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I General

Contributions to *BMGN – Low Countries Historical Review* can be submitted preferably through the online submission system at www.bmgn-lchr.nl. Please contact the editorial office for help and question about the online submission system at bmgn@huygens.knaw.nl.

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

1. Articles should not exceed 8,000 words including notes. For a review article the target length is 3,000 words including notes. An abstract of between 100 and 150 words should be included. Please also indicate the following: name and full address (postal address, e-mail address); academic title; number of words.
2. Manuscripts submitted for *BMGN – Low Countries Historical Review* have not been published elsewhere and are not under review for possible publication elsewhere.
3. Files are accepted in Open Office, Microsoft Word (.doc of .docx) en PDF-format.
4. All illustrations, figures, and tables are submitted separately.

The author should submit a short biography of no more than six lines. This biography will for example include: year of birth, education, thesis subject, professional position, areas of special interest, circa three significant publication(s), email address.

Authors who publish with *BMGN – LCHR* agree to the following terms:

The right of collection accrues to the publisher (the KNHG). In submitting an article for publication the author agrees to the publication of the said article in the *BMGN – Low Countries Historical Review* and on www.bmg-nlchr.nl. The author gives permission for digital publication of the said article under the conditions of the Creative Commons Attribution NonCommercial 4.0 International License. This consent also implies that you have arranged the copyrights of third-party material used by you (illustrations, etc.).



II The text

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

1. The latest spelling conventions apply. *BMGN – Low Countries Historical Review* prefers UK English spelling. Authors who wish to publish in English are responsible for the translation or language editing by a native speaker. *BMGN – Low Countries Historical Review* will only provide a final copy editing of the article.
2. At the top of the manuscript, the name of the author must be followed by the title of the piece.
3. (Sub)headings may or may not be numbered. The author is free to decide this.
4. Every paragraph must be indented. There should be no hard returns between subparagraphs or paragraphs.
5. Quotations must always be placed between single inverted commas, unless these are a quotation within a quotation, in which case double inverted commas will be used. If a text is omitted from a quotation, this will be indicated through the use of square brackets and three dots, i.e. [...]. If words are added to a quotation as explanation, these words should be placed within round brackets, followed by your initials, i.e. (because x.x.). If the author italicises particular words in a quotation, this will be indicated using round brackets and initials within the quotation, i.e. (my italics x.x.). If the author is quoting via third parties, this must be clearly indicated in the footnote with ... as quoted in ... In quotations, the spelling and any italics used in the text quoted must be included. Quotations in languages other than Dutch, English, French or German must be translated in the footnotes.
6. Abbreviations, such as etc., must be written out in full, and the same applies to centuries and percentages: therefore nineteenth century instead of 19th century; a twentieth-century ... rather than a 20th-century ...; 40 percent rather than 40%. Also: the Fifties rather than the '50s. Abbreviations may only be used in the names and titles of people and organisations, et cetera. Therefore: KLM, NEHA, VPRO, but not: e.g., etc.
7. Numbers in the body of the text will be written out in letters up to the number twenty, above twenty these will be given in figures. This does not apply to series. For example: 8, 17 and 43 percent of ... respectively.
8. Dates are used like this: 15 May 1840; May 1840; 1840-1903; 1843/1844 (use for a term or period overlapping the years). Do not abbreviate months.
9. Use capitals for First World War, Second World War, etc.
10. Foreign words and terms must be italicised, except when they are naturalized, for example: *dédain*, *trait-d'union*, *en passant*, but: but: bona fide, status quo, vis-à-vis.
11. All abbreviations in small capitals: NA, RUG *BMGN*, UK, USA, IV. Abbreviations which consist of capitals and small letters will not be converted to small caps.: UvA.

