# BMGN – Low Countries Historical Review

## Author guidelines

**I General**
Contributions to *BMGN – Low Countries Historical Review* should be submitted through the online submission system at www.bmgn-lchr.nl. Please contact the editorial office for help or if you have any questions about the system at bmgn@huygens.knaw.nl.

Before submitting an article, authors should check the following general guidelines. Submissions that do not adhere to these guidelines will be returned to their authors.

1. Articles can be submitted in Dutch or in English and should not exceed 8,000 words including notes. Abstracts of between 100 and 150 words each should be included, in both Dutch and English. Please also indicate the following: name and full postal address; email address; affiliation/academic title; number of words.
2. The author should submit a short biography of approximately 100 words. This biography may include education, PhD thesis subject, professional position or affiliation, areas of interest, and a maximum of three significant publications. It should also include an email address.
3. Manuscripts submitted for *BMGN – Low Countries Historical Review* must not have been published elsewhere and must not be under review for possible publication elsewhere.
4. Files are accepted in Microsoft Word (.doc or .docx) or Open Office format.
5. All illustrations, figures, and tables are submitted as separate files.

Authors who publish with *BMGN – Low Countries Historical Review* agree to the following terms:

The right of collection accrues to the publisher (the Royal Netherlands Historical Society). In submitting an article for publication, the author agrees to the publication of said article in the *BMGN – Low Countries Historical Review* and www.bmgn-lchr.nl The author gives permission for digital publication of said article under the conditions of the Creative Commons Attribution NonCommercial 4.0 International License. This consent also implies that the author has arranged the copyrights of third-party material (such as illustrations).

**II The text**

The layout of the article should be kept as basic as possible. Please follow the following general rules:

1. The latest spelling conventions of Dutch and English apply. *BMGN – Low Countries Historical Review* prefers UK English spelling for non-native speakers of the language. Authors who are not native speakers are themselves responsible for the translation of their text into English or language editing by a native speaker. If this has not been done, the article will be returned to the author. *BMGN – Low Countries Historical Review* will only provide final copy-editing of the article.
2. At the top of the manuscript, the title of the piece must be followed by the name of the author(s).
3. (Sub)headings may not be numbered.
4. Every paragraph must be indented using the tab key. There should be no hard returns between subparagraphs or paragraphs.
5. When adding quotations, there are several things to take into account:
    a Quotations must always be placed between single inverted commas, unless they indicate a quotation within a quotation, in which case double inverted commas will be used.
    b If a sentence ends with a quotation, one full stop will be used after the single inverted comma. For example: They regarded her work as false competition 'like a knife to cut our own throats'.[44]
    c If words are omitted from a quotation, this is indicated through the use of an ellipsis between square brackets: […]. If words are added to a quotation as an explanation, these words should similarly be placed within square brackets; 'even the crude notes [of his diary] would not be without their use'.
    d If the author is quoting via third parties, this must be clearly indicated in the footnote with 'as quoted in …'.
    e The spelling of quoted text should not be altered and any italics used in the original text must be included. When the author italicises particular words in a quotation, this should be indicated by adding 'my italics' to the footnote. If necessary, capitalisation can be changed without using brackets to make a quotation fit the sentence in which it is placed.
    f When quoting from sources in languages other than English, the English translation is given in the main text while the original version of the citation is given in the footnote. The first time a translated quote appears, the author should add a short remark to the footnote to make clear who is responsible for the translations in the contribution.
6. Abbreviations, including 'etc.', must be written out in full, and the same applies to centuries and percentages: nineteenth century instead of 19th century; a twentieth-century … rather than a 20th-century …, and such as or including instead of 'e.g.'. The words 'per cent' should also be written out in full: 40 per cent rather than 40%. This specific guideline does not apply to contributions containing a large number of percentages.
7. Numbers in the body of the text will be written out in letters up to the number twenty, and above twenty they will be given in figures. This does not apply to series. For example: '8, 17, and 43 per cent of ..., respectively'.
8. Dates are given as follows: 15 May 1840; May 1840; 1840-1903; 1843/1844 (used for a term or period overlapping the years). Do not abbreviate the names of months.
9. Use capitals for historical events (such as First World War, French Revolution, Battle of the Golden Spurs). Time periods (middle ages, early modern period) are not capitalised.
10. Non-English words and terms must be italicised, except when they appear in English dictionaries, for example: *dédain* and *trait d'union*, but: bona fide, status quo, vis-à-vis.
11. *BMGN – Low Countries Historical Review* uses the Oxford comma, since it prevents ambiguity. In a series of three or more elements that end with a conjunction joining the two last elements, a comma should appear before the conjunction: 'Germany, France, and the Netherlands'.
12. Acronyms are given in capitals: NA, RUG, UK, USA, IV. If the acronym is not commonly used, it is written out in full the first time it is mentioned, with the acronym following it in brackets: Christelijke Volkspartij (CVP). Acronyms that consist of capitals and small letters are not converted to capitals: UvA, PhD.

