



## Writing Guidelines for publishing papers in Emblecat's publication

### TEXT

The text should be between 10 and 15 pages long. Writers are requested to number the pages without applying a format to the text.

Authors will send papers by post before 15th October of the current year. All papers that arrive later will be considered for the subsequent issue of the publication. Articles will be presented anonymously. If authors have to refer in footnotes to other papers that they have written, they will mention their names in the third person as with the rest of the quotations, in order to avoid being identified and to remain anonymous during the evaluating and accepting period. A brief résumé of no more than 100 words, including the name of the author, the academic institution, address, e-mail address and telephone number, will be added in a different file.

Articles will be published in the original language of the author; they will be not translated. A summary of between 5 and 7 lines in Catalan, Spanish and English will also be presented, in addition to the title and 4 or 5 keywords in the three languages.

**Title:** Times New Roman 14 (no underlining or capital letters)

**Author:** no author; the text will be anonymous.

**Text:** Times New Roman 12, lines 1.5 spacing, no indentations.

**Footnotes:** Times New Roman 10, single space between lines. Footnotes will be used to provide explanations, comments and quotations, if necessary. Format: surname, year and page (Pérez 1924:25).

**Writing style:** It is recommended to 'use plural of courtesy' or the impersonal form.

**Words that are written in a language different from** that of the main article will be in italics. The text will not have unnecessary spaces. No paragraph will be preceded by an indentation or tabulation. Underlining will not be used unless the underlined text is part of a transcription. Titles will not be in capital letters; capital letters will only be used at the beginning of sentences. Titles or anything that is not a sentence will not end with a full stop. Only references to sources and bibliographies will end with a full stop.

**Long quotations** within the text will not occupy more than four lines. If it is a documental transcription it will be added at the end in the Documents section and it will be numbered (Document 1...). The transcription will be put in quotation marks and the localization will be added afterwards. A reference to the document will be included in the main text (doc. 1, doc. 2.).

**Quotations will be put in double quotation marks** that will be closed when the quotation ends'. The quoted text will not be in italics.



## ILLUSTRATIONS

A maximum of six illustrations will be allowed. Each will have its caption in a separate file, and they will be numbered by the same numbering as is given to the illustrations. There will be an indication of where the picture should be placed within the text (Emblecat reserves the right to reject an illustration due to its low resolution, lack of space or other reasons).

The publication does not take responsibility for the copyright of the pictures. It is the author who will be responsible for the copyright, if needed.

Illustrations will be listed in sequence (Fig. 1, Fig. 2, etc.) and the textual explanations will be shown with 'fig. 1, fig. 2 ...' in lower case letters. It is advisable for the caption to be as complete as possible and to include: author, work or building, chronology (1950) and place, in that order. Pictures and graphical material will be in JPG or TIFF, not exceeding 300dpi per picture, and also showing the figure number, author and subject of the article (Fig.1-Ortiz-La Gioconda).

## ACKNOWLEDGEMENTS

Acknowledgements and references to research groups, departments or other institutions or people will be presented in no more than three lines that will be included as a footnote, preceded by this symbol \*, without numbering on the first page of the article, at the end of the title, so as not to be confused with the rest of the footnotes.

## QUOTATIONS AND REFERENCES

They will be included in the main text if possible. If they are long and necessary in order to provide explanations and other comments, they will be added as footnotes.

Quotations will be clear, coherent and methodical. All explanations and abbreviations of bibliographies will be as follows: surname year of publication: page (e. g.: Blair 1979:40). If there are two publications by the same author and published in the same year they will be referenced by putting a letter in alphabetical order after the year, e. g. the first one (Blair 1979a: 40) and the second one (Blair 1979b: 56).

If the bibliographic reference has several volumes, the volume will be noted after the year and before the colon (Ferran 2012,I:36) or (Ferran 2012,II: 36). If the quotation is a footnote on a page, it will be referenced as (Ferran 2012,1:36n2).

