



Publishing in the *Bulletin of the Royal Institute for Cultural Heritage*

Bulletin 43

1. Journal's presentation

The *Bulletin of the Royal Institute for Cultural Heritage* is a scientific journal dedicated to the study, conservation and scientific analysis of Belgian cultural and artistic heritage.

The articles in the *Bulletin* are subjected to blind peer review.

The KIK-IRPA publishes articles in English, Dutch and French. The titles and abstracts are translated in the three languages by the authors.

2. Calendar

Publication of the *Bulletin* 43 is expected by the end of 2025. The **articles** must be submitted **at the latest on 9 November 2026**. The scientific editorial committee will assess the article and upon acceptance organize peer review. The author will then be informed of the remarks of the referees and if necessary is given the time to rework his article.

3. Modalities for Submission

You want to publish in the *Bulletin*? Send the **complete file** to bulletin@kikirpa.be:

1. the name of the person responsible for the article: when the article is written by several authors, we wish to have only one contact person; this person will centralise and relay information, corrections, etc.
2. the documents :
 - 1) **for each author**: name, short biography (+/- 80 words), postal address and email address;
 - 2) the **title** of the article, the **body text**, the **references**, **five key words** that reflect the content of the article and an **abstract** (1500 characters max., spaces included);
 - 3) the **captions**, **copyright mentions** and brief indications for the layout (see 7. Illustrations);
 - 4) **high resolution illustrations** (no more than 2 photos per page of text)
 - 5) a **list of five experts** in the field of the article (name, function, institution and email address). These experts cannot be members of your institution or family and you should not contact them in advance. One of the referees will be chosen from this list and the second will be chosen by KIK-IRPA.

A few days after submission we will send you a proof of receipt.



KIK-IRPA reserves the right to publish the *Bulletin* in Open Access.

4. General

- Word processing: MS Word
- Font and font size: Times New Roman, 12 points (body text) and 10 points (footnotes)
- Spacing: simple
- The beginning of a new paragraph is marked by a blank line
- The subtitles are numbered: 1; 1.1.; 1.1.1. etc.
- Capitalization of titles, subtitles, titles of art works, etc.: Capitalize all words except articles, conjunctions and prepositions
- References to figures are included in the text, e.g. (fig. x) or (fig. x and y) or (fig. x-z).
- Use footnotes, numbered by the automatic word processor facility (Arabic continued numbering). Insert the superscripted number at the end of the sentence, before the punctuation mark
- Use italics for old terms or terms in foreign languages, for works of art, books, exhibitions, etc.
- Use quotation marks for quotations (“...”). If the quotation is in another language, provide a translation in footnote
- Acknowledgements (optional) should be inserted after the body text, preceded by the title ‘Acknowledgements’ (not in the first note)
- To refer to KIK-IRPA photos, objects or files (examples): Photo KIK-IRPA B198455; Object KIK-IRPA 10100006; File KIK-IRPA 2016.13035
- When referring to webpages make sure they have a permanent link

5. Reference List at the End of the Article

- Only insert references mentioned in the article. Do not compile a full bibliography on the subject
- The so-called *Harvard system* is used. In the footnotes the short version of the reference is used (family name author + year; see point 6) and at the end of the article a list with all references is compiled. Start each reference with the short version and write the full reference on the next line
- List all references together (articles, exhibition catalogues, etc.) in alphabetical order according to the name of the author or for anonymous publications the first words of the title or for anonymous exhibition catalogues the publishing location (see point 6)
- For the names of the authors and editors: only the initial of the first name should be mentioned (before the family name)
- For publications with editor(s), the name(s) is followed by (ed.) and the full reference of the publication
- If several works by the same author published in the same year, distinguish them by adding a lower case letter: Mercier 2012a, p. 10 and Mercier 2012b, p. 52
- If two or three authors, separate them by 'and' or 'et' or 'en' depending on the language of the article

- If more than three authors, put "et al." after the first name: "Mercier *et al.* 2008" in the note and the short version of reference, but in the references at the end of the article, all authors are mentioned.
- References to archival documents should be presented in a separate section after the bibliography, preceded by the title 'Unpublished Sources'
- Write numbers of series or periodicals in Arabic style
- When reprinted:
 - If reprinted at the same time as the author, the shortcut of the reference includes the date of the reprint used
 - If reprinted after the author's death, the shortcut uses the date of the original edition
- Multiple publishing locations is separated by a /, without spaces. They are spelled in the language of your article (even if the publication is in another language)
- Capitalization of book or article titles, etc.: Capitalize all words except articles, conjunctions and prepositions

5.1 References to Books

Fransen 2013

B. Fransen, *Rogier van der Weyden and Stone Sculpture in Brussels*, London/Turnhout, 2013.

⇒ Separate the two places of publication with a "/".

