

Standards for the presentation of originals

The *Butlletí* is a communication organ of the Reial Acadèmia Catalana de Belles Arts de Sant Jordi. Its content reflects the life of the corporation and the activity of its members in the field of research, the study and the diffusion of the fine arts. It also accepts short articles or notes related to the academic and its environment; academic life and heritage of the institution, as well as contributions on the artistic and cultural heritage of Catalonia and the results of research carried out, preferably in the archives, the library and the museum of the Academy. The *Butlletí* of the Reial Acadèmia Catalana de Belles Arts de Sant Jordi is especially interested in receiving proposals for the publication of works by young researchers.

Presentation of the originals

The normative language of the journal is Catalan, but articles in Spanish, French and English will be accepted.

The texts must be delivered in computer format and it is recommended to use as a text processor a version of Word. It will also be necessary to send a printed copy to the editorial staff of the magazine or the article in PDF, to verify the original format.

The titles of the articles will be as short and accurate as possible. Under the title the name and the last name of the author, the name of the institution to which they are attached and their e-mail address will be indicated.

The authors will include an abstract in Spanish, Catalan and English of the content of the article (8-15 lines) and a minimum of three keywords (in all three languages) that allow to easily identify the subject.

The maximum length of the articles will be 60.000 characters, including the notes. The pages will be numbered.

The articles presented for the publication will have to be unpublished, original and based on own investigations, of which the authors respond.

The number of illustrations will be proportional to the length of the text. The images, which must have an adequate resolution (minimum 300 pp) to be reproduced correctly –in black and white in the printed version– will be delivered in computerized format and numbered. Within the text an express reference will be made to each illustration (figure 1), and a relation thereof will also be included, with the corresponding feet (preferably including the image in reduced format). When necessary, the feet of the images should mention the holders of the corresponding rights.

The originals and all correspondence relating to the *Butlletí* must be addressed to museu@racba.org, biblioteca@racba.org or secretaria@racba.org (t.: 93 319 24 32), and to the postal address of the Academy: Passeig d'Isabel II, 1, Casa Llotja 2n floor, 08003, Barcelona.

When submitting a text for *Butlletí*, the authors will provide the Academy their full name, postal address, telephone number and email, as well as the institution to which they are linked, stating expressly that they know and fully accept these publication rules.

Typographical standards

The short textual citations will be made in a paragraph followed, in round and in inverted commas. If the citation is long (more than 40 words) it will be transcribed in a smaller body than the text of the article, in a separate paragraph, entered without quotes and, preferably, with the page number of the publication where the text has been extracted situated at the end of the citation and between parentheses.

The reference to the publication within the text will include the name of the author and the year of publication in parentheses.

Italics will only be used for terms in other languages, to highlight a word or for titles.

The notes will be placed at the end of the article and the references in the text will be made with flying numbers, in a smaller body and behind the punctuation marks. They can be of content or bibliographical. If they are of content, it is recommended to shorten the length; if textual citations are made, they should be referenced in round letters and between inverted commas.

Bibliographic references in the notes of the text should follow the following criteria:

- Last names of the authors in round letters; the year of publication followed by two points and the page number. **Example:** Last name, year: page; if there are two authors: Last name and Last name, year: page; if there are more than two: Last name, *et. al.*
- References from regular publications such as newspapers or magazines can be cited according to the same criteria or with detailed information (number of the publications, date, pages, etc.). The dates will include all digits and will be separated by dashes.
- Citation of websites and online documents will be made according to the rules of last name and year.
- The first time a work is cited in the notes of the text, it will be done citing the author's last name, year and page. In the following citations, it will be enough to indicate the last name of the person followed by the expression *op. cit.*, and the page; or *ibid.* followed by the page if the quotations are repeated; if more than one work by the same author has to be referenced, the years of the publications will be added; if there is more than one publication in a year, these will be differentiated by adding the letters A, B or C next to the year. **Example:** Last name, year A; Last name, year B.
- Latin expressions are quoted in italics: *et al.*, *op. cit.*, *cf.*, *ibid.*, *infra*, etc. Abbreviations should be as short as possible.