**III Illustrations, figures, tables**

1. *BMGN – Low Countries Historical Review* strives to include four illustrations per article. It is of the utmost importance that the author ensures that copyright holders agree to their image appearing in *BMGN – Low Countries Historical Review*. The journal can only cover the costs of acquiring image copyrights in exceptional cases. Illustrations must be supplied as JPEG or TIF files, with a resolution of at least 300 dpi.
2. Illustrations, tables, graphs, and maps must be numbered and given a clear title. They must be kept as simple as possible and submitted as separate JPEG or TIF files, with the filenames corresponding to their numbers.
3. Please indicate in the following manner exactly where each illustration must be placed: [Figure 1 here]/[Table 1 here], followed by its caption. The caption must include the creator's first and last name, its title, date, location and/or collection, the name of the copyright holder preceded by ©, object number and, when possible, a permalink. For example:
   Figure 1. Adriaen Thomasz Key, *Louis, Count of Nassau, 1570-1574*. © Museu Nacional d'Art de Catalunya, 011548-000, https://www.museunacional.cat/en/colleccio/portrait-louis-count-nassau/adriaen-thomasz-key/011548-000.
   When useful, the caption should include information to inform the reader of the illustration's content and meaning in relation to the article.
4. Authors are required to fill out the *BMGN – Low Countries Historical Review* illustration copyright form, which can be found here. It should be signed and returned to bmgn@huygens.knaw.nl during the copy-editing phase.

**IV Annotation**

Notes should be limited to necessary references whenever possible, and not used for 'subtexts'. Articles whose footnotes do not adhere to the style guide below will be returned to the author for revision. Careful layout and a uniform system of footnotes facilitate quick processing of the copy submitted, and, therefore, benefit authors, readers, and editors alike.
Acknowledgements must be given in footnote 1 (Arabic, not asterisked), following the first subtitle (and not the main title).

**1. References to literature**

- *BMGN – Low Countries Historical Review* uses footnotes; these are numbered in sequence.
- The number of the footnote will always be placed at the end of the sentence, behind the closing punctuation mark, therefore: ... happened.[23] and not: ... happened[23]. Only in exceptional cases can it be inserted halfway through the sentence.
- In book reviews and review essays, references to pages in the discussed book may be placed between brackets (not preceded by 'p.'). If a sentence ends with such a page reference, the page number will be followed by the full stop. For example: The author does not cite correctly (24).

