



# ISTANBUL FOUNDATION FOR CULTURE AND ARTS

Istanbul 8.5.1992

Department :

Reference :

Subject :

Dear Sir or Madam

The catalogue editor of the third International Istanbul Biennial is Ms. Zeynep Rona.

Ms. Rona is an established editor, and her signature bears the most professional books on art of international circulation published in Turkey.

Find in the following the formats of the visual material, the catalogue essay, artists biographies, and other specific information to appear in the catalogue.

In case you have specific questions concerning the publication only, please address them to

Ms. Zeynep Rona  
90 1 281 0800 (extension 207)

The fax numbers of the Biennial Office are still applicable for the publication.

INSTRUCTIONS FOR THE CATALOGUE ESSAY AND BIOGRAPHICAL INFORMATION

1. Curator articles, as well as artist biographies are expected to in English if possible, if not they should be mailed before the deadline. Translation takes time.
2. As previously stated curator articles should not exceed 3000 words. They will be edited and shortened if necessary. In case of any proposed changes related to the context or shortening, the article will definitely be sent back for approval.
3. Artist biographies should follow the biographical data form and not exceed 250 words. Please take note to list the exhibitions (one-person and group) in sequence of importance. We might need to cut down and don't want to leave out the important ones. (We will then put it in chronological order).
4. Please forward the biographical data of each artist as soon as you receive it. Don't wait for all the artists data to reach you to forward them. However the information must be complete and include the transparency of the work together with the requested information.
5. Please also list the name(s) of the supporting or sponsoring institutions.
6. The deadline for the curator articles and artist biographies (complete) is 10 June 1992. If they do not reach us in time we might be forced to exclude them from the catalogue.
7. The curators will receive two free catalogues, the participating institutions, and the artist one.
8. Please contact the editor only in regard to curator articles, artist biographies and the photographic material. Since she will not easily have an excess to the biennial documents other than the catalogue she might not be able to give you sufficient details concerning the biennial itself.
9. It is important for the editor to get in touch with you with necessary. Please inform the editor about your itineraries between June and September 1992.
10. Your cooperation will definitely ease and speed up the catalogue work.
11. Please forward the addresses and the phone numbers of the artists in case of urgent inquiries.

Catalogue editor  
Zeynep Rona  
Office Tel: 281 0800 (extension 207)  
Home Tel: 257 6939  
Fax: 261 8823 and 258 4307

## BIOGRAPHICAL DATA FORM

The biographies should follow the order of the biographical data form and not exceed 250 words.

1. Name and surname
2. Date and place of birth
3. Citizenship and country of origin (if necessary)
4. Institutions of art education or private tutors
  - name and location (city) of institution
  - dates
  - names of instructors (if necessary)
5. Selected one-person exhibitions (in sequence of importance)
  - date
  - name of the exhibition
  - name of the gallery/museum/institution
  - location (city)
6. Selected group exhibitions (in sequence of importance)
  - date
  - name of the exhibition
  - name of the gallery/museum/institution
  - location (city)
7. We would like the colour transparency of the work that will be shown in the biennial. However we realize that the biennial work might not be finished by June the 10th. If so, please forward us the transparency of the work in progress, or of the artist's one of the latest works. It must include the following information:
  - name of the artist
  - title
  - date if the work is prior to 1992
  - dimensions in centimeters (vertical side first)
  - material and technique
  - name of the collection
  - name of the photographer
  - "this side up" indication
8. In case the editor might want to get in touch with the artists directly please include their address, phone and fax numbers.