Mund, Stroo and Goetghebeur 2003

H. Mund, C. Stroo and N. Goetghebeur, with the collaboration of H. Nieuwdorp, *The Mayer van den Bergh Museum. Antwerp (Corpus of 15th-Century Painting in the Southern Netherlands, 20)*, Brussels, 2003.

⇒ If the book is part of a series, mention it after the title in brackets, followed by a comma and the volume number

Das Skizzenbuch von Albrecht Dürer 1905

Das Skizzenbuch von Albrecht Dürer in der Königlichen Öffentlich. Bibliothek zu Dresden, heruitg. R. Bruck, Straatsburg, 1905, pl. 156.

⇒ If there is no author, mention the first words of the title

5.2 References to Exhibition Catalogues

⇒ Mention the place and dates of the exhibition in brackets

Van den Brink 2001

P. van den Brink (ed.), *L'entreprise Brueghel* (exh. cat., Maastricht, Bonnefantenmuseum, 13 Oct. 2001-17 Feb. 2002/Brussels, Royal Museums of Fine Arts of Belgium, 22 March-23 June 2002), Ghent/Maastricht, 2001.

⇒ If there is no mention of the editor/author, mention the place of publication

Liège 1966

Lambert Lombard et son temps (exh. cat., Liège, Museum of Walloon Art, 30 sept.-31 oct. 1966), Liège, 1966.

Paris 1978

Borobodur: chefs-d'œuvre du bouddhisme et de l'hindouisme en Indonésie (exh. cat., Paris, Petit-Palais, 24 fév.-15 juin 1978), Paris, 1978.

5.3 References to Articles

- in **periodicals** (example with more than three authors):

Augustyniak et al. 2009

A.-S. Augustyniak, E. Mercier, M. Serck-Dewaide and J. Sanyova, *La statuette mosane du Saint Éloi de Hour*, in *Bulletin de l'Institut royal du Patrimoine artistique*, 32, 2009, p. 113-162.

- in **monographies**:

Fraiture 2012

P. Fraiture, *Dendro-Archaeological Examination of Paintings by Pieter Brueghel the Younger*, in D. Allart and C. Currie, *The Brueg[H]El Phenomenon. Paintings by Pieter Bruegel the Elder and Pieter Brueghel the Younger With a Special Focus on Technique and Copying Practice (Scientia Artis, 8)*, Brussels, 2012, p. 1002-1017.

- in **exhibition catalogues**:

Brunori and Niccoli 2000

M. Brunori and B. Niccoli, "Ad vestiendum imaginem". *I costumi degli attori: le vesti scolpite e le stoffe dipinte delle statue*, in M. Burrelli (ed.), *Sacre Passioni. Scultura lignea a Pisa dal xii al xv secolo* (exh. cat., Pisa, Museo nazionale di San Matteo, 8 Nov. 2000-8 April 2001), Pisa, 2000, p. 245-256.

- in **exhibition catalogues without authors or editors:**

Paris 1978

Borobodur: chefs-d'œuvre du bouddhisme et de l'hindouisme en Indonésie (exh. cat., Paris, Petit-Palais, 24 Feb.-15 June 1978), Paris, 1978.

- in **conference proceedings:**

Mercier 2014

E. Mercier, *La statuaire en bois polychromé des xiii^e et xiv^e siècles dans la principauté de Stavelot-Malmedy*, in A. Dierkens, N. Schroeder and B. Van den Bossche (ed.), *À la recherche d'un temps oublié. Histoire, art et archéologie de Stavelot-Malmedy au XIII^e siècle* (conference proceedings, Stavelot, abbey, 10-11 May 2012), Stavelot, 2014, p. 109-114.

- in **dictionaries:**

Bauer 1974

H. Bauer, *Christusbild*, in E. Kirschbaum and W. Braunfels (ed.), *Lexikon der christlichen Ikonographie, 1. Allgemeine Ikonographie. A-Ezechiel*, Rome/Vienna, 1974, col. 414-442.

- in **online publications:**

Bertoni Cren 2011

N. Bertoni Cren, *La méthode stratigraphique appliquée à l'étude de la sculpture médiévale. La fiche d'unité stratigraphique pour la documentation de la polychromie du crucifix de Forni di Sopra (Udine, Italie)*, in *Bulletin du centre d'études médiévales d'Auxerre (BUCEMA)*, 15 (<http://cem.revues.org/12009>), 2011, p. 323-331.

