

# artibus et historiae

## notes for contributors

### Submissions

Two printed copies and an electronic file with the text of an article for consideration should be sent to the editor (at **Artibus et Historiae**, see the address below), together with a ca. 100-300-word abstract, list of illustrations and photocopies of illustrations, also in duplicate. Authors are responsible for securing permission to reproduce all illustrations. Please include also your CV.

**The author's name should only appear on a separate cover sheet.**

Contributions should be sent to:

### **Artibus et Historiae**

Plac Matejki 7/8  
31-157 KRAKÓW  
POLAND

Submissions should be illustrated (initial submission with accompanying photocopies of illustrations) and the attached cover sheet should include:

- full name and title
- institutional address and/or home address
- telephone number and fax number (optional)
- e-mail address
- title of submission

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 to the review process.

## EDITORIAL PROCEDURES

- **Artibus et Historiae** publishes only original articles, we do not publish previously published material or material simultaneously submitted to other publishers
- **Artibus et Historiae** is a peer-reviewed journal and articles considered for publication are read by specialist readers, as well as the editorial team
- **Artibus et Historiae** aims to inform potential contributors of a decision within six months of their submission, though (especially in summer) this can be variable
- all submitted articles are read by three readers
- decisions by the editor are final
- once accepted, it can take up to eighteen months for an essay to be published but this also varies (please bear in mind that **Artibus et Historiae** appears on semi-annual basis; we have only two issues per year)
- once accepted for publication, the author must agree to undertake any necessary revisions and to deliver a final copy to the editor by a mutually agreed date
- **Artibus et Historiae** encourages illustrated articles and if necessary may ask authors to supply extra images
- all articles accepted for publication will be sent to author at proof stage (preferably, by e-mail, in PDF format)
- authors are expected to print out and correct page proofs; corrected galleys must be returned to the editor as soon as possible, no later than within ten days of receipt (unless mutually agreed otherwise)
- authors get one (1) bound copy of the journal and fifty (50) off-prints of the paper published in **Artibus et Historiae**; no further off-prints can be ordered

## LENGTH AND FORMAT

- **Artibus et Historiae** does not impose a set length for submissions, however the illustrations should not exceed 25–30
- **Artibus et Historiae** encourages fully illustrated submissions but please remember that it is the responsibility of the author to provide both the images and the permission to reproduce them
- initial submission should be sent with accompanying photocopies of illustrations
- we accept articles written in English (UK English or American English spelling can be used – but consistently throughout the paper; please do not mix both), German, French or Italian (in all cases a summary in English is indispensable)
- the title page should indicate the author's name, institution (if any), address, telephone number and email address
- **do not** put author's name on any subsequent pages
- do not use headers and footers
- discs must be clearly labelled
- no separate bibliographies; please incorporate all references into endnotes
- acknowledgements should be an unnumbered endnote at the beginning of endnotes
- please supply an abstract of c. 100–300 words, in English