References to authors within the main text will be noted as explicit references added in brackets (author's surname, year of publication and page); if it is a direct quotation, the reference will be added after the quotation in brackets, and the number of the page will be added.

### Examples:

- a. [...] the aristocratic family or any other family group (Petit 1997).
- b. [...] According to Eduard Serra (1974:38), guilds corresponded to a local need.
- c. [...] in Ferran's words, cookery has conquered the world 'we are in the right way' (2012:36).



**It is necessary to avoid footnotes which only mention the author**, because they should be included in the main text. Only explanations or widening of the text will be included as footnotes.

**Quotations of bibliographic references** which end with full stops, will be mentioned before the full stop:

«... according to this theory» (Ferran 2012:36).

If the name of the author and the title of the work appear in the main text they will be quoted after the title (2012:36), and the text will follow with the interpretation of the text, avoiding transcriptions unless they are needed.

**Numbered quotations** should be included as footnotes and quoted after the comma, dot or semi-colon in order to avoid being confused with the transcription. For example 'text.'<sup>1</sup> and not'text.'<sup>2</sup>. repeating dot, or 'text'<sup>3</sup>. which has omitted the dot from the transcription.

## 1. DOCUMENTS AND DOCUMENTAL RESOURCES

**Transcription of documents.** Documents that have to be transcribed will be quoted before the documental and bibliographic sources as follows:

### **Document 1**

Presentation: Letter from Azara to Bodoni regarding Cicero's Edition «transcription» (in double quotation marks and no italics).

Location: BNC 345-4937, box 3, page 27.

The quotation in the main text will be indicated as (doc. 1).

**The documental sources used** will be noted alphabetically before the bibliographic sources; afterwards the reference will be noted in order to identify title, date of the document, section or registration number if any (thus the internal order of the archive will be respected). For example:

### **Diocesan Archive of Barcelona (ADB)**

ADB. Episcopologi Eustaquio Azara, *Title or document identification*

### **National Library of Catalonia (BNC)**

BNC. Tor. 1063-8º, *Title or document identification*

BNC. Matas Archive, box number. Title, number. Doc.

### **Library of the University of Barcelona (BUB)**

BUB. 07 B-54/5/4-2, *Title or document identification*.

### **Museu Nacional d'Art de Catalunya (MNAC)**

MNAC. Gabinet de Dibuxos i Gravats, R.8270/G, *Title or document identification*.



These quotations should be in footnotes because they are usually long. Archives have their own criteria and quotations could be unclear.

**Fieldwork.** Interviews conducted by any media with artists or with people who preserve unknown cultural traditions will be considered as documental sources. The interviewer will be the author in the same way as with an unpublished book, for example:

Gavrus, A., (2012a), «Interview with José Sala», 22<sup>nd</sup> March 2012 (Gavrus Archive)

Gavrus, A., (2012b), «Interview with José Sala», 22<sup>nd</sup> March 2012 (Gavrus Archive)

The quotation in the main text will be (Gavrus 2012) and if there were several interviews in the same year a letter should be added in the quotation.

## **2. BIBLIOGRAPHIC SOURCES (including PRESSARTICLES from the studied period)**

Bibliography generated in the period or subject studied, such as a book illustrated by the artist in question, or a book written by the leading figure in the subject studied, or by authors in the field or circle to which that figure belonged, will be considered as a bibliographic source.

Press articles from the studied period will be considered as a bibliographic source; therefore, it should be alphabetically listed by name of publication and year, and, afterwards, articles should appear listed by date of publication. For example:

### ***Diario de Barcelona 1827-1828***

«Ferran VII a Barcelona», *Diario de Barcelona*, 30/11/1827, p. 2668-2669.

*Diario de Barcelona*, 16/4/1828, p.864-865.

### ***Gaceta de Madrid 1827***

*Gaceta de Madrid*, 4/10/1827, p. 481-484.

These quotations should be added as footnotes because they are usually long, most of the references belong to the same year, and they could be unclear.

