

Artefact

The Journal of the Irish Association of Art Historians

Journal Scope and Aims

Artefact is published by the Irish Association of Art Historians. We aim to provide an outlet for publication of new and emerging scholarship in Ireland, by Irish scholars living abroad or on topics relating to Irish visual and material culture. We welcome submissions on all periods and aspects of art and architectural history, design history, and material and visual culture studies.

Editorial Policy

The editors reserve the right to edit the texts received. Any substantial changes will be made in consultation with the author. Once accepted for publication, the author must agree to undertake any necessary revisions and to deliver a final copy of the text and illustrations in a publishable format to the editors by a mutually agreed date.

Manuscripts submitted to *Artefact* should not have been published previously, or be under consideration elsewhere.

Pre-submission Enquiries

Pre-submission enquiries should be addressed to the Project Manager,

artefactjournal@gmail.com

Peer Review Policy

After initial review and selection process by the Editorial Board, selected articles will be sent forward for peer review.

Artefact operates a double-blind peer review process. This means that neither the author nor the reviewer is aware of the other's identity.

Anonymous feedback is provided to the author on completion of the review, regardless of the outcome of same.

Please ensure that your name does not appear anywhere other than on the cover sheet. This is to preserve author anonymity and failure to comply with these guidelines may result in considerable delay in the review process.

Book and exhibition reviews are not sent for external review.

Manuscript Format for Submission

Submissions should be double-spaced in 12 point Times New Roman font (including endnotes), in English (UK standard spellings). The recommended word limit is 3,000-5,000 words for articles or 1,000-2,000 words for short notices and book reviews. These word limits should include notation.

For articles, your submission should contain the following four documents: a cover page, with your, name, title of article and word count, brief biography, and contact details. On a separate page contributors should include a 200-250 word abstract. A further document should include a list of illustrations and copies of proposed illustrations. Finally, please submit the full article in Word format (not PDF), with all personal details removed.

Failure to comply fully with the style guidelines as set out below will result in manuscripts being returned to authors before they are accepted for consideration by the Editorial Board.

Submission Checklist for Articles

- Cover sheet with name, title of article and word count, brief biography, and contact details
- Abstract for article (name omitted)
- List of proposed illustrations, and copies of same.
- Article (ensure any identifying features are removed, for example, name, affiliation, acknowledgements).

Submission Checklist for Reviews

- Cover sheet with name, title of article and word count, brief biography, and contact details
- Review, complete with all exhibition details (date, location, artist(s), title) or book details (author, title, publisher, publication date)

General Notes on Style

Artefact adheres to the *Chicago Manual of Style*, 16th ed. For issues not covered in the guidelines below, authors should consult this source directly.

Writing and language style should be clear and accessible, avoiding jargon. Authors should state the context of their work, its place in the existing field of study, and identify individuals and specialist references. Please avoid turns of phrase that are not acceptable (such as masculine forms as universals).

UK English spelling and punctuation conventions should be followed in the text and notes.

Style Guidelines

Abbreviations and Acronyms

A number of expressions are almost always abbreviated and may be used without first spelling them out, for example, DNA, GPS, HTML, JPEG. The use of less familiar abbreviations should be limited to those terms that occur frequently enough to warrant abbreviation – roughly five times or more within an article – and the terms should be spelled out on their first occurrence.

A full stop is not required for abbreviations that appear in full capitals (for example, RHA). Abbreviations should be italicised if they stand for a term that would be italicized if spelled out, the title of a book or periodical for example.

Acronyms should be avoided, except for those in common usage, such as AIDS or NASA.

For greater clarity, *circa* should be abbreviated to ‘ca.’ and set in roman, not italics. As it is a lower case abbreviation, a period should be used. See *CMS* 10.4.

Acknowledgements

Acknowledgements should be an unnumbered endnote at the beginning of the endnotes.

Capitalisation

Capitals should only be used for initial capital of first word and first letter of all proper nouns. The same applies to titles spilt by either a colon or a full stop. Job titles should not be

capitalised. For titles of works, headline-style should be used, capitalising most ‘major’ words. See *CMS* 8.157 for full details.

Colons and semicolons

The first letter of a word after a colon should be in lowercase unless it is a proper noun or the start of a speech, or block quotation. When using semicolons in a series (for example, because one or more elements in the series include commas), do not change the last one in the series to a comma.

Commas

Please use a relatively open style, with ease of reading the end view. Items in a series should be separated by commas, and Chicago recommends the use of the serial or Oxford comma since it prevents ambiguity. For full examples, see *CMS* 6.18.

Contractions

Do not use unless they appear in a quotation.

Dates

Dates should be expressed as ‘15 November 2001’. Do not use dates as adjectives. For approximate dates, use ‘about’ in text and notes, but ‘ca.’ in parenthetical references. Do not use ‘circa’ spelled out.

