

GUIDELINES FOR CONTRIBUTIONS TO VIDIMUS

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General Guidance

If you would find it helpful to discuss your potential contribution for Vidimus with the editor, please email vidimus.editor@gmail.com. You may find it helpful to look at recent editions of Vidimus (www.vidimus.org) to become acquainted with the type of articles we publish.

All contributions must be submitted by email as a Word document, using Arial font, 11 point, with 1.5 line spacing, left aligned. Images must be of a high quality and submitted as jpg files. Before publication can proceed, the editor will ask you to confirm that permission to use any copyright images has been secured.

News Items

1. Vidimus welcomes news items from all areas of the stained-glass community, including projects, events, job opportunities etc.
2. News items should be 250-1000 words in length and written in the third person. They should be accompanied by 1-4 images dependent on length, i.e. usually no more than one illustration per 250 words. See also Figures and Captions p. 10
3. Items should be written according to the Vidimus House style, for which see pp. 6-13
4. Items are published at the discretion of editors.

Feature Articles

1. Vidimus welcomes articles on stained glass of all periods, offering a range of perspectives, including historical, art historical, craft, conservation and scientific approaches.
2. Articles are usually original research, but revised or significantly updated versions of previous publications, or articles not readily available elsewhere may also be considered.
3. Articles should usually be submitted in English. Articles written in French or German, the other two official languages of the Corpus Vitrearum, may be accepted, as Vidimus has a small budget for translation, but potential contributors considering writing in French or German are advised to discuss the possibility of translation with the editor before submitting their contribution.
4. Before submitting an article, please email an editor at vidimus.editor@gmail.com with a brief synopsis (up to 300 words) of the subject proposed. You will then be advised whether a full article is suitable for consideration for publication.
5. Articles should normally be 2000-4000 words in length, including endnotes but excluding image captions. The article should be illustrated with between 5 and 10 images, with a maximum of 15. Articles should be submitted as Word

documents, not pdfs. Initially, images should be sent in a separate word or pdf document, clearly labelled and captioned (see p.8). Endnotes should be kept to a scholarly minimum and provide references only. Discursive footnotes will normally be cut.

6. If the article is accepted for publication, images will then be requested by the editor and should be forwarded as individual high quality jpg files, labelled with their figure number (see p. 8). If a large number of jpg files are sent to Vidimus, the editor will advise you of which internet-based transfer service should be used.
7. To protect both the contributor and Vidimus from infringement of copyright, all images must either be your own, or you must provide proof that you have secured permission to reproduce them, with the appropriate acknowledgements in the caption. Contributors will be required to sign and return a copyright declaration confirming that these conditions have been met before the article is published,.
8. The editor will ensure that a submission is of an appropriate academic standard and reserves the right to submit an article for peer-review. The editor may request amendment of a text in response to the comments of the reviewer(s) and will also require those changes that bring the text into line with the Vidimus house style.
9. Final drafts, illustrations and associated materials must be submitted by the agreed deadline. The deadline for submitting an edited article for uploading onto the website is on the 1st day of the month of publication, i.e., 1 February, 1 May, 1 August and 1 November. If an article is submitted after that deadline, publication cannot be assured.
10. Vidimus requires exclusivity for 6 months, but will grant permission for publication after this time, subject to appropriate acknowledgement.
11. Articles are published at the discretion of editors.

Book Reviews

1. Vidimus welcomes requests for reviews from authors and publishers. Please email the editor at editor@vidimus.org. The editor will select a reviewer and provide details of the address to which a review copy should be sent.
2. The Editor welcomes suggestions of titles suitable for review from Vidimus readers.
3. Reviews should normally be 750-1500 words in length and should conform to the Vidimus Style Guide pp, 6-13

4. Reviewers should suggest 2-5 illustrations referenced in the publication, providing the figure numbers and page numbers within the publication, and suggested captions. The editorial team will contact publishers to request copies of images and permissions.
5. Full publication details should be provided in the following format:

