**State Institute for Art Studies**

**Bulletin of the Russian Medieval Art Department**

**Guidelines for publication of articles**

General outline of the submitted file

1. Author

2. Title

3. The text of the article

4. References

5. Information about the author

6. Abstract

7. Keywords

8. List of illustrations

**Please send everything in one file.**

**1. Text**

The article should not exceed **40000 characters** including the footnotes, the list of bibliographical references and all other accompanying materials. Articles are accepted in Russian or English.

When preparing your article, please follow these technical requirements:

* Put one space between the initials and the surname in personal names, e.g.: Loseva O. V.
* Use the en dash (–) (Ctrl + Shift + -), not hyphen (-), between consecutive numbers, e.g.: pp. 142–144, not pp. 142-144; 449–437 B.C.; 118–137 A.D. But: Ward-Perkins B., Baden-Baden
* Use the em dash in the text (—) (Ctrl +Alt + -)
* In the text spell out whole numbers one through one hundred, or numbers beginning a sentence. All other numbers (centuries, years, page numbers, percentages, lists of objects, measurements and so on) in the text, footnotes and references should be in Arabic numerals, e.g.: Nine 15th century buildings
* Number endings should be put in superscript, e.g.: the 20th century; second half of the 1st century B.C., but: the 1930s
* Capitalise all words in titles except for articles, prepositions and conjunctions, e.g. *Studying the «Mongolian» Period in the History of Old Russian Toreutics*
* Titles of works of art, literary works etc. are put in *italics*
* Use “ … ” quotation marks or “ …….. ‘…’ ….…” in case of a double quotation

**2. References**

Bibliographical references are made as follows. A list of all quoted sources in alphabetical order is placed at the end of the article after the text. All the works should be cited using the Roman alphabet. Names and titles in languages using other alphabets should be transliterated according to the Library of Congress system and translated into English. Whenever any of the works from the list is quoted in the text of the article or in a footnote, it is referred to by the surname of the author or the editor and the year of publication put in square parentheses. If necessary, the year may be followed by the number of page (pages) quoted. e.g.:

In the text: [*Chatzidakis*, 1962. P. 10]

In the references list:

*Chatzidakis M.* Icônes de Saint-Georges des Grecs et de la collection de l’Institut. Venise: Neri Pozza, 1962.

Please see the detailed instructions on how to make the bibliographical references below:

**Books, collections of articles, catalogues etc.**

A reference is formed in the following order:

Author. *Title*. City of publication, name of the publishing house Publ., year of publication. Total number of pages. (language)

Note:

* In cases of works without an author, such as collections of articles, catalogues, editions and translations of literary sources, the name of the editor(s), translator(s) etc. followed by (ed.), (eds.), (transl.) is put instead of the author’s name.
* The title of the work is put in italics.
* In case of languages using other alphabets than Roman, please put first the transliteration, then the translation of the title in parentheses.
* If necessary, add *vol. 1 etc*. in italics after the title, separated with a comma.
* The place of publication is separated from the title with a dot. The name of the publishing house is followed by the abbreviation Publ. The year of publication is separated with a comma.
* Finally, put the total number of pages in the book after a do, followed by the abbreviation p.
* If citing a work in other language than English, please indicate the language in parentheses at the end of the reference.

E.g.:

Preobrazhenskii A. S. *Ktitorskie portrety srednevekovoi Rusi. XI — nachalo XVI veka (Donor Portraits of Medieval*

*Russia. 11th — early 16th centuries).* Moscow, Severnyi palomnik Publ., 2012. 542 p. (in Russian).

Chatzidakis M. *Icônes de Saint-Georges des Grecs et de la collection de l’Institut.* Venise, Neri Pozza Publ., 1962. 222 p. (in French).

Shalina I. A. (ed.). *Sluzhenie krasote. Drevnerusskoe i narodnoe iskusstvo iz sobraniia Vorob’evykh. Katalog vystavki (Service to the Beauty. Old Russian and Folk Art from the Vorob’evs Collection: Exhibition catalogue).* Moscow, Muzei russkoi ikony Publ., 2015. 432 p. (in Russian).