III Illustrations, figures, tables

1. Tables, figures and maps must be numbered and given a clear title, must be kept as simple as possible and submitted outside of the text. The source and where it was found must also be included in the caption, for example: Rembrandt Harmensz. van Rijn, *Het feestmaal van koning Belsassar*, c. 1635 (The National Gallery, London). It can be indicated in the text where exactly the tables and figures/graphs should be placed. Maps should be supplied as TIF or JPEG files (at a resolution of 300 dpi), figures/graphs in Excel. Tables may be delivered using the table function in Word, separated by tabs, or in Excel.
2. *BMGN – Low Countries Historical Review* strives to include two photographs or illustrations per article. The photos, provided these are not subject to copyright, must be supplied as photographs (not photocopies) or as JPEG or TIF files. In the latter case, contact the editorial office first. If costs are involved in obtaining the illustrations (copyright, etc.), please likewise contact the managing editor in advance. *BMGN – Low Countries Historical Review* cannot take responsibility for such costs without prior approval from him/her. Indicate in the text exactly where the illustrations must be placed: [Illustration 1 here].

IV Annotation

Notes should, whenever possible, be confined to necessary references, and not used for ‘sub-texts’. Articles not adhering to the conventions laid out below in terms of footnotes will be returned for correction. Careful layout and a uniform system of footnotes facilitate quick processing of the copy submitted, and thereby benefit authors, readers and editors alike.

Acknowledgements for assistance or subsidies must be given using footnote 1 (Arabic) at the title.

Initial (asterisked) footnotes are not permitted, owing to the technical requirements of the publishing portal.

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: ... happened²³.
- If a sentence ends with a quotation, just 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
- If the sentence ends with a reference to a page reference, the page number will be placed in front of 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 in the normal font, the title of the book in italics, the place and year of publication between brackets, followed by the reference to the pages concerned. For example: Martha Howell, *Commerce before Capitalism in Europe, 1300-1600* (Cambridge 2010) 20-30.
- Titles and subtitles are separated by a colon (:).
- A comma will be used only between the author’s name and the title and between multiple places of publication.
- 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* (Minneapolis 2010).
- In the case of three authors, the reference will read: Philip Armstrong, Andrew Glyn and John Harrison, *Capitalism since World War II. The Making and Breakup of the Great Boom* (London 1984) 320.
- In the case of more than three authors: Erik Buyst et al., *De Bank, de frank en de euro. Anderhalve eeuw Nationale Bank van België* (Tielt 2005) 19-21.
- The title will be taken from the title page, with the ‘extra’ capitals that are often used in English-language publications. (Therefore: *Knowledge and Explanation in History*). The title must be given exactly.
- Quotations in the title of a book will be in single inverted commas.

- The place of publication of non-Dutch publications will be spelled in accordance with the English spelling if a common English spelling exists: therefore Rome (rather than Roma). For us publications: please add the state. For example: Cambridge MA.
- Avoid abbreviations such as ff in the representation of page numbers as far as possible, therefore 59-72 rather than 59 ff.
- Page numbers must always be given in full, i.e. 214-221 rather than 214-21.
- Summaries of publications in a footnote will be separated by ;.

1.2. 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 and including the first noun), followed by a comma, then the reference to the page concerned.
- The word *ibid.* will be used for a reference to the same book or article in a subsequent reference, therefore:
 11. Atkinson, *Knowledge and Explanation*, 56.
 12. *Ibid.*, 167.
 13. Mitterauer en Sieder, *Vom Patriarchat zur Partnerschaft*, 23-27.
 14. *Ibidem*, 25-26.It can occur that the use of *ibid.* can cause problems if passages in the article are rewritten. The subject of the reference may no longer be clear. It is therefore advisable to use *ibid.* sparingly.
- *Idem* is used for the same author in subsequent footnotes:
 15. Bloch, *Apologie pour l'histoire*, 12-15.*Idem*, *Les rois thaumaturges*, 236.