The criterion is different in what is considered to be a bibliographic press article from the criterion applied to press article that is considered to be a source.

The first one will be listed alphabetically in the bibliography section because it is a subsequent contribution. A press source is a press article in which the person who is studied has an opportunity to agree or disagree, becoming a witness of the period studied.



### 3. BIBLIOGRAPHY

The bibliography will be listed in alphabetical order with the complete references, which will allow easy identification of works, at the end of the article. It will be annotated as follows (avoiding dots and colons which might be unclear, unless these punctuation marks are in the title of the book or article):

**a. if it is a book:**

Amigó, E. (2007), *Calvari*.... Madrid, Electa.

(Author's surname in lower case letters, name; publication year in parentheses; title of the book in italics; place of publication; publishing company).

**b. if it is a chapter of a book:**

Amigó, E. (2007), «El dibuix», *Calvari*.... Madrid, Electa.

(Author's surname in lower case letters, name; publication year in parentheses; title of the book's chapter in double quotation marks, title of the book in italics; place of publication; publishing company and pages).

**c. if it is an article:**

Ortiz, A. (2010), «El somni», *Art*, number, p. 3-10.

(Author's surname in lower case letters, name; publication year in parentheses; title of the article in brackets; title of the publication in italics or underlined; volume and number; beginning and end pages).

The letter 'p' will indicate the pagination, even if there are several pages: p. 23-24.

If there is no author's name, the bibliographic source will be alphabetically listed by taking as a reference the first letter of the title. For example:

*Destino* (1992), Barcelona, 22<sup>th</sup> January 1992, number 39.563, p. 15.

This same criterion will be applied if there are several authors; listing will be by the title of the book and 'DDAA' or 'VVAA' will not be used. For example:

*Neoclassicisme i Romanticisme* (2001), Barcelona, Planeta.

If the author is the author of one of the chapters that belong to a book written by several authors, the author of the chapter should appear as mentioned.

The names of **the co-ordinators or publishers of collective works** will be listed only with the initial; and their surnames, without italics, will be followed by 'ed.,' or 'coord.,' (without brackets), and placed before the title of the volume.

The information about the papers should be given in the language of the article: if it is in Catalan, 'Paris' (which in French is written without accent) will be written 'París' (it is written with an accent in Catalan).



Websites should have their own section and should be grouped under the title **WEB RESOURCES**. They will be listed in alphabetical order (following the above-mentioned guidelines) provided that the author's name appears, for example Badke, D. (2002), *The Old English Physiologus*, United States, University of Victoria, Dec. 3, <[http://bestiary.ca/articles/oe\\_physiologus/old\\_english\\_physiologus.htm](http://bestiary.ca/articles/oe_physiologus/old_english_physiologus.htm)>, 31-5-2011 (the date of the last consultation of the site will be noted at the end of the link). The quotation in the main text will be (Badke 2002). If it is a generic website, it will be listed by title, as in the bibliography.

## CLASSICS AND THE BIBLE

**Classics:** They will be included in the bibliography, no special section will be needed to list them, and the consulted publication should be noted if neither the original nor a publication of the same studied century is used (in this case the book should be listed in bibliographic sources). In the bibliography section, the entries will be as follows:

APOLODORO (1985), *Biblioteca*, Madrid, Gredos  
DIODORO DE SÍCULO (2004), *Biblioteca Histórica*, Madrid, Gredos  
HERODOTO (1972), *Historia*, Madrid, Gredos  
OVIDIO (1995), *Arte de Amar*, Madrid, Planeta Agostini

The quotation in the main text should follow the following guidelines: *Thesaurus Linguae Latinae* and *Diccionario Griego-Español* of the CSIC. The name of the author should be abbreviated, the beginning of the title should also be abbreviated and in italics, and the volume or verses should be in Roman numbers, with the numbers of the fragments. Afterwards, separated by a semicolon, the year of the consulted publication should be noted and after a semicolon the pages of the quotation:

(APD., *Bibl.* II, 7, 8; 1985)  
(DIODORO, *Bibl. Hist.* IV, 31, 5-8; 2004:90-91)  
(HER., *Hist.* I, 7, 1-5; 13, 2; 1972)  
(OV., *Ars.* 2, 53-118; 1995:89-91)

**Bible:** Bibliographic references will be included in the order of the consulted publication and listed in alphabetical order in the bibliography section.

