

ÖZKD – Austrian Periodical for Art and Historic Preservation

Guidelines for Writing Articles

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1. Manuscripts

Manuscripts must be submitted in the following form:

- The length of the manuscripts is based on the number of authors. We envisage around 5 to 8 pages (15,000 to 20,000 characters) per author.
- No formatting (no hyphenation, inserted text passages, coloured backgrounds, shading, etc.)
- Font: Arial
- Size: 12 point
- Line spacing: 1.5
- Informative and 'catchy' heading
- Abstract (see Section 2)
- Illustrations, list of illustrations, and illustration captions (see Section 4)
- Postal address of the authors (for transmitting specimen copies)

Please note that, pursuant to the GDPR, we give the publishing house the authors' postal addresses so they can send specimen copies. If you prefer that we not do so, please let us know.

The ÖZKD appears in both printed form and as an online PDF (on the website of the Austrian Federal Monuments Office). By submitting a manuscript, its author gives their consent for the article to be published online.

2. Abstract

An abstract must be submitted along with the article and illustrations:

- Language: German (the editorial staff will arrange for translation into English)
- Length: max. 1,000 characters, including spaces

3. Citation guidelines

In running text

Example:

Max Dvořák says that *'above all, it is wrong to hold this or that style to be the only legitimate one [...].'*²

Notes:

- Quotes in running text must be identified with quotation marks '...' and set in *cursive*
- Footnotes must be set in running text after the punctuation: .² ,² ;² (unless they refer to a single term within a sentence)
- Comments must be written in footnotes, not end notes
- For the continual footnote numbering, do not use superscripted numbers: Use the automatic numbering of the text processing programme

In the footnotes

Examples:

Book (monograph):

Anton Reinle, *The furnishings of German churches in the Middle Ages. An introduction*, Darmstadt 1988, pp. 45–58 (Reinle 1988).

Article in a journal:

Gerd Pichler, J. M. Olbrich's never-built artists' colony in Vienna and Josef Hoffmann's artist colony at the Hohe Warte, in: *ICOMOS Volumes of the German National Committee LXIV*, 2018, pp. 83–88.

Article in an anthology:

Wiebke Krohn, Remains of the *Masse Adria* in the Jewish Museum of Vienna, in: Eva Blimlinger / Monika Mayer (Eds.), *Collect art, trade in art. Articles for the International Symposiums in Vienna*, series of publications of the Commission for Provenance Research 3, Vienna – Cologne – Weimar 2012, pp. 289–301 (Krohn 2012).

Article in ÖZKD:

Thomas Schauerte, Nurembergers in Vienna – Viennese in Nuremberg. The network behind the wall paintings at the Bischofstor ('Bishop's Doorway') of St. Stephen's Cathedral, in: *ÖZKD LXXV*, 2021, Issue 1/2, pp. 119–130, here: 121 et seq. (Schauerte 2021).

Notes:

- Within bibliographical references, do not use cursive (unless it is used in parts of the original title)
- Place first name(s) first and do not abbreviate them; connect double names with a hyphen (-) or space.
 - Examples:
Barbara Stelzl-Marx, ...
Heinz-Christian Weber, ...
- Separate multiple authors with a space-slash-space (/)
 - Example: Günther Buchinger / Christoph Tinzl / Andreas Zajic, ...
- Identify editors and publishers: place 'pub.' (= published by) before the title and '(Ed.)' (= editor) after it
 - Examples:
Paul Mahringer (Ed.), Title...
... , in: Paul Mahringer (Ed.), Title...
... , in: Title, pub. Austrian Federal Monuments Office, ...

- Cite place(s) of publication, always in the current national language (Venice, Bratislava, Vienna, etc.); connect multiple locations with en dash (–) and spaces
 - Example: ... , Vienna – Cologne – Weimar 2021.