Gazetteer of Irish Stained Glass: The Works of Harry Clarke, the Artists of An Túr Gloine (The Tower of Glass) and Artists of Succeeding Generations to the Present Day. Edited by Nicola Gordon Bowe, David Caron and Michael Wynne. Hardback, 320pp, 150 colour illustrations. Revised new edition. (Dublin: Irish Academic Press, 2021), €35/£29.99. ISBN 9781788551298

Reviewed by Stephen Huws, Trinity College Dublin

Reviews must be submitted by the agreed deadline, and usually within 2-4 months of receiving the review copy. The deadline for submitting an agreed and edited article for uploading onto the website is on the 1st day of the month that Vidimus will be published, i.e., 1 February, 1 May, 1 August and 1 November.

6. Reviews are published at the discretion of editors.

Exhibition/Event Reviews

Vidimus welcomes reviews of exhibitions and events. Please contact the editor at vidimus.editor@gmail.com to discuss the event's suitability for review in Vidimus. Reviews should be 750-1500 words in length and include up to 5 illustrations. It will be the reviewer's responsibility to provide written evidence that permission has been secured to use images, especially if people and particularly children, are included in any image. Reviews are published at the discretion of editors.

Publications, Exhibitions, Events Notices

Vidimus also welcomes notices of new and forthcoming publications related to stained glass, art and architecture of all periods. We additionally welcome notices of forthcoming Exhibitions/Events. Please first email the editor at vidimus.editor@gmail.org to check whether a notice is suitable for inclusion in Vidimus.

Publication details should be submitted in the following format:

Daniel Cottier: Designer, Decorator, Dealer. By Petra ten-Doesschate Chu, Max Donnelly, Andrew Montana, Suzanne Veldink. Hardback, 256 pp., 200 colour and b/w illustrations. London, Paul Mellon Centre, 2021, £40, ISBN: 9781913107185.

100-300 words detailing subject of book and a high quality jpg file cover image, publishers are usually very helpful in supplying these but a copyright notice and evidence of permission for use will be required.

A link to purchase details/website

Exhibition/Event Notices should be submitted in the following format:

British Society of Master Glass Painters Touring Exhibition. Wells Cathedral, Wells, Somerset, BA5 2UE, 13 May-13 June 2022, 07.00-18.00 daily. Free admission.

100-300 words detailing subject of Exhibition/Event and if available a promotional images as high-quality jpg files with copyright notice and evidence of permission.

A link to purchase details/website.

Vidimus Style Guidelines

General Bibliographic References

Please format your references as **endnotes, rather than footnotes**. For the first occurrence of a source, please use the long format:

e.g. J. Mann, 'Stained Glass in Rutland', *Journal of the British Society of Master Glass-Painters*, viii/2, 2009, pp. 1–9, 8.

For the second, and any subsequent references to a source, please use the short title form consisting of the surname of the author/editor and a shortened version of the title (typically 1-5 words), followed by the volume number (if relevant) and page number of the citation.

e.g. Mann, 'Stained Glass', 8.

For all references, the page number(s) referenced should be given at the end, separated by a comma.

Please do not use short titles that consist solely of the place and date of publication.

Please distinguish between the hyphen (-) and the en-rule (which is twice the length of a hyphen, –, and used for date spans (unless a hyphen in the original) and page spans.

Capitalization of Titles

Capitalization of titles of articles and books should be as they appear in their respective publications, using the version found on the title page, or in the case of a journal article, in the form used at the head of the article.

