

# Instructions for Authors (journal articles)

## Submitting text

- ✓ We only accept complete and final articles. A complete article consists of the following elements in this order:
  - Title
  - Subtitle
  - Names of the authors
  - Title, Abstract and Keywords in English
  - Text
  - Notes (if appropriate)
  - Bibliography (if appropriate) with titles italicized
  - Information about the authors
  
- ✓ Furthermore, for each article, please specify the kind of article that you are submitting. See the link: <http://dtd.nlm.nih.gov/publishing/tag-library/n-w2do.html>.
- ✓ Ensure that your article is complete (incomplete articles cannot be taken into production).
- ✓ Submit files in Word, by e-mail.
- ✓ Please send figures separately in the original format. Tables can be supplied within the text (see further below).
- ✓ Note that all articles follow a uniform style (references, the use of notes, spelling, etc).

**IMPORTANT:** Final articles are final! Which means that it is not possible to change the content or mark text corrections once you have submitted the final manuscript. Only corrections relating to lay-out can be implemented once the proofs have been made.

**Consent to Publish Form:** To be able to publish your article all authors are required to sign a Consent to Publish Form. The Editor of your Journal can provide this form to you.

**Open Access:** it is always possible to publish your article in Open Access (Delayed or Gold). Please verify whether the journal you publish in is already in Open Access, or if payment of an Article Processing Charge is needed. If so, please give us all required information on the Consent to Publish Form. You can read more on Open Access and APCs here (scroll down): <https://www.aup.nl/en/publish/open-access> .

## Title and abstract

- ✓ The title and abstract are the most visible parts of your article. If and when the manuscript is published, more people will read the title and abstract than the whole article. In fact, many people will only read the title and abstract, and may only try to read them once. It is thus important to catch the reader's attention by making the title and abstract as concise, accurate and readable as possible.
- ✓ Most people rely on electronic search engines to find articles. Usually they search through databases that contain only the title, author list and abstract of articles. It is therefore important to include in the title and/or abstract the words that potential readers of the article are likely to use during a search.
- ✓ The abstract must outline the most important aspects of the study while providing only a limited amount of detail on its background, methodology and results. Authors need to critically assess the different aspects of the manuscript and choose those that are sufficiently important to deserve inclusion in the abstract.
- ✓ Once the abstract is ready it can be helpful to ask a colleague who is not involved in the research to go through it to ensure that the descriptions are clear. After the manuscript is written, the authors should go back to the abstract to check that it agrees with the contents of the final manuscript.

## Lay-out

- ✓ A professional typesetting firm will compose your manuscript according to our house-style, so your manuscript only needs to have the minimum of formatting when you send it in. Only use italics, bold or small capitals. Other than that, please refrain from formatting the text.
- ✓ Add headings where relevant. If you use headers, make sure these are recognizable as such. If you have more than one level of text, there should be a clear and consistently used distinction between the different levels.
- ✓ Use tabs for new paragraphs, not spaces. Use blank lines only when absolutely necessary.
- ✓ Replace double spaces with single spaces.
- ✓ A single space (not two spaces) should follow full-stops at the end of sentences; a single space should also follow commas, colons, and other punctuation marks.
- ✓ Do not use a space to separate each initial of an author or editor's surname (e.g. B.C. Cummings, not B. C. Cummings).