Years should be expressed in numerals and should not be abbreviated (1976, not ’76). Decades should be expressed as 1920s or 2010s.

Particular centuries are spelled out and lowercased: for example, the twenty-first century, the eighth and ninth centuries.

For eras please use BCE (before the Common Era) and CE (Common Era).

Ellipses

An ellipsis is the omission of a word, phrase, line, paragraph, or more from a quoted passage. Care should be taken when eliding text to ensure that the sense of the original is not lost or misrepresented. Ellipsis points should not be used before the first word of a quotation, even if

the beginning of the original sentence has been omitted, or after the last word of a quotation, even if the end of the sentence has been omitted.

To indicate ellipses, please use three spaced periods (. . .). These should appear together on the same line.

Foreign Languages

Foreign language citations should be given in translation in the main text, with the original appearing in full in an accompanying endnote.

Headings and subheadings

Subheadings should be used sparingly and be typed on a separate line, not run in with the text. Only first word and proper names have initial capital. Breaks in the text should be indicated by a line break, and subheadings should be in bold.

Italics

Non-English words and phrases in common English usage should not be italicised (for example, cliché or oeuvre - but if in doubt, check in dictionary. Non-common words and phrases such as *mise-en-scene* should be in italics. Avoid using italics for emphasis, as the structure of the sentence should be sufficient to convey this. Use italics for titles of books, newspapers, picture titles, and exhibition titles, but poems and essays in single quotation marks.

Measurements

Please use metric measurements. If an abbreviation or a symbol is used for the unit of measure, the quantity is always expressed by a numeral (15km, 85g). A unit of measurement used without a numeral should always be spelled out ('the distance was measured in kilometres').

Names

A person's full name should be given on first appearance no matter how famous, for example, William Gunn or Henry Moore not Gunn or Moore until second mention.

Notation

Use endnotes only, not footnotes. Endnotes should appear at the end of the main body of the text and on a new page. Do not use Latin abbreviations in endnotes (*ibid*, *op. cit.*, etc.). No separate bibliographies; please incorporate all references into endnotes. Endnotes should be concise and are primarily for cited references not for lengthy argument. Endnote figure should follow the punctuation mark, whether comma or full stop.

Numbers

Chicago advises spelling out whole numbers from zero through one hundred and certain round multiples of those numbers. See *CMS* 9.2. Where many numbers occur within a paragraph or series of paragraphs, maintain consistency in the immediate context. Isolated references to amounts of money are spelled out for whole numbers of one hundred or less, larger sums should be expressed by numerals (€4,000), while numbers of a million or more can be expressed by a mixture of numerals and spelled out numbers (€7.5 million).

Page Numbers

All pages, including captions, notes, etc., should be numbered in the lower right-hand corner. Pages should be numbered consecutively throughout the text, not by individual sections.

Possessives

The possessive of most singular nouns is formed by adding an apostrophe and an *s*. The possessive of plural nouns (except for a few irregular plurals, such as *children*) and names ending in 's' are formed by adding an apostrophe only. For example, use *Yeats'* not *Yeats's*.

Quotations and Quotation Marks

Quotations should be set in single inverted commas if brief, and indented if longer than four lines. No quotation marks are used for indented quotations (quotations over four lines).

Spellings within quotations should be as per original. Usually all lines of poetry are indented.

Double quotation marks should be reserved for quotation within quotation.

Words added by authors in quotations should go in square brackets.

Quotation marks should follow the full stop if the quotation is a full sentence (or contains full sentence) or finite clause, but should precede the full stop if it is phrase.

Paragraphs

Paragraphs should be indented or otherwise clearly marked.

Pronouns

Please avoid ALL personal pronouns (we, our, us, and you) and the use of the first-person.

Source Citations

All citations should be given as endnotes. Endnote references should follow the closing punctuation of a sentence. Please avoid mid-sentence notes. The style of source citations should fully adhere to chapter fourteen of the *CMS*. Some common citation styles are listed below.

Books

- *Author*: give the full name of the author(s) or editor(s) of the book with the first name preceding the last name. Where there are two authors, separate their names with 'and'.
- *Author of a chapter in a multi-author volume*: give the name of the chapter's author, followed by the title of the chapter in single quotation marks, with a comma inside the closing quotation mark, and then 'in,' followed by the book title.
- *Title*: give the full title of the book, including the subtitle if there is one, in italics.

- *Editor, compiler, translator*: if there is any, the name should appear after the chapter title, preceded by ‘ed.’, ‘compiled by’, or ‘trans.’ In the case of an edited collection, the editor(s) name should appear after the title of the collection.
- *Edition, volumes*: mention if a later edition is being cited. If a multivolume work is being cited as a whole, include a total number of volumes (e.g., ‘3 vols.’); if an individual volume is being cited, include that volume number, and title. If a particular volume of a multivolume work has no title of its own, give the volume number after the publication facts.
- *Facts of publication*: in parentheses, cite the (city, publisher, year).
- *Page Numbers*: do not use ‘p’ or ‘pp’. Use a hyphen to connect a range of page numbers.
- *Subsequent References*: after the first source citation of a book or article, use the short form for any subsequent citations. Please do not use the abbreviations *op. cit.*, *loc. cit.*, or *ibid.*
- *Full stop*: all citations should end with a full stop.