1.3. References to articles in journals

- The title of an article will be printed in the normal font between single inverted commas, followed by a comma.
- The comma will be followed by the full title of the journal in italics, followed by the volume in normal font and the year of publication between brackets, followed by the full pages of the article and then followed by the relevant page(s), without being preceded by p. or pp.
For example: Robbert-Jan Adriaansen, 'Voorvechters van regeneratie. Geschiedbeeld en toekomstverwachting in de Praktisch Idealisten Associatie (1919-1931)', *BMGN – Low Countries Historical Review* 130:1 (2015) 25-56, 33.
- Second and subsequent references to titles of articles must be placed between single inverted commas. The abbreviated title will always be followed by a comma. For example: Adriaansen, 'Voorvechters van regeneratie', 35.
- Quotations in titles of articles must be placed between double inverted commas.
For example: Ralf Futselaar en Ingrid de Zwarte, "'Rustig en beheerscht". Nederlands gevangenispersoneel tijdens de Duitse bezetting, 1940-1945', *BMGN – Low Countries Historical Review* 129:3 (2014) 27-50, 41.
- If the same journal is referred to on several occasions, the title may be abbreviated, provided that the abbreviation is included in the first footnote.
For example: Ralf Futselaar en 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.
Next reference with the same journal: Edwina Hagen, 'Fashioning the Emotional Self: The Dutch Statesman Rutger Jan Schimmelpennick (1761-1825) and the Cult of Sensibility', *BMGN – Low Countries Historical Review* 129:2 (2014) 138-162.

1.4. References to articles in anthologies/edited volumes

The rules for quoting the title of the article are the same as those for a journal, subject to the understanding that:

- The title will be followed by a comma, then 'in:' followed by the title of the anthology, in accordance with the rules for referring to books. References to colloquia, symposia and the like will be omitted.
- Generally speaking, an anthology will be edited by one or more people. In the case of a single editor, (ed.) will be added, in the case of more than one editor, (eds.) will be added.
For example: Thera Wijsenbeek-Olthuis, 'Stedelijk verval en cultuurpatronen', in: Anton Schuurman, Jan de Vries and Ad van der Woude (eds.), *Aards geluk. De Nederlanders en hun spullen, 1550-1850* (Amsterdam 1997) 201-223, 211. Second reference: Wijsenbeek-Olthuis, 'Stedelijk verval', 211.

1.5. Other references

- If a group of editors or unnamed editors is responsible for the publication, or if a source publication does not have an author but is led by an editorial team, the title will precede the name of the author or authors' collective.
- The numbers of parts of a series will be written in normal font, not in italics in the title and, unlike with journals, in Roman figures.
Examples:
Huub Jansen, 'Politieke ontwikkeling circa 1100-1400', in: *Algemene Geschiedenis der Nederlanden* II (Haarlem 1982) 284-287. Subsequent references: Jansen, 'Politieke ontwikkeling', 286.
Bronnen tot de geschiedenis der Leidsche universiteit VII, Philipp Molhuysen (ed.) (The Hague 1924) 108. Subsequent references: *Bronnen der Leidsche universiteit*, 231.
- Other unpublished texts, for example theses: author, title, (nature of the text. Place, year). E.g.: Annie Lauwers, *De Boerinnenjeugdorganisatie, een kind van haar tijd. Ontstaan en groei (1911-1930)* (Master's thesis in history; Katholieke Universiteit Leuven 1985).

2. Acknowledgement of sources

As a rule of thumb, the first reference to an archive source must contain both the name of the body holding the archive, the archive itself, the catalogue 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 itself, as applied in the subsequent references, must be included in the first relevant reference.

Examples:

- Gemeente Archief Tilburg (hereafter GAT), Secretarie Archief 1810-1907 (hereafter SA), cat. nr. 29, Notulen van de openbare vergadering van de gemeenteraad Tilburg, 3.
June 1884. Subsequent reference: GAT, SA, cat. nr. 29, Notulen, 15 July 1884.
- The Nationaal Archief Den Haag (hereafter NA), Archief van de Graven van Holland (hereafter AGH), cat. 227 f. 8v. Subsequent reference: NA, AGH, inv. 1262 f. 108.
- Maritiem Museum 'Prins Hendrik' Rotterdam (hereafter MPH), Collectie D. van Lennep, Dagelijksche aantekeningen (18 January 1804). Subsequent reference: MPH, Collectie D. van Lennep, Dagelijksche aantekeningen (16 May 1804).

3. Internet sources

For references to online publications or acknowledgements of document authors should follow the guidelines of the Modern Language Association (MLA) in *MLA Works Cited: Electronic Sources (Web Publications)*, see: <https://owl.english.purdue.edu/owl/resource/747/08/>. The rules on punctuation and on referencing literature and sources given above should be followed when following these guidelines.