**1.1. First references to books**

- The author's name – always first name and last name – must be given in normal font, followed by a comma, the title of the book in italics, the publisher and year of publication between brackets, the reference to the pages concerned, ending with a full stop. When a DOI exists, the reference continues by giving the work's DOI as follows: 'DOI: https://doi.org/' followed by the DOI and, finally, a full stop.
  - **For example**: Tinne Claes, *Corpses in Belgian Anatomy, 1860-1914: Nobody's Dead* (Palgrave Macmillan 2019). DOI: https://doi.org/10.1007/978-3-030-20115-9.
- To ensure correct referencing and accessibility, DOIs of books, articles, and other sources are an inextricable part of *BMGN – Low Countries Historical Review* references. Authors can easily find the correct DOI on this page: https://apps.crossref.org/SimpleTextQuery.
- In the case of English-language books, titles and subtitles are separated by a colon (:), not a full stop (.). Titles and subtitles of other-language books are separated by full stops.
- In the case of two authors, the word 'and' will be added between the names.
  - **For example**: Sidonie Smith and Julia Watson, *Reading Autobiography: A Guide for Interpreting Life Narratives* (University of Minnesota Press 2010).

- In the case of three authors, the reference will list all three names separated by commas, with 'and' preceding the final name.
    - **For example**: Philip Armstrong, Andrew Glyn, and John Harrison, *Capitalism Since World War II: The Making and Breakup of the Great Boom* (Fontana 1984) 320.
- In the case of more than three authors, the first name is followed by et al., (not e.a.).
    - **For example**: Erik Buyst et al., *De Bank, de frank en de euro. Anderhalve eeuw Nationale Bank van België* (Lannoo 2005) 19-21.
- The exact title will be taken from the title page. English-language titles will be capitalised headline-style, but titles in other languages retain the capitals as they appear on the title page. Therefore: *Knowledge and Explanation in History*, but *Worm en donder*. Quotations in the title of a book are put between single inverted commas.
- The place of publication is only given for works that were published before 1900 (in addition to the publisher, in order to facilitate locating the work). Non-English place names will be spelled in accordance with the English spelling if it is commonly used. Therefore: Rome, Munich, The Hague, rather than Roma, München, Den Haag.
- Page numbers must always be given in full: 214-221 rather than 214-21 or 214 ff. When several page ranges are given in one reference, they are separated by commas: 214-221, 232-234, 281-282.
- If a footnote contains several references, they are separated by a semicolon (;).
- Please keep in mind the difference between cf. and see. Use cf. only to mean 'compare' or 'see for the purpose of comparison,' and see for examples.

**1.2 References to books in series**

For citing a book in a series, the same guidelines apply. Publisher and date of publication are followed by the name of the series and the volume between round brackets, separated by a comma.

- **For example**: Nobuto Yamamoto, *Censorship in Colonial Indonesia, 1901-1942* (Brill 2019) (Library of the Written Word – The Industrial World, 75) 22-43. DOI: https://doi.org/10.1163/9789004412408.

**1.3. Second and subsequent references to books**

- Use only the author's surname, followed by a comma and an abbreviated version of the book title (usually up to a maximum of four words), followed by a comma, then the reference to the page concerned. For example: Yamamoto, *Censorship in Colonial Indonesia*, 23-24.
- The word ibid. will be used for a reference to the same book or article in a subsequent reference.

  **For example**:

  11. Atkinson, *Knowledge and Explanation*, 56.
  12. Ibid., 167.
  13. Mitterauer and Sieder, *Vom Patriarchat zur Partnerschaft*, 23-27.
  14. Ibid., 25-26.

  The use of ibid. can cause problems if passages in the article are rewritten. Authors should always check whether it still refers to the intended work before submitting their contribution.
- Idem is used for the same author in subsequent references, or within the same reference.

  **For example**:

  15. Femke Deen en Ineke Huysman, 'Inleiding. Vrouwen met macht. Aartsmoeders van de Lage Landen', in: idem (eds.), *Moeders des Vaderlands. De vrouwen die de Nederlanden vormden* (Atlas Contact 2024) 15-28.
  16. Bloch, *Apologie pour l'histoire*, 12-15.
  17. Idem, *Les rois thaumaturges*, 236.