## Punctuation

- ✓ Punctuation should generally be put outside quotation marks.
- ✓ A comma should appear before the final 'and'/'or' in a list of three or more items (e.g. truth, grace, and beauty).
- ✓ Use single quotation marks; only use double quotation marks within single quotation marks (e.g. 'This is the "best" way.').
- ✓ Translate quotation marks from different systems or languages (e.g. « ... » or „...“) into the forms prescribed here.
- ✓ Be consistent when using quotation marks:
  - quotations within a sentence do not include the final punctuation mark; e.g. Smith said that 'this was the best way'.<sup>15</sup>
  - quotations that form a complete sentence include the final punctuation mark; e.g. 'This is the best way'.<sup>16</sup>
- ✓ Place ellipses within square brackets when they indicate that text has been omitted from a quotation (e.g. [...]). If the beginning of the sentence has been omitted following the ellipses, begin with a capital letter; do not use ellipses at the beginning of a quotation or at the end, unless there is a specific reason for doing so.
- ✓ Place ellipses in the body of the text between spaces.
- ✓ Larger sections of quoted text should be set off from the running text by a blank line before and after the quoted text, and the text should be indented on the left-hand side. No quotation marks are needed.
- ✓ Names ending in –s or another sibilant take an 's (e.g. Jesus's, Berlioz's); names with –es endings do not take an 's (e.g. Moses' leadership, Sophocles' plays).
- ✓ The plural of 860 is 860s, not 860's.
- ✓ Hyphenation is used where the first of two or more words is used adjectively (e.g. 'a tenth-century manuscript' versus 'in the tenth century'). You may find these referred to as compound adjectives or compound modifiers. Where one of the words is an adverb ending in –ly, do not hyphenate (e.g. 'a handsomely bound codex').
- ✓ AUP copyeditors normally use the Merriam-Webster dictionary (available for free online) for guidance on hyphenation, particularly at the ends of lines.



## Italics

- ✓ Italicize single words or short phrases in a foreign language; direct quotations or more substantial quotations should be in Roman type.
- ✓ In the case of foreign words, an English translation may immediately follow in Roman type, surrounded by single quotation marks and in parentheses (e.g. 'the distinction between *exhortatio* ('exhortation') and *praedicatio* ('preaching') became very important in thirteenth-century discussions about lay preaching').
- ✓ Use italics for titles of books and journals; titles of articles should be placed between single quotation marks. **This is extremely important, because in the conversion to the PDF these titles will be supplied with an appropriate DOI-link.**
- ✓ Use Roman type for punctuation following italicized text if the main sentence is in Roman type.
- ✓ The use of bold type is discouraged, unless there is a very clear reason for using bold and it is used sparingly.

## Spelling

- ✓ Spelling should conform to British practice and follow the *Oxford English Dictionary*. [Commonwealth spelling (as given in the *Oxford English Dictionary* and its derivatives) is preferred (e.g. honour, defence, centre, travelling, etc.). If you wish to use American spelling, please agree this in advance with your editor and follow *Webster's English Dictionary*.]
- ✓ For words ending in -ize or -ise, the -ize form is preferred; but note that some words use -ise (e.g. advertise, exercise) and the case of 'analyse'.
- ✓ Use the native form of the place-name, except in some cases where the English form can be retained (e.g. Prague, Vienna, Florence, The Hague).
- ✓ Be consistent when spelling and transcribing foreign names (for instance, either 'Dostoyevsky' or 'Dostoevskii', but not both).

## Numbers

- ✓ Only numbers under twenty should be written out as words (so, nineteen but 345). You may depart from this rule when numerals or numbers form the main part of the text.
- ✓ There should be no comma in numbers up to 9999; 10,000 and higher include a comma for every three digits (e.g. 1,330,865).

- ✓ Use Arabic for percentages and spell out 'per cent' (e.g. 50 per cent). You may depart from this rule when percentages form the main part of the text (50% – without a space).
- ✓ Use the date form 23 April 1999 with no internal punctuation, unless the day of the week is used: Friday, 8 February 1890.
- ✓ When referring to lifespans, repeat the century: 1244-1289 and not 1244-89.

## Abbreviations

- ✓ Only use abbreviations when strictly necessary.
- ✓ *c.* [not *ca.*].
- ✓ *b.* (year of birth/born), *d.* (died).
- ✓ Use full-stops/periods after Mr., Dr., ad., vols., eds.; and with e.g., i.e., vol., fol., no., ed., vol., pp., trans., and so on.
- ✓ Abbreviations without any full-stops should be in small caps (e.g. US, UNESCO).
- ✓ Avoid starting sentences and footnotes with abbreviations: For example, not e.g.