*Bible of Jerusalem* (1994), Barcelona, Biblical Association of Catalonia, Claret Publications & the United Biblical Societies.

The quotation will be noted in the main text; a footnote will not be necessary. For example:

Text...(John 3:14)...text  
Text...(Genesis 3:14)...text



## **ORDER OF PRESENTATION**

**TITLE** (author, e-mail address and institution will be noted in a different document because articles should be anonymous)

**SUMMARY AND KEYWORDS** (three versions; the first summary will always be in the same language as the article)

**TEXT** (original and unpublished contributions)

**DOCUMENTS\*** (transcription of documents, numbered)

**DOCUMENTAL SOURCES\*** (archives of the quoted documents)

**BIBLIOGRAPHIC SOURCES\*** (coeval bibliography of the period studied)

**BIBLIOGRAPHY**

**ON-LINE RESOURCES\***

**AUDIOVISUAL SOURCES\***

\*These sections will follow the order mentioned and will appear according to their use in the research carried out.

## **PROCEDURE FOR PAPERS**

The paper which is sent should be anonymous, and the name, e-mail address and institution should be sent in a different file to: **revista@emblecat.com**

The Editorial Board of the publication will examine all the original papers received. If the paper follows the editorial line and meets the stated requirements, the paper will move forward to the Scientific Committee and to external readers or peer-review, who will decide whether the paper is suitable for publishing.

The Editorial Board and the Scientific Committee will propose a specialist who will carry out the double blind peer-review. A template will be provided as a guideline for the evaluation of the quality of the papers. The copy editor will be able to use the template or not, provided that they clearly state whether the article is suitable for publishing or not, and provided that they clearly list the necessary modifications that the author should make in order to be able to publish the paper.

The contents of each issue of the publication are discussed in meetings of the Editorial Board with the director of the publication.

Temporary members are part of the group of copy editors that evaluate the papers presented. Members of the Scientific Committee can be part of the group of copy editors because papers remain anonymous.

The results of the evaluation can be:

- Acceptance of the paper or proposed paper
- Acceptance subject to proposed modifications
- First rejection, which can change to acceptance if the author revises the paper and sends it back improved
- Rejection.



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Each copy editor acts under the supervision of one of the Editorial Board members. After a maximum of four months after the Editorial Board accepts the paper, authors will be informed of the fate of their paper by e-mail. If the text needs to be improved, authors should make the modifications and send it back within fifteen days of the notification.

Periodically, Emblecat publishes on its website a list of the copy editors and the members of the Scientific Committee who have collaborated in the latest volumes of the publications.

Each year, Emblecat calls for papers, inviting researchers who are not members of the association to contribute with their studies.

The Editorial Board reserves the right to reject articles that do not follow the guidelines and to adapt articles to the established criteria.

The Editorial Board reports to the contributor about the proceedings and acceptance of the articles after the evaluation of the Scientific Committee.

When the author sends the paper to the publication, the cession of editing and publishing rights is automatically accepted, so the Catalan Association of Emblematic Studies. Art and Society is authorized to include the work among Emblecat's printed publications and/or to publish it in digital publication in the website [www.emblecat.com](http://www.emblecat.com).

Remember that it is necessary to read and correct the papers before handing them in, in order to avoid orthographical mistakes and writing problems that make corrections and the editing of the text difficult. Corrections and changes made by the author more than one month after the notification of the Editorial Board will not be accepted, so that work on the definitive layout is not delayed.