For newspapers, the place of publication can be omitted

- Place the page number ‘p.’ in front. Identify two consecutive pages with ‘(space) et seqq.’ For multiple consecutive pages, indicate the exact page range with an en dash (–) with no spaces (do not use ‘et seqq.’)
 - Examples:
 - ... , p. 25.
 - ... , p. 25 et seqq.
 - ... , pp. 25–30.

- The first time a work is cited, use the complete reference. If the work is cited again or repeatedly: At the end of the first citation (full citation), cite in parentheses the short citation that will be used later (author’s last name + year of publication). Do not use ‘a.a.O.’

- Example:

Helge Siefert, For the glory of the hero. Historical and genre paintings of the 17th and 18th centuries, Munich 1993, p. 53 (Siefert 1993).

Subsequently, list only the brief quote:

Siefert 1993, p. 53.

When citing multiple works by one author with the same year of publication, differentiate the short citations with a, b, c, ...

- Example:

Siefert 1993a, p. 53; Siefert 1993b, p. 101.

- If two consecutive footnotes refer to the same work: 'Ibidem.' or 'Ibidem, (+ page).'

 - Examples:
Ibidem.
Ibidem, p. 12.

- Put a semicolon (;) between each bibliographical reference within one footnote.
Put a period (.) at the end of the entire footnote.
 - Example:
Iris Meder, Open worlds. The Viennese school in single-family homes 1910-1938, Stuttgart 2004, p. 19 (Meder 2004); Josef Frank, Settlement houses, in: German art and decoration, 1924, p. 100 (Frank 1924); Buchinger / Tinzl / Zajic 2021, p. 93.
- Write out abbreviated journals and series titles when they are first cited (indicate the abbreviation in parentheses)
 - Examples:
Fundberichte aus Österreich (FÖ)
- Place supplementary information in brackets
 - Example: ... Berlin without year [1956].
- Introduce an article in an anthology or journal by a comma + 'in:'
 - Example:
Thomas Hellmuth, The Salzkammergut, in: Emil Brix / Ernst Bruckmüller / Hannes Stekl (Eds.), Memoria Austriae II. Buildings, places, regions, Vienna 2005, pp. 350–365 (Hellmuth 2005).

- Non-German book titles and titles of articles must be translated into German within the footnote. Place the German translation in brackets after the original title (exceptions: English, French, and Italian book titles need not be translated)
 - Example:
Lucie Olivová, Čínské komnaty v Čechách a na Moravě: výzdoba stěn
[Chinesische Zimmer in Böhmen und Mähren: Wanddekorationen], in:
Zprávy památkové péče (ZPP) 78, Issue 2, Praha 2018, pp. 151–158, here:
153 (Olivová 2018).
- Do not use a period within one bibliographical reference (except between the main and subtitles of the same work, and after abbreviations)
- In general, do not cite PUBLISHING HOUSES of individual works in the footnotes

Internet resources

Specify the URL + date of the last retrieval from the internet site in parentheses

- Example:
http://www.bda.at/text/136/Denkmal-des-Monats/19810/Die-Alpe-Dias-in-Kappl_Anonyme-Architektur-im-hochalpinen-Raum (22.08.2014).

4. Illustrations

- Please submit image files as individual files (TIFF, JPG). Do not embed illustrations in the Word document!
- To supplement the illustrations, two separate Word documents must be submitted:
 - Illustration captions
 - List of illustrations

About the illustration captions:

- Keep them short – no complete sentences
- Do not conclude them with a period
- Pattern:
Fig. 1: Linz, Upper Austria, Bridgehead Buildings West and East, Anton Estermann/Roderich Fick, 1938–1945
Fig. 2: Gurk, Kärnten, dome, vestibule, south wall, image field, 3rd register, photo 1942–1945

About the illustration references:

- List the copyright owners (persons, institutions)
- As with the footnotes, conclude each reference with a period
- Examples:

Fig. 1: BDA, photo: Irene Dworak.

Fig. 2: Christoph Tinzl.

Fig. 3: Bavarian Office for Historical Monument Conservation, photo: Heinz Müller.