Printed Sources: books, collections of essays

- author initials and author surname OR editor initials and editor surname followed by (ed.); where there is more than one editor, the abbreviation in brackets is (eds)
- title (in italics)
- qualification of title in Roman if desired, which can be taken from a title page or be that of the author of the bibliography (e.g., 'exhibition catalogue', 'interim report')
- number of volumes (if applicable, with number in Arabic numerals, e.g., '3 vols')
- place of publication (*Note that the CVMA (GB) does not currently require the names of publishers in its bibliographies.*)
- year(s) of publication (there may be more than one if volumes were not all published in the same year)
- edition information (in round brackets)

A. A. Smith, *Reminiscences of my Father*, 3 vols, London, 1900 (2nd edn).

J. G. Jones and J. H. Blogg (eds), *Essays Presented to Silvia Plate on her Retirement*, Manchester, 1965.

Light to the World, exhibition catalogue, London, 2007

H. Marschner, R. Bertelmann, P. Striewski, C. Tilenschi, T. Koci and B. Schanz-Zeppek, *Beständigkeitsuntersuchungen an Modellgläsern mittelalterlicher Zusammensetzung und Entwicklung eines einfachen Bewitterungs-Simulations-Verfahrens*, BMBF-Forschungsbericht Glas, parts 1 and 2, Munich, 1996.

Printed Sources: articles in journals

- author initials and author surname
- title of article in single inverted commas (Roman)
- title of journal (italics)
- issue number of journal in lower-case Roman numerals
- a slash (solidus) if there is a fascicule or part number
- the fascicule or part number (where appropriate), in Arabic numerals after a slash
- year of publication
- page span, preceded by 'pp.', with a space before the digits

At the author's discretion, issue and fascicule numbers may be in the forms found on the publication.

e.g. J. Mann, 'Stained Glass in Rutland', *Journal of the British Society of Master Glass-Painters*, viii/2, 2009, pp. 1–9

Manuscript Sources

Please cite by **country; city of library/archive; name of library/archive; manuscript number; folio numbers** (specifying whether recto or verso in all cases). Please spell out institutional names in full, unless the institution is included in a list of abbreviations.

(The front or face of a single sheet of paper, or the right-hand page of an open book is called the recto. The back or underside of a single sheet of paper, or the left-hand page of an open book is known as the verso.)

e.g., United Kingdom, London, British Library, Add. Ms. 1808, folio. 14r.

Unpublished Theses

e.g., Katharine Harrison, 'Illuminating Narrative: An Interdisciplinary Investigation of the Fifteenth-century St Cuthbert Window in York Minster', PhD thesis, University of London, 2 vols, 2019.

Printed Sources: essays/articles in collections

- author initials and author surname
- title in single inverted commas (in Roman typeface),
- "in" [not followed by comma]
- editor initials and editor surname followed by (ed.) or (eds) as appropriate
- title of volume (in italics)
- number of volumes (where applicable)
- place of publication
- number of volume (where applicable), in which the essay is contained, in upper-case Roman numerals (or, at the author's discretion) in form in which it appears in original)
- page span, preceded by 'pp.', with a space before the digits

e.g., J. Mann, 'More Stained Glass in Rutland', in H. Darius (ed.), *History of the Northern Shires*, 2 vols, Manchester, 1945, II, pp. 4–8

Online Sources

References to sources that are available online only (i.e. not where a source has been consulted through an online portal such as Jstor) should give the following information, in this sequence:

Author, source title, website/online publication name, publisher, publication date, online edn [if source is an online version of a print resource, e.g. a dictionary], **online publication date** [if different to first publication date]. **Web address, date accessed** [dd month yyyy].

e.g., Rosewell. Roger. 'Fifteenth-century Stained Glass at All Souls College: Medieval Building Accounts and New Photography'. *Vidimus*, 51 (May 2011) <https://vidimus.org/issues/issue-51/>, accessed 10 August 2017.

Images, figures and captions

Figures should be identified in the text by "(Fig. 1)".

Captions for numbered figures should be in Arabic with a full point at the end.

Qualifications to captions (e.g., 'above', 'left') should be in italics, not bold, at the start of the caption.

Please include the source of the image in your caption, together with any specific acknowledgement required by the licensee of the image.