**1.4. References to articles in journals**

- The reference starts with the full name of the author(s). The title of an article will be given in regular font between single inverted commas, followed by a comma. The reference continues with the full title of the journal in italics, followed by the volume and issue separated by a colon (:) in normal font, the year of publication between brackets, the complete page range of the article, and then the relevant page(s) separated from the page range by a comma, all without being preceded by p. or pp..

- **For example**: Dennis De Vriese, 'Eating Apart Together? Commensal Rules, Customs and Deviations Aboard Ostend Company Ships (1722-1731)', *BMGN – Low Countries Historical Review* 137:3 (2022) 4-31, 24-25. DOI: https://doi.org/10.51769/bmgn-lchr.7105.

- Subsequent references to articles are shortened in the same way as those to books: only the author's surname is given, followed by a shortened title which is placed between single inverted commas. The page number is always preceded by a comma.
  - **For example**: De Vriese, 'Eating Apart Together', 30.
- If the same journal is referred to on several occasions, its title may be abbreviated, provided that the abbreviation is included in the first reference.
  - **For example**: Ralf Futselaar and Ingrid de Zwarte, '"Rustig en beheerscht". Nederlands gevangenispersoneel tijdens de Duitse bezetting, 1940-1945', *BMGN – Low Countries Historical Review* (hereafter *BMGN – LCHR*) 129:3 (2014) 27-50, 41. DOI: https://doi.org/10.18352/bmgn-lchr.9737. Next reference to the same journal: Edwina Hagen, 'Fashioning the Emotional Self: The Dutch Statesman Rutger Jan Schimmelpennick (1761-1825) and the Cult of Sensibility', *BMGN – LCHR* 129:2 (2014) 138-162. DOI: https://doi.org/10.18352/bmgn-lchr.9544.

**1.5. References to contributions to anthologies and edited volumes**

The guidelines for quoting the title of the contribution are the same as those for an article in a journal, subject to the understanding that:

- The title will be followed by a comma and 'in:' followed by the title of the anthology, in accordance with the rules for referring to books. In the case of a single volume editor, (ed.) will be added. In the case of more than one editor, (eds.) is used. In a shortened reference, (eds.) is not repeated.
  - **For example**: Tom Verschaffel, 'Congo in de Belgische zelfrepresentatie', in: Vincent Viaene, David Van Reybrouck, and Bambi Ceuppens (eds.), *Congo in België. Koloniale cultuur in de metropool* (Leuven University Press 2009) 70-79, 76. Second reference: Verschaffel, 'Congo in de Belgische zelfrepresentatie', 72.
- When there are more than three editors, those following the first author's name are replaced by 'et al.'
  - **For example**: Jos Gabriëls et al. (eds.), *In vriendschap en vertrouwen. Cultuurhistorische essays over confidentialiteit* (Verloren 2014).
- When several contributions to one edited volume are referenced, the reference to the edited volume itself should be shortened after the first time it is mentioned.
  - **For example**: a reference to a second contribution to *Congo in België* would read: Marc Depaepe, Honoré Vinck, and Frederik Herman, '"Van wildemannen, brave zwartjes en geëvolueerden". Over de mogelijke impact van de Congoconnectie op het Belgische onderwijs', in: Viaene, Van Reybrouck, and Ceuppens, *Congo in België*, 131-146, 134-135.