There will be a specific section on bibliography or sources of information at the end of each text. Bibliographic references at the end of the text should follow the following criterion:

- Authors last name should be written in round and capital letters; first names should be written in round and small letters followed by the year of publication in parentheses.

- The title of the book, always in italics; the title of the chapters of a book, in round letters, between inverted commas and followed, in italics, by the title of the publication from which it has been taken.
- If the authorship is different, it will be necessary to separate the names with commas.
- All elements of the bibliography are written in the original language, except for the name of the city of edition, which is written in the same language as the text presented, whenever possible.
- The bibliography should be ordered alphabetically. **Examples:**
 - Books: LAST NAME, Name (year). *Title*. Place of publication: Publisher.
 - If there are more authors: LAST NAME, N., LAST NAME, N., and LAST NAME, N. (year). *Title*. Place of publication: Publisher.
 - Publications without authorship: “Title of the article or chapter” (year). *Title of the magazine or book*. Place of publication: Publisher.
 - Articles and chapters of a book: LAST NAME, Name (year). “Title of the article or chapter”. *Title of the magazine or book*. Place of publication: Publisher.
 - If included in a publication written by several authors: LAST NAME, Name (year). “Title of the article or chapter”. In: Name Last name, and Name Last name (Coord.), *Title of the magazine or book*, number, volume, date, page. Place of publication: Publisher.
- Citation of web pages and online documents will be made according to the following criteria: **Example:**
 - LAST NAME, Name (year). “Title”. In: *Title of the section in the web* [online]. Place of publication: Name of the website. <Web address> [Consulted: day month year].
 - If it is a periodical publication (magazine or newspaper): LAST NAME, Name (year). “Title”. *Title of the publication*, number, date, page [online]. Title of the web page. <Web address> [Consulted: day month year].
 - When reference is made to documents published in dual support, on paper and online, this will be indicated after the paper bibliographic reference: Also available online at: o Online version: Title of the web page <Web address> [Consulted: day month year].

Evaluation protocol

The articles will be sent to the magazine address complying with all the presentation and typographic rules. Originals that do not follow these criteria will be returned to their authors.

The management of *Butlletí* will make a first review of the articles, considering the theme, the methodology, the relevance of the contributions and their convenience. If this first review is positive, the articles will be evaluated by the Editorial Board and especially by its members who are more specialized in the subject matter of the article.

Acceptance of originals and their location within *Butlletí* are the responsibility of the Editorial Board and may be reviewed by external evaluators.

Between the receipt of the articles in their final form and the end of the evaluation process will be a maximum period of three months.

Editing Process

The authors are responsible for the linguistic correction of their texts, which may be subject to revision by a linguistic proof-reader.

At the end of the process they will be able to see proofs of their article, already combined with the text and the illustrations. Please make every effort to correct them, without adding significant variations or additions.

Rights

When the author submits a text for publication in the *Butlletí* de la Reial Acadèmia Catalana de Belles Arts de Sant Jordi, he grants the rights of reproduction, publication and public communication to the Academy, without the need for another contract or permission to edit. These rights are assigned on a non-exclusive basis and with no time limit. In this way the Academy is authorized to carry out the printed edition and the electronic edition of the work. As compensation and only remuneration, the author will receive three copies of the number of *Butlletí* in which the article appears published.

Obtaining permission to reproduce the illustrations, when necessary, is the sole responsibility of the author of the article, who will be solely responsible to the owners of the rights of the images, when there are any.

The electronic edition of the work can be presented from the website of the entity or by incorporating digital repositories, with which the publisher has reached agreements to promote the dissemination and preservation of the publication. Therefore, the articles included in *Butlletí* can be consulted online through the Academy website and other repositories such as RACO (Revistes Catalanes amb Accés Obert), Dialnet and Latindex.

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