Verougstraete 2015

H. Verougstraete, *Frames and Supports in 15th- and 16th-Century Southern Netherlandish Painting* (<http://org.kikirpa.be/frames/>), Brussels, 2015.

⇒ Add a DOI reference in the full reference of online publications

Schlumbaum and Vanderpe 2012

A. Schlumbaum and P. Vanderpe, *A Short History of Lagenaria siceraria (bottle gourd) in the Roman Provinces: Morphotypes and Archaeogenetics*, in *Vegetation History and Archaeobotany*, 21, 6 (<https://doi.org/10.1007/s00334-011-0343-x>), 2012, p. 499–509.

5.4 Reference to an Unpublished PhD or Master Thesis

Mercier 2008

E. Mercier, *La polychromie de la sculpture mosane en bois du xiii^e siècle*, PhD thesis in History of Art and Archaeology, Université de Liège, 2008.

5.5 References to Unpublished Archival Documents (to be included below the biography, preceded by the title 'Unpublished Sources')

⇒ A single document from an archival fond

Place of the institution, Name of the institution (Abbreviation of the name of the institution), *Name of the archival fund*, number of the archival document: author of the document, title of the document [additional information concerning the content of the document] (date archival document), page(s) or number(s) and side(s) of the page(s).

Brussels, KIK-IRPA, Archives (1949-1965), 3597

Brussels, Royal Institute for Cultural Heritage (KIK-IRPA), *Archives (1949-1965)*, 3597: Paul Coremans (1908-1965), Report of a UNESCO-mission to Indonesia in February-March 1956 [in Dutch, typed, several copies, including black and white photographs] (1956), fol. 15v-36r.

⇒ Several documents from an archival fond

Bruxelles, KIK-IRPA, Archives (1949-1965)

Brussels, Royal Institute for Cultural Heritage (KIK-IRPA), *Archives (1949-1965)*, several numbers

3597 : Paul Coremans (1908-1965), Report of a UNESCO-mission to Indonesia in February-March 1956 [in Dutch, typed, several copies, including black and white photographs] (1956), fol. 15v-36r.

Number (in numerical order): name of the fonds..., title ... [additional information...] (date), fol. r.-v.

Number (in numerical order): name of the fonds..., title ... [additional information...] (date), fol. r.-v.

Etc.

6. References in Footnotes

- Indicate the family name of the author, followed by the date of publication and the page(s) (no small capitals, no comma before the date) : Mund, Stroo and Goetghebeur 2003, p. 18-24.
- If several works by the same author published in the same year, distinguish them by adding a lower case letter: Mercier 2012a, p. 12 and Mercier 2012b, p. 52
- If 2 or 3 authors, separate them by 'and' or 'et' or 'en' depending on the language of the article
- If more than 3 authors, put "*et al.*" after the first name: "Mercier *et al.* 2008" in the note, but in the references at the end of the article, all authors are mentioned
- When reprinted:
 - If reprinted at the same time as the author, the shortcut of the reference includes the date of the reprint used
 - If reprinted after the author's death, the shortcut uses the date of the original edition.

6.1 References to books or articles

Indicate the name of the author(s), the year, a comma and the page(s) (no small caps and no comma before the date)

Mund, Stroo and Goetghebeur 2003, p. 18-24, 36-37 and 49.

6.2 For books or articles with more than three authors or editors

Mention only the first author or editor, followed by *et al.* (in italics). Mention all the authors or editors in the full bibliography

Hollanders-Favart *et al.* 1975, p. 57.

6.3 References to books without an author nor editor

Cite the first words of the title in italics, a comma, the year and the page(s)

Die Sprache des Materials, 2013, p. 3.

6.4 References to exhibition catalogues without an author nor editor

Cite the place of publication, year and the page(s)

Paris 1978, p. 43.

6.5 References to books or articles from the same author and published in the same year

Differentiate by adding a, b, etc. after the year of publication (without space). Do the same in the short reference in the full bibliography

Fransen 2012a, p. 32.

Fransen 2012b, p. 225.

6.6 References to the same reference as in the preceding footnote (if only one note is mentioned)

¹ Fransen 2015, p. 60.

² *Ibidem*, p. 65.

¹ Fransen 2015, p. 60; Mercier 2008, p. 23.

² Fransen 2015, p. 65.

6.7 References to archival documents

Place of the institution, Abbreviation of the name of the institution, *Name of the archival fund*, number of the archival document, page(s) or number(s) and side(s) of the page(s)

Namur, Archives de l'État/AE, *Notaire Étienne Thomas à Natoye*, 48, fol. 121v.-122r.

7. Illustrations

The editors of the *Bulletin* hold high standards for the quality of the published photos and have the right to refuse photos that do not meet these criteria. We strongly advise to use KIK-IRPA images. On the website <http://balat.kikirpa.be> you have access to nearly 700 000 photos of Belgian art heritage.