**1.6. Other references**

- Unpublished theses should be cited as follows: the author's name precedes the title, which appears in single inverted commas. The type of thesis (PhD or Master's thesis, for example), the university, the place, and the year are then given in parentheses, separated by commas (except between the university and the year).
  - **For example**: Annie Lauwers, 'De Boerinnenjeugdorganisatie, een kind van haar tijd. Ontstaan en groei (1911-1930)' (Master's thesis, KU Leuven 1985).
- If a (historical) work was published by an anonymous author, the word 'Anonymous' will take the place of the author's name. When the author of an anonymously published work is known, it will follow 'Anonymous' between square brackets.
  - **For example**: Anonymous [Willem Schalkwijk], *De Anti-Slavernij-Conferentie en invoerrechten in den Congo-Staat* (Rotterdam: D. Van Sijn & Zoon 1890) 4.
- If an editor or a group of named or unnamed editors is responsible for a publication, the title will precede the name of the editor or editors' collective.
  - **For example**: *Bronnen tot de geschiedenis der Leidsche universiteit* VII, Philipp Molhuysen (ed.), (Martinus Nijhoff 1924) 108. Subsequent reference: *Bronnen der Leidsche universiteit*, 231.
- The numbers of parts of a series are given in regular font (not in italics) and, unlike journals, in Roman figures and in capitals.
  - **For example**: Huub Jansen, 'Politieke ontwikkeling circa 1100-1400', in: *Algemene Geschiedenis der Nederlanden* II (Fibula-Van Dishoeck 1982) 284-287. Subsequent reference: Jansen, 'Politieke ontwikkeling', 286.

**2. Acknowledgement of sources**

As a rule of thumb, the first reference to an archival source must contain both the name of the institution holding the archive, the archive collection itself, the inventory number, and, if possible, the title of the piece or the register, with page or folio numbers. The abbreviation for the body holding the archive and the archive collection itself, as applied in the subsequent references, must be included in the first relevant reference. The names of institutions, archives, and sources do not need to be translated.
When referring to letters, the reference begins with the archive description as described above, followed by the names of the sender and the recipient separated by the word to and a comma, and finally the date on the correspondence.

- **For example**:
    - Gemeente Archief Tilburg (hereafter GAT), Secretarie Archief (hereafter SA) 1810-1907, inv. nr. 29, Notulen van de openbare vergadering van de gemeenteraad Tilburg, 3 June 1884.
    - Subsequent reference: GAT, SA, inv. nr. 29, Notulen, 15 July 1884.
    - Nationaal Archief Den Haag (hereafter NA), Archief van de Graven van Holland (hereafter AGH), inv. nr. 227, f. 8v.
    - Subsequent reference: NA, AGH, inv. nr. 1262, f. 108.
    - Algemeen Rijksarchief Brussels (hereafter ARA), Archief van de Geheime Raad (hereafter AGR) 1814-1815, 11, zittingsdossier 27 August 1814. Subsequent reference: ARA, AGR, 1817-1818, 9, zittingsdossier 14 November 1817.
    - NA, cat. nr. 2.21.186, Archief van D.J. de Eerens en enige familieleden, inv. nr. 72, Letter from Louise Augusta von Bernstorff to Mme Van der Goes, 28 juli 1794.

**3. Newspaper articles**

References to articles in newspapers – both in print and published online – give the full name of the author, the article's title between inverted commas, the name of the newspaper in italics, and its publication date. In the case of articles that are (also) published online, the reference closes with a URL.

- **For example**: Anne-Lot Hoek, 'Geweld in Indië was structureel', *NRC Handelsblad*, 14 August 2015. https://www.nrc.nl/nieuws/2015/08/14/geweld-indie-was-structureel-1525845-a360629.

**4. Internet sources**

For references to online databases and websites, the following general guidelines apply:

- Online periodicals and books are cited exactly as their print counterparts, but with the addition of a DOI or URL at the end of the citation.
- When available, *always* use permanent URLs.
- Since hyperlinks are often unstable and do not give much information, a reference to an online source needs to be more extensive. As all other references, therefore, a reference to a web source starts by mentioning its author or, alternatively, the name of the publishing organisation. It is followed by a comma and the title of the page. If there is no clear publishing organisation or author, the footnote starts with the title of the webpage, set in regular font and without inverted commas. When citing an individual page or a specific header, its title should be placed between single inverted commas. It is followed by a comma, the larger body it is a part of in regular font, and a full stop. The reference continues with the link to the page, which is followed by a full stop, and ends with the publication date or 'last modified' date that is mentioned on the page itself. Only when these dates are lacking, the date at which the author accessed the page is given. The reference is closed with a full stop.
    - **For example**:
        - 'Testament van juffrouw Campioens, huisvrouw van Claes Campioens, te Mechelen, 1470', Digitale Charterbank Nederland. https://charterbank.huygens.knaw.nl/?mistart=0&mivast=3593&mizig=314&miadt=3593&milang=nl&misort=last_mod%7Casc&miview=tbl&mizk_alle=mechelen. Accessed 4 December 2019.

