

# *Transbordeur. Photographie, histoire, société*

## Editorial guidelines

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## Editorial procedure

The proposed article should be unpublished in all languages.

An article can be submitted in French, English, German or Italian.

The editorial board reserves the right to refuse submissions if they do not meet the scientific and formal requirements of the journal.

The journal is peer-reviewed. All submissions are discussed among the members of the editorial board and evaluated by internal or external experts.

Once published, the article should not be reproduced, including online or in translation, without the permission of the publisher.

For further questions, please contact the editorial office: Davide Nerini ([davide.nerini@unil.ch](mailto:davide.nerini@unil.ch)), Tel. +41 21 692 53 14

## Format

Please use the typeface Times New Roman, size 12, with 1.5 line spacing and left-justified text.

### For articles in the section “Dossier” and “Varia”

The text should not exceed 35,000 characters, including notes and spaces.

The article needs to be accompanied by:

- An abstract of approx. 1,000 characters
- A biography of 500 characters (current position, institutional affiliation, latest publications)
- A selection of six keywords
- 6 to 12 images

### For articles in the section “Collections”

The text should not exceed 25,000 characters, including notes and spaces. The article should be accompanied by the above-mentioned elements.

### For articles in the section “Book reviews”

The text should not exceed 10,000 characters and should not include notes.

# Iconography

## Image rights

The author should take the necessary steps to obtain the rights to publish the images.

Image rights must be guaranteed for international distribution. When making an inquiry, please point to the fact that *Transbordeur* is an academic, non-profit journal with a print-run of 1,000 copies to obtain the corresponding rates.

The reproduction rights and contact details of the copyright holder (the individual or institution that provided the reproduction) should be indicated in a separate document.

## Captions

Please provide the full caption with each image.

All captions should be listed in a separate document and contain the following information:

1. First and last name, *Title* [or « original caption according to source material », or description written by the author], location, date, technique or medium, dimensions of original (height × width). Place, name of institution or collection (including archival reference, if available). (Reproduction: First and last name of the photographer who made the reproduction).

1. Atelier Eidenbenz, view of *The Water Lilies (or Nymphéas)* (1914-1926) by Claude Monet in the exhibition *Impressionisten*, Kunsthalle Basel, September 3, 1949, black and white print, 17,7 × 23,7 cm. Basel, Fotoarchiv Kunsthalle Basel/Basler Kunstverein (Reproduction: DH Lab, Universität Basel).

# Iconography

## Reproduction quality and format

Please take the necessary steps to obtain the image files in high quality. Should you have any questions, please contact the editorial office: Davide Nerini (davide.nerini@unil.ch).

Images should not be embedded in the text document, but sent separately, preferably in an **uncompressed format** (TIFF).

The image documents should be reproduced in their material form, including edges and the material onto which an image is mounted or displayed e.g. cardboard, passe-partout etc. For this, the reproduction should be done with a **neutral background** (preferably white) adding at least one centimeter around the original document.



Reproductions from printed material should be **descreened** (or **un-rasterized**) in order to minimize moiré patterns. This is done by activating the Descreen filter on the scanner software.

The size of each reproduction must correspond at least to that of an A4 format at 300 dpi (2481 x 3508 pixels, corresponding to a minimum weight of approximately 10 MB). In any case, the size of the reproduction should not be less than that of the original.

## Text

### Quotes

Any changes in a quote done by the author should be indicated [in square brackets]. Quotation pauses should be indicated by using three dots within the square brackets [...]. Should an original quote include an error, please mark it by using *[sic]*.

Short quotes (one to four lines) should be integrated into the text and marked by quotation marks. Longer quotes should be inserted and written without quotation marks.

### Names of people

All persons mentioned in the text need to be spelled out by their full name (first and second name). If a person is not commonly known, it should be briefly characterized (e.g. the composer Hermann Goetz).

### Translations

The titles of exhibitions as well as names of persons or institutions should remain in their original language. If an official French translation exists, please add it in parentheses.

Any citation in another language should appear translated in the text body of the article. The original should be added as a note.

### Italics

All titles of publications, films and exhibitions should be written in italic. All foreign words that the reader may not already know need to be in italic, including Latin expressions, unless they have passed into everyday language (a priori, in situ, varia, etc.).

## Text

### Dates and numbers

Roman numbers should only be used in the context of “century” (e.g. in the XIVth and XVth centuries, the XXth century).

Dates and page references should be fully indicated (e.g. 1988-1989, pp. 252-256).

Decades should be written as follows: the 1980s.

### Footnotes

Footnotes should primarily be used for bibliographical citations. Please use footnotes instead of endnotes.

## Citations

For all works cited, please use the MLA or CMS Formatting and Style Guide (or respectively the German or Italian language style sheet)