The author must obtain permission to publish the images chosen, pay any copyright fees and provide a correct photo credit. KIK-IRPA declines all responsibility in case a copyright holder reclaims rights.

The figures should not be inserted in the text, but sent as separate TIFF 350 dpi files, numbered according to their order of appearance in the text (fig. 1, fig. 2, etc.) (except for KIK-IRPA images, which do not have to be sent but for which the author should simply mention the photo number in the document with the captions). Their place in the article should be marked in the body text by the insertion of their number: (fig. 1); (fig. 2-3); (fig. 1 and 5).

Tables and diagrams should be sent as EPS or Word or Excell files and are considered as figures (continuous numbering with the photos).

The captions and photo credits should be indicated in a separate Word file. Below the caption, the author can indicate the size in which the photo should be published: S, M or L. Also indicate whether two photos have to be placed side by side or opposite of each other. The editors will make the final decision.

For official photographs of KIK-IRPA, do not mention “© KIK-IRPA, Brussels” on each photo: only put the number (including for lab photos, infrareds and radiographs).

- Example of **reference to an KIK-IRPA photo** (letter before number, in this case "X"):

Fig. 1

Grazing light photograph of panel details showing the brushstrokes around St Augustine (a) and the tower behind St Barbara (b). X079321I and X079327I.

- Example of **reference to an KIK-IRPA infrared reflectography (IR)**:

Fig. 1

Altarpiece of Herbais-sous-Piétrain, infrared reflectography.

(a) Detail of the Arrest of Christ, inner side of the left panel, large panel. IR001072I.

(b) Detail of the Agony of Christ in the Garden of Olives, inner side of the left panel, small panel. IR001071I.

- Example of **reference to an KIK-IRPA X-ray (XR)**:

Fig. 2

X-ray, diagram of detail of dowel location. RXR000601I.

For **working photos or working documents** taken by KIK-IRPA conservators, scientists and art historians, we indicate:

working photo (first name and surname of the author) (werkfoto in Dutch and photo de travail in French)

or

working document (first name and surname of the author) (werkdocument in Dutch or document de travail in French).

- Example of **reference to a working photo or a working document**:

Fig. 1

Hypothetical reconstruction 1 (open altarpiece). Working document (Dominique Deneffe).

Fig. 25

Altar of the Virgin Mary. Kerniel, Saint-Pantaleon church. Working photo (Jeroen Reyniers).

Captions

Order of information in the captions:

Artist, *title*, date, technique, dimensions (place of conservation, inv.). Copyright/KIK-IRPA number/From ... (abbreviated reference system, date, page).

Fig. 27

Anonymous, *Saints George and Margaret*, c. 1410-1415, miniature from a Flemish book of hours (Paris, Bibliothèque de l'Arsenal, Ms. 565, fol. 124v). Paris, BnF. Source gallica.bnf.fr / BnF.

Fig. 15

Albert Bouts, *Saint Christopher*, c. 1480-1485, oil on wood, 30.0 x 42.0 cm (Modena, Galleria Estense, inv. 320). © XX.

Fig. 12

Balsamarium in gold striped glass – front side, engraved base and drawing –, 1st half of the 1st century AD (Toledo, Museum of Art, inv. 67.9). From Grose 1989, p. 239, 339 and 431.

Two systems exist when letters are used to differentiate a figure with several illustrations:

- either the captions (a), (b) etc. are put one below the other when there is more than one (minimum two), when there are several distinct images and in cases where there is a clear need to distinguish between the different captions.

Ex:

Fig. 1

Unpainted edge raised above the paint layer on the left side of *Saint Barbara*.

(a) Grazing light photograph

(b) Photograph obtained with the HIROX digital microscope

(c) 3D profile obtained with the HIROX digital microscope

- In the other case the captions (a) and (b) (maximum two) are integrated in one running text, where the distinction is less important or the subdivision into separate lines less elegant.

Ex:

Panel of *St Augustine*, front (a) and reverse (b), ca 1500, 26.2 × 11.3 cm (Ghent, Beguinage O.-L.-Vrouw ter Hoyen). X079318 and X079319.



8. Common Abbreviations

Catalogue number: cat.

Inventory number: inv.

Circa: c.

Column: col. (without 's', even if plural)

Editor: ed.

Figure: fig. (without 's', even if plural)

Folium: fol. (without 's', even if plural)

Page: p. (never 'pp', even if plural)

Recto / verso: r / v

Number: no.

Volume: vol. (without 's', even if plural)

Before Christ: BC

After Christ: AD