.

**Series:** If the publication is part of a series, the title of the series is given in parentheses after the year of publication (NOT in italics).

For example: F. Lammertse, *De Vermeers van Van Meegeren. Kennerschap en de techniek van het vervalsen*, Rotterdam 2011 (Boijmans Studies), p. 11.

**Multilingual Edition:** If it regards a multilingual edition, the titles are separated by a slash with a space ( / ) on either side.

For example: B. Schultz (ed.), *James Simon. Philanthrop und Kunstmäzen / Philanthropist and Patron of the Arts*, München/Berlijn/Londen/New York 2007.

**Place Names** are also separated by a slash, but without the spacing (/).

For example: N.M. Orenstein (ed.), *Pieter Bruegel the Elder. Drawings and Prints*, exh. cat. Rotterdam (Museum Boijmans Van Beuningen)/New York (The Metropolitan Museum of Art) 2001.

**Multiple Authors:** if a book was written by numerous authors, two names are mentioned in alphabetical order, followed by et al.

#### **Articles**

- In periodicals: author's name (initials and surname, without academic or other personal titles), 'title' (in single quotation marks), periodical name (*cursive*), volume (in Roman or Arabic numerals), year (in parentheses), issue number, page number(s) (preceded by pp.).

For example: P. Broekhoff and M. Franken, 'Hubert von Sonnenburg, Walter Liedtke et. al., "Rembrandt/not Rembrandt in the Metropolitan Museum of Art. Aspects of connoisseurship"', *Simiolus* 25 (1997) 1, pp. 76-81.

- In a **Festschrift** such as a *Liber amicorum*: author's name (initials and surname, without academic or other personal titles), 'title' (in single quotation marks), in: name(s) editor(s) and (ed.), title of volume (*cursive*), place and year of publication, page number(s) (preceded by pp.).

For example: A. Zwollo, 'De Tombe van de Horatii en de Curiatii, getekend door Cornelis Vroom', in: A.M. Logan (red.), *Essays in Northern European Art Presented to Egbert Haverkamp-Begemann on his Sixtieth Birthday*, Doornspijk 1983, pp. 303-305.

- In **newspapers and weekly papers**: name author (initials and surname, without academic or other personal titles), 'title' (in single quotation marks), name newspaper (*cursive*) date (month in full).

For example: G. Brinkgreve, 'Kunst en kennerschap. Een leven gewijd aan onze vroege schilderkunst', *Elseviers Weekblad* 29 June 1957.

- In **exhibition catalogues**: name author (initials and surname, without academic or other personal titles), 'title' (in single quotation marks), in: name(s) editor(s) and (ed.), title exhibition catalogue (*cursive*), exh.cat. place(s) where the exhibition was held and the name(s) of the museum in parentheses, year(s) when the exhibition was held and finally page number(s) (preceded by pp.).

For example: M. Sellink, "'The very lively and whimsical Pieter Brueghel": Thoughts on his iconography and context', in: N.M. Orenstein (ed.), *Pieter Bruegel the Elder. Drawings and Prints*, exh.cat. Rotterdam (Museum Boijmans Van Beuningen)/New York (The Metropolitan Museum of Art) 2001, pp. 57-65.

- In **auction catalogues**: title of sale catalogue (*cursive*), auction catalogue, place where the auction was held and in parentheses the name(s) of the auctioneer(s)/ auction house, date (month in full), lot number, where possible the Lugt number in parentheses.

For example: *Catalogus van eene belangrijke verzameling fraaije Schilderen van oude beroemde meesters [...] uit de nalatenschappen van wijlen den Wel Edelen Heer Pieter Roelfsema [...] en diens echtgenoot Mevrouw Albarta ten Oever [...]*, sale cat. Groningen (Muller) 22 juni 1863, no. 14 (Lugt 27413).

- **online**: author's name (initials and surname, without academic or other personal titles), 'title' (in single quotation marks), title of web publication (*cursive* and provided with a hyperlink, use permalink if available). Then in parentheses: (consulted: date), except for digitised sources.

For example: H. Klarenbeek, 'Oever, Albarta ten', in: [Digitaal Vrouwenlexicon van Nederland](#) (consulted 20 april 2018).

If it concerns a part of a website without a clear author or title, the most concrete name possible or the name of the umbrella website is chosen.

For example: Florence Declaration. Recommendations for the Preservation of Analogue Photo Archives (consulted 17 June 2021).

When it regards a **website without a clear author or title**, please choose the most distinct name possible or the name of the platform the website resides under.

For example: *Florence Declaration. Recommendations for the Preservation of Analogue Photo Archives* (consulted 17 June 2021).

## Archival Sources

References to **consulted archival sources**: place name and name of the archival institute, name of the archive, inventory number, folio number(s) and, when applicable, a date (month in full). When

the name of the archival institute and/or the name of the archive itself is referred to more than once, it will be abbreviated on the second and subsequent occasions, with the abbreviation provided in parentheses upon its first appearance.

For example: The Hague, Haags Gemeentearchief (HGA), Oud Archief (OA), inv.no. 61, fol. 180-183, dated 24 April 1748. In a later note: HGA, OA, inv.no. 53, fol. 36v.

When referring to a specific document, such as a letter, the reference begins with the data of that specific document.

For example: Letter from E. Panofsky to M.J. Friedländer, dated 25 October 1934, The Hague, RKD, Archive Max J. Friedländer, inv.no. 25.