- Image rights (copyrights) must be determined by the author and obtained for print (circulation of 800 copies) and online (website of the BDA). If reproduction fees are incurred, please ask the editorial staff whether they can be assumed. The editorial staff cannot do its own research

- One illustration can be used per manuscript page (around 2,600 characters)

- Digital photos are needed in the final size of 300 DPI dissolution, at least 10 cm wide for one-column illustrations or at least 18 cm wide for two-column illustrations

- Name the files so that the photo can be clearly allocated. Ideally, name the author, place, or project and the photographer!
 - Examples:
Fig. 1_leitner_wien_foto_dworak.jpg
Fig. 2_mahringer_noetsch_foto_laubenstein.jpg

- Place references to the illustrations in the running text at relevant places as well, in parentheses (before the period; coloured highlighting of the reference is not necessary)
 - Examples:
..... (Fig. 1).
..... (Figs. 2 and 3)
..... (Figs. 2–6)

5. Date format and place names

- Date format in running text: Write out the month – do not precede the day with a zero
 - Examples:
1 March 2003
23 August 1969
- Date format in footnotes: Months as numbers; write months and days with two characters (preceded by a zero); after the day and month, place a period with no space
 - Examples:
01.03.2003
23.08.1969
- When indicating exact periods of time, write out both years and connect them with an en dash (–)
 - Example: 1965–1980
- Variants for inexact indications of time periods
 - Examples:
In the 1970s (without a dash)
Around 1860/70 (abbreviate the year after the slash)
- As a general rule, cite place names in the running text in the currently valid official form and national language unless the context requires an earlier (historical) variant. Place other variants of place names (especially variants in German) in parentheses only when they are first mentioned
 - Examples:
Vyšší Brod (Hohenfurth) later only: Vyšší Brod
Oradea (Großwardein) later only: Oradea

In exceptional cases, place names that are commonly used (such as capital cities) may also be used in their English versions

- Examples: Rome, Warsaw, Prague, etc.

6. Abbreviations

- Abbreviations should generally be avoided in the text.
- People's first names should be written out. When a person is first mentioned, always specify their first name. When they are named after that, the last name is enough.

The following abbreviations are permitted in the texts:

%	= percent (no space)
A.D.	= anno Domini (after Christ)
B.C.	= before Christ
cf.	= see (reference to illustrations, etc.)
cm	= centimetre
e.g.	= for example (no space)
etc.	= et cetera
Fig.	= illustration (use only as a reference to the illustrations)
inter alia	= among other things
km	= kilometre
km ²	= square kilometre
m	= metre
m ³	= cubic metre
mm	= millimetre
St.	= Saint

The following abbreviations are not permitted in the texts:

ca.	= circa
cen., cn.	= century
ha	= hectare
Ibid.	= Ibidem
Numbers from 1 to 12	= one to twelve

The following abbreviations are permitted for footnotes or references:

Auth.	= author
BT	= Bachelor's thesis
Cat. No.	= catalogue number
Cat.	= catalogue
cf.	= see
Chap.	= chapter
cit.	= cited
Col.	= column
dendro. dat.	= dendrochronologically dated
Diss.	= dissertation
DT	= diploma thesis
e.g.	= for example (no space)
Ed.	= edition
Ed.	= editor
Ed.	= editor
et al.	= and others
et seq.	= following page
etc.	= and so forth
etc.	= et cetera
Fig.	= illustrations
Habil.	= habilitation thesis

Iss.	= issue
Jour.	= Journal(s)
km	= kilometre
km ²	= square kilometre
LF	= local files
m	= metre
m ³	= cubic metre
mm	= millimetre
MT	= masters' thesis
n.d.	= no date
n.p.	= no place
n.p.o.d	= no place or date
n.pg.	= no page(s)
No.	= number
p.	= page
Pan.	= panel(s)
pub.	= published by
Ref. No.	= reference number, file number
Ser.	= series
St.	= Saint
Tab.	= Table(s)
unpubl.	= unpublished
Vol.	= volume, volumes
Yearbk.	= yearbook
Yr.	= year(s)