When referring to stained glass in situ, refer to the window number, then panel number, giving the location before the date:

e.g. Fig. 1. Figure of a king, with a scroll “Ang/lie /et ffranc/ie”, and short beard with two tufts, c.1408-1415, N11 3-4c York Minster, (Image The York Glaziers Trust © The Chapter of York)

When referring to a named window, give the CVMA window number in parentheses:

e.g. Fig. 2. The St Cuthbert Window (s7), c.1440, York Minster, (Image courtesy Gordon Plumb © The Chapter of York)

When referring to a window which has been relocated, give the former location in brackets:

e.g. Fig 3. Robert Semer, donor, kneels in prayer, before a book with text from psalm 50, c.1430s, St Martin Window (formerly w1) 2c, St Martin-le-Grand, Coney Street, York, (Photo by author)

Dates and Numbers

Dates. Life and regnal spans: four digits on either side N-rule (1505–1555, 1875–1951) In running text: 4 June 1137; from 1450 to 1470 (not from 1450–1470); c.1420

Centuries. Spell out in running text.

Number Spans (excluding dates; see above)

8–9

78–79

178–80

178–280

205–206

i.e., two digits on other side of N-rule, unless the numbers are below; or there is a change of hundred; or the numbers are within the first ten of any hundred

Other spans. Panels: 1–2a (not ‘1a, 2a’), 1a–c (not ‘1a, 1b, 1c’)

Hyphenation

When a combination of noun preceded by an adjective (or a number, or a noun acting as an adjective) is used attributively, then the combination is hyphenated.

three-line whip

brown-haired goat

EXCEPTIONS: ‘stained glass’ (as in ‘stained glass window’); parts of a monument (‘south aisle windows’, ‘Lady Chapel windows’); and styles/periods (‘late medieval windows’, ‘late Gothic windows’).

north aisle tracery
Lacy Chapel glass

When a combination of adverb and adjective is used in the attributive position, the two are not hyphenated

rashly hatched plan BUT well-known author, quick-drying paint
cross-hatched glass
thirteenth-century glass
lead-lined box
a three-inch candle

EXCEPTION: adverbs not ending in -ly in this construction are hyphenated.

Inscriptions

Transcriptions should be given in italics in single inverted commas, with (/) to indicate leadlines and (|) for line-breaks. Square brackets for information supplied by editor, round brackets for resolution of abbreviations.

Translations

Quotations or inscriptions should be given in their original language, but wherever possible, a translation should be provided. Due to the diversity of our readership, Latin should always be accompanied by a translation.

Possessives

For proper names, always apostrophe –s, unless word ends in –es.

Examples: St Nicholas's hospital, St James' Place, Moses' actions

Folios

Folio references are closed up to the digit, unless a series of folios is being indicated.

f.

ff.

Examples: f.5r, ff.5r–6v, ff. 5r, 6v

Heraldry

The bearer of arms should be named after a blazon of the shield of arms

Some Miscellaneous Spellings

<i>agnus dei</i>	Apostles	<i>arma Christi</i>	backcloth
back glazing	back-painted	back-painting	birdseye perspective
blackletter	bull's eye	camelskin	canopywork
Christ Child	counterchanged	cross-hatched	cross-staff
Evangelists	fleur-de-lis	glass painting	glass-painter
Headdress	hoodmould	<i>in situ</i>	lug-bar
Murrey	nichework	offset	panel painting
panel painter	prie-dieu	role	saddle-bar
sideshaft	smear shading	stickwork	stipple-shading
stopgap	tabernaclework	T-bar	<i>terminus ante quem,</i>
<i>terminus post quem</i>	wall-painting		

Abbreviations

c.	'circa'; not <i>c.</i> or <i>ca</i> ; closed up to digit	ed.	editor, edited by
edn	edition	eds	editors
fasc.	Fascicule	MS	manuscript
MSS	manuscripts	n.d.	undated ('no date')
no.	number	nos	numbers
p.	page	pp.	pages
pt	part	pts	parts
r	recto		
RCHME	Royal Commission on Historical Monuments, England (not RCHM)		
rev.	revised (by)	St, Sts	Saint, saints
trans.	translated by	v	verso
vol.	volume	vols	volumes