

Texts for articles should be submitted to the journal's secretary, Erik Löffler
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A final and fully corrected version in Dutch, German, English or French should be submitted by email or on CD, in Word. Images, if possible in colour, should be submitted as digital file (300 ppi or more, preferably as TIFF, or JPEG). If you have any problems with finding or ordering specific images let us know, as the RKD may be able to help. Please also include a short biographical note (not more than 5 lines). Articles in Dutch, German or French should have a summary in English, not exceeding 15 lines.

Please do not use:

- more than one font
- more than one font size
- bold

1 Paragraphs/headings

New paragraphs should not be indented using spaces (indentation is done automatically by using 'paragraph styles' when the designer prepares the article). Every paragraph ends with a hard return. Long passages of text should be broken up by line spaces or subheadings.

2 Quotations

Short quotations should be in single quotation marks ('...'); use double quotation marks only for quotations within quotations ("..."). Long quotations should not be in quotation marks, the whole passage should be indented by five letter spaces; separate the displayed quotation from the main text with one line space above and below.

Omissions in the middle of a quotation should be indicated by '[...]' (but not if the omission occurs at the beginning or end). Editorial additions should also be within square brackets (without the author's initials). Idiosyncratic spellings may be followed by '[sic!]' Square brackets and the words between them should not be italicized (print in roman).

3 Notes

Notes must be numbered consecutively and given in a separate file (do not use the automatic footnote/endnote facility in Word). Note indicators in the text should be in superscript and, wherever possible, placed at the end of the sentence, following the punctuation mark. Insert an extra line space between each note, and two spaces – no full point – after note numbers.

4 References

■ Books:

author's name (initials and surname; no academic or other titles), *title* (italic), number of volumes if appropriate, place and year(s) of publication, followed if appropriate by volume number (in small capital, preceded by vol.), followed by page number(s) (preceded by p. or pp.). E.g.: B. Schnackenburg, *Adriaen van Ostade. Isack van Ostade. Zeichnungen und Aquarelle. Gesamtdarstellung mit Werkkataloge*, 2 vols., Hamburg 1981, vol. 1, pp. 14-17.

■ Articles in journals:

author's name (initials and surname; no academic or other titles), 'title' (within single quotation marks), *title of journal* (italic), volume (in Arabic numerals), year (within brackets), page number(s) (preceded by p. or pp.). E.g.: W.W. Robinson, 'Five black chalk figure studies by Rembrandt', *Master Drawings* 36 (1998), pp. 36-45.

■ Articles in festschrifts/books of essays:

author's name (initials and surname; no academic or other titles), 'title' (within single quotation marks), in: name of editor(s), followed by (ed. or eds.), *title of work* (italic), place and year of publication, page number(s) (preceded by p. or pp.). E.g.: A. Zwollo, 'De Tombe van de Horatii en de Curiatii, getekend door Cornelis Vroom', in: A.-M. Logan (ed.), *Essays in Northern European Art Presented to Egbert Haverkamp-Begemann on his Sixtieth Birthday*, Doornspijk 1983, pp. 303-305.

■ Articles in exhibition catalogues:

author's name (initials and surname; no academic or other titles), 'title' (within single quotation marks), in: name of editor(s) followed by (ed. or eds.), *exhibition title* (italic), place(s) where the exhibition was held (and within brackets: name of the museum) and year(s) in which the exhibition was held, page number(s) (preceded by p. or pp.). E.g.: M. Sellink, "'The very lively and whimsical Pieter Brueghel": Thoughts on his iconography and context', in: N.M. Orenstein (ed.), exh. cat. *Pieter Bruegel the Elder. Drawings and Prints, Rotterdam* (Museum Boijmans Van Beuningen) / New York (The Metropolitan Museum of Art) 2001, pp. 57-65.

■ Cross references:

when referring to a previously cited publication in a note, please specify as follows: author's surname and year of publication, within brackets the note number which contains the full reference to the publication, volume number if applicable (in small capital, preceded by vol.), page number(s) (preceded by p. or pp.).
E.g.: Schacken- burg 1981 (note 11), vol. I, pp. 15-16.

5 Reference to archive material

References to archive documents should specify: city, name of library or other archive, collection, inventory number, folio number(s), date if known. If repeated references are given to the same record office or archive, give the abbreviated form of the name in brackets at the first mention, and subsequently cite the short title. E.g.: The Hague, Haags Gemeentearchief (HGA), Oud Archief (OA), inv. no. 61, fol. 180-183, dated 24 April 1748 (and in the next note: HGA, OA, inv. no 53, fol. 36v).

6 Ibidem

When referring to a publication or archival source already mentioned in a note above, put *Ibidem* (italic) for the part that is repeated, e.g. '6 W. Schulz, *Herman Saftleven 1609-1685. Leben und Werke. Mit einem kritischen Katalog der Gemälde und Zeichnungen*, Berlin/New York, p. 267, no. 504, fig. 102' and '7 *Ibidem*, p. 287, no. 598, fig. 205' or '8 HGA, OA, inv.no. 53, fol. 23-24' and '9 *Ibidem*, inv.no. 56, fol. 18'.

7 Abbreviations

As a general rule, avoid using abbreviations in the running text (seventeenth century instead of 17th century; for example instead of e.g.). Use common abbreviations in notes (e.g. '17th century', 'et al.', 'i.e.', 'ed.', 'vol.', 'repr.', 'cf.', 'etc.'). There is no full point after abbreviated units of measurement such as cm and km.

8 Italic type

Use italic type for foreign words (for example '*verso*'; '*status quo*'; '*par excellence*'), titles of books, journals, works of art etc., and for giving special emphasis to a particular word.

9 Small capitals

Small capitals, which are used for Roman numerals (e.g. 'Louis xiv'; 'vol. III'), abbreviations in capitals (e.g. 'ISBN') and in combinations of capital letters with numbers (e.g. 'inv. no. A 2317'), don't need to be typed in lower case. This in contrast to what was in previous instructions for authors. In preparing the article, the designer ensures that the large capitals will be converted to small caps.

10 Square brackets

Square brackets are only used to indicate words interpolated by the present author in quotations (see above under Quotations, or when there are brackets within round brackets, so: '... (... [...] ...) ...'; and never: '...(... (...) ...) ...'.

11 Dashes

Dashes (which, in print, are slightly longer than hyphens), should be indicated by a long hyphen, preceded and followed by a space: ' – '.

12 Spaces

Insert a space after each full point, except within abbreviations and between initials in names (but do insert a space between the last initial and the surname).

13 Illustrations

Images should be of good quality, if possible in colour, submitted as digital file (300 ppi or more, preferably as TIFF, or JPEG). Please number illustrations (indicating sequence in which they should appear in the text) and refer to the illustration numbers (in brackets) in the text. E.g. '(fig. 6)'. Each caption must contain the following information: maker, title or (brief) description of representation, date of production (between brackets), technique, measurements, when applicable signature and date, present location. There is no full point at the end of a caption.

N.B. Corrections by the author in the final galley proofs are at his/her own expense.