Examples

Richard R. Brettell, *Modern Art 1851-1929: Capitalism and Representation* (Oxford: Oxford University Press, 1999), 51.

Brettell, *Modern Art 1851-1929*, 45.

Jane Eckett, 'Flowers in the attic: recovering the reputation of a forgotten Irish flower painter, Moyra Barry (1885-1960),' in *Irish Women Artists 1800-2009: Familiar but Unknown*, ed. Eimear O'Connor (Dublin: Four Courts Press, 2010), 115-133.

Barry, 'Flowers in the attic,' 130.

Susan Mulhall, 'Irish Frames and Frame Makers,' in *Painting 1600-1900*, vol. 3, *Art and Architecture of Ireland*, ed. Nicola Figgis (New Haven and London: Yale University Press, 2014), 141-146.

Mulhall, 'Irish Frames and Frame Makers,' 144.

Electronic Books

Due to differences in the editions, authors must indicate that they have consulted an electronic format. This should be the last part of a full citation that follows the recommendations for citing printed books as detailed above. Electronic books do not always include reference numbers. For such works, it may be useful to include a chapter or paragraph number (if available), a section heading, or a descriptive phrase that follows the organisational division of the work.

Books consulted online: when citing an online version of a book, include the DOI (or URL if the DOI is unavailable, as the last part of a full citation. This includes freely available electronic editions of older works, for example texts accessed on Project Gutenberg or archive.com.

Periodicals and Journals

- *Author's Name(s):* give in normal order, not inverted.
- *Title of Article:* put within single quotation marks, and not in italics.

- *Title of Periodical/Journal*: set in italics
- *Issue Information*: give the series and volume number, without abbreviation unless 'vol.' is required for clarity, and the date.

Newspapers and popular magazines: unlike journals, these generally do not include volume or issue numbers. For individual newspaper articles, include date of publication and page number if available.

Subsequent references: as with books, use the short form not *ibid*.

Examples

Alex Potts, 'Picturing the Modern Metropolis: Images of London in the Nineteenth Century,' *History Workshop* 26 (1988): 28-56.

Potts, 'Picturing the Modern Metropolis,' 35.

Timothy J O'Keefe, "'Who Fears to Speak of '98': The Rhetoric and Ritual of the United Irishmen Centennial, 1898,' *Eire-Ireland*, 23, no. 3 (1992), 67-91.

O'Keefe, "'Who Fears to Speak of '98',' 80.

'The Art of Mr Jack B Yeats,' *Irish Independent*, 26 April 1923, 4.

Manuscripts

Some flexibility is allowed in citing manuscript sources. Please include the collection and MS number, and maintain internal consistency.

Online Sources

For websites, blogs, and other online sources, please give details of DOI or URL. *CMS* does not require access dates in published citations of electronic resource unless no date of publication or revision can be determined from the source. For guidance see *CMS* 14.4 – 14.9.

Reproductions, Copyright, and Captions

There is no set limit for illustrations, but the editors reserve the right to restrict the number of illustrations per submission. At the submission stage, please supply copies of suggested illustrations including captions as a single word document.

It is the author's role to obtain the original illustrations and copyright permission for both illustrative and written material (for example, lines of poetry). For publication please supply high quality photographs or digital images. Photographs from publications are not acceptable, or images pulled from the Internet – for example, from Google Images. Some galleries and museums now provide publication quality images free of charge, and once these are acceptable, once the minimum requirements below are fulfilled.

Image files can be submitted via email or Dropbox, in consultation with the Project Manager. Please do not submit slides or transparencies. Digital images should be saved as TIFF, EPS or JPG files - in that order of preference - and should be a minimum of 300 dpi (dots per inch), and at least 1MG in size.

As *Artefact* is run on a voluntary basis and is a non-profit scholarly journal, the Editors of *Artefact* are not in a position to cover the cost of illustrations.

Format of Image Captions

Artist, *work title in italics*, date, medium, dimensions (in cm; height before width). City/town of location: Gallery name. Picture credit line. Photo: RMN / the author.

Engraver, title or description after Artist, *picture title in italics*, date. From title of publication or permission line.

Description of object, date. Medium, size. Location: Gallery name. Picture credit.

Title of engraving, plate 00 from Author, *Title of book in italics*, date of publication. City of publication: Publisher.

Some galleries/institutions may require certain information to be included in caption lines as part of the rights agreement, and this should be adhered to.