Ingamells J.; Edgcumbe J. (eds.). *The Letters of Sir Joshua Reynolds.* New Haven; London, Yale University Press Publ., 2000. 290 p.

**Articles**

References to articles are formed in the following order:

Author. Title. *Name of the collection*. Place of the publication, publishing house Publ., year, pages cited (pp.). (language).

Note:

* If the title of the article uses non-Roman characters, give only the English translation of the title
* The name of the collection of articles is put *in italics*. If it uses non-Roman characters, first give the transliteration, then the translation of the title in parentheses.
* For a nonperiodic edition, the place of publication is separated from the name of the collection with a full stop
* For a periodical, all the following elements are separated with commas: name of the periodical, year, vol., no. (the volume and the number of the periodical (if necessary), pp., (language).
* Only English abbreviations of vol., no. and pp. and only Arabic numbers may be used.
* If citing a work not in English, please indicate the language in parentheses at the end of the reference.

E.g.:

Nonperiodic editions:

Ćurčić S. Survival of an Early Byzantine Monastic Concept and Its Meaning. *SOPHIA. Sbornik statei po iskusstvu Vizantii i Drevnei Rusi v chest’ A. I. Komecha (SOPHIA. Collection of Articles on the Byzantine and Ancient Russian Art in honor of A. I. Komech).* Moscow, Severnyi Palomnik Publ., 2006, рр. 491–514 (in Russian).

Angold M. Monastic Satire and the Evergetine Monastic Tradition in the Twelfth Century. *The Theotokos Evergetis and Eleventh Century Monasticism*. Belfast, The Queenʼs University of Belfast Publ., 1994, рр. 86–102.

Periodicals:

Beliaev L. A., Khokhlov A. N., Safarova I. A. The Transfiguration Cathedral in the Tver Kremlin: the Results of the Excavations of 2012‑2014. *Rossiiskaia arkheologiia (Russian Archaeology)*,2018, № 2, pp. 148‑161 (in Russian).

Frolow A. Le «Znamenie» de Novgorod. *Revue des études slaves.* Paris, 1948‑1949, vol. 24, pp. 67‑81; vol. 25, pp. 45‑72 (in French).

Smirnova E. S. Newly Discovered Novgorodian Icon of the Second Quarter of the 15th Century from the Private Collection and the Question of the Old Testament’s Motives in the Iconography of Transfiguration. *Iskusstvo khristianskogo mira (Art of the Christian World)*, 2007, vol. 10, pp. 290–306 (in Russian).

**Web resources**

When referring to an electronic resource, please indicate its name, the URL address (web address) and the date of access, e.g.:

Loginov A. V. Master of creative portrait photography N. Petrov. Vintage Photography. *Foto.ua: web magazine on Photography*. 2011. Available at: http://journal.foto.ua/kunstkamera/klassik-xudozhestvennogo-fotoportreta-n-petrov-starayafotografiya.html (accessed 20 March 2014).

Before the Blisses: 19th century Connoisseurship of the Byzantine Minor Arts (Dumbarton Oaks Library, April 15, 2011 – July 31, 2011). Available at: http://library.doaks.org/exhibitions/before\_the\_blisses/ (accessed 21 April 2012)

**3. Accompanying materials**

After the text of the article please provide the following information in English:

1. **Title**. Please repeat the title of the article here.

2. **Author**. Author’s full name — degree (M. A., Ph. D., Full Doctor), position (postgraduate student, Ph. D. student, postdoctoral researcher, researcher, lecturer, assistant professor, associate professor, professor, curator, head of department etc.), full official name of the organization (not the department) where you study or work in English and complete address of this organization including the postal code. E-mail.

E.g.:

**Author**. *Maria B. Plioukhanova (Pliukhanova) —* Full Professor, University of Perugia, L’Università degli Studi di Perugia, Via del Verzaro, 49, 06123, Perugia, Italia. maria.plioukhanova@unipg.it

3. **Abstract**. Please provide an abstract of the article in 200‑250 words describing briefly its main ideas.

4. **Keywords**. Please provide 5‑10 keywords separated by commas.

5. **List of Illustrations**

6. **List of abbreviations** (if necessary)