    - ‘Cultural Exchange in a Time of Global Conflict: Colonials, Neutrals and Belligerents during the First World War’, online sourcebook. http://sourcebook.cegcproject.eu/. Accessed 5 May 2018.
    - KADOC. Documentatie- en Onderzoekscentrum voor Religie, Cultuur en Samenleving, ‘Geef je mening over onze toekomst!’. https://kadoc.kuleuven.be/50jaarkadoc/brainstorms. Last modified 12 August 2026.
    - Koninklijk Nederlands Historisch Genootschap, ‘Geschiedenis van het KNHG’. https://knhg.nl/nl/dit-zijn-wij/geschiedenis-van-het-knhg. Accessed 5 December 2025.

- In references to blog posts, the post’s title is given between single inverted commas, followed by the title of the blog in italics, the page URL, and the date it was published or last modified, or, in the absence of those, the date it was accessed.
    - **For example**: Jolien Gijbels, ‘Een priester, een mes en een zwangere vrouw’, *Cultuurgeschiedenis.be*. https://cultuurgeschiedenis.be/een-priester-een-mes-en-een-zwangere-vrouw/. 12 February 2020.

- References to online encyclopaedias such as *Brittanica* or *Wikipedia* start with the title of the page between inverted commas, followed by the name of the encyclopaedia in italics, a (permanent) URL, and the date.
    - **For example**: ‘Grantsmanship’, *Wikipedia, the free encyclopedia*. https://en.wikipedia.org/w/index.php?title=Grantsmanship&oldid=695058272. Accessed 28 July 2016. (Note how in this example, the permanent URL links specifically to the 2016 version of page, while the later page of the same name no longer exists.)

- Audiovisual media such as television shows and documentaries are referred to as follows: they start with the name of the producing agency, followed by the name of the series and episode number and title between inverted commas, and the year of production. When referring to a specific part of the episode, the start and end time of the fragment can be given. If the segment is available online, the URL closes the reference.
    - **For example**: De Mensen, ‘Het verhaal van Vlaanderen. Episode 1: De Prehistorie’, 2023, 31:04. https://www.vrt.be/vrtmax/a-z/het-verhaal-van-vlaanderen/1/het-verhaal-van-vlaanderen-s1a1/.
      NTR, ‘Het verhaal van Nederland. Episode 1: Jagers en boeren’, 2022, 01:47-01:51. https://npo.nl/start/serie/het-verhaal-van-nederland/seizoen-1/jagers-en-boeren/.

- References to (parts of) transmissions of news media are similar, with the exception that they contain the full date of the broadcast.
    - **For example**: NOS-NTR, ‘Nieuwsuur: De risico’s van tekort aan kraamzorg’, 11 December 2022, 00:59-16:19. https://npo.nl/start/afspelen/nieuwsuur_5289.
      VRT, ‘VRT NWS Journaal 19u’, 20 december 2025. https://www.vrt.be/vrtmax/a-z/vrt-nws-journaal/2025/vrt-nws-journaal-vrt-nws-journaal-19u-20251220/.

- References to other (audiovisual) media, such as videos published on *YouTube* or podcasts, follow the same rules.
    - **For example**: The History Channel, ‘Life Aboard a Slave Ship | History’, 7 February 2019. https://www.youtube.com/watch?v=PmQvofAiZGA.
      Klara, ‘Leopold II. Episode 1; Een klein tirannetje’, 11 October 2020. http://vrt.be/vrtmax/podcasts/klara/l/leopold-ii/1/1--een-klein-tirannetje/.