## Capitalization

- ✓ Places, persons, days, and months take capitals; nationalities and nouns deriving from people or languages are capitalized (e.g. Latinate, the Lombards).
- ✓ Historical periods are capitalized (e.g. the Middle Ages, the Reformation).
- ✓ Nouns and adjectives of movements derived from personal nouns are capitalized (e.g. Christian, Platonism); but note biblical, not Biblical; satanic, not Satanic.
- ✓ Unique events and periods take capitals (e.g. the Last Judgement, the Peasants' Revolt).
- ✓ Capitalize references to particular parts of a book (e.g. Chapter 1; Appendix 2; Part ii, Figure 8).
- ✓ Official titles should be capitalized where the reference is to a specific person (e.g. The Archbishop of Canterbury, Bishop Wilberforce; and subsequently the Archbishop, the Bishop).
- ✓ Titles should not be capitalized where the reference is general (e.g. The King was having trouble with the bishops).
- ✓ In most European languages (except English), titles of books and other publications are set as in regular prose, with an initial capital.
- ✓ For journals, follow the preferred capitals style of the journal.



- ✓ Seasons of the year are not capitalized (e.g. in spring 1349); nor are points of the compass (north of England, northern England), except when they indicate an official name or specific concept (South America, the Western world).
- ✓ In titles of works in English the following are capitalized:
  - the initial letters of the first word.
  - all nouns, pronouns (except the relative 'that'), adjectives, verbs, adverbs, and subordinating conjunctions.The following are not capitalized:
  - articles, possessive determiners ('my', etc.), prepositions, and the co-ordinating conjunctions 'and', 'but', 'or', and 'nor'.

## References

- ✓ References, including bibliographical citations, should be placed:
  - Within the body of the text *or* in the notes;
  - In the list of Works Cited/Bibliography at the end of your article.

## Notes

- ✓ Submit endnotes, footnotes, or in-text references as required for your Journal (or as is customary in your field).
- ✓ Note reference numbers should be located in the main text at the end of a sentence and after the punctuation; they should be marked with a superscript number. **It is imperative to use the 'insert foot-/endnote' function for this, so as to keep reference and note together during typesetting.**
- ✓ Submit notes using Arabic numerals.
- ✓ The list of Works Cited allows you to provide shortened forms for each reference, and facilitates the task of ensuring that each reference is cited entirely consistently throughout your work (e.g. if you use the Author-Date system and wish to cite more than one work by an author, the reference should be in the form of: Chitty, 2002a, p. 1; if only one work by an author is cited, the reference should be: Chitty, p. 1; if you use the Surname-Short Form system that is common in the Humanities, then the equivalent form would be: Chitty, *Developing Standards*, p. 1).



## References in the list of Works Cited/Bibliography:

The complete bibliographical citation will only be provided in the list of Works Cited or the Bibliography!

- ✓ **Italicize the titles of books and journals. This is extremely important, because in the conversion to the PDF these titles will be supplied with an appropriate DOI-link.**
- ✓ Provide the forenames of the cited authors.
- ✓ Be complete, particularly in relation to titles of series and series numbers.
- ✓ Name both the publisher and the primary place of publication.
- ✓ References: choose one style – your Journal may have chosen one, so follow that if so. The general rule is to use the system that is most accepted in your field of research and be consistent throughout the entire manuscript.
- ✓ Be consistent in the citation of a particular work.

## Figures, tables, graphs

- ✓ Submit diagrams, figures etc. in a separate file. These should be numbered consecutively; indicate in the text where exactly you want these to be inserted.
- ✓ Submit figures and diagrams in their original format and not as a Word file.
- ✓ Tables can be submitted in Word, but only if they can be edited in Word. If they can't, the tables have to be submitted in the original format as well.
- ✓ Create tables by using tabs (as little as possible), and *not* by using spaces.
- ✓ Diagrams, figures and tables submitted in the original format have to be at least 300 DPI (dots per inch) and a minimum format of 10 x 15 cm. TIF, EPS and JPG files are all suitable, but PDF files will not be accepted. The quality of the digital images will be determined by the production coordinator. This depends on the purpose for which the image will be used: a colour spread requires images of extremely high quality and resolution, a small black-and-white image much less so; for black-and-white line artwork the minimum resolution is 600 DPI. As a rule, images downloaded from the Internet are not intended for print and will therefore not be accepted.

## Submitting visual materials

- ✓ As a rule, we expect you to supply all visual material. Please send all images separately.
- ✓ Mark clearly in the text where each illustration needs to be inserted, indicating its desired size on the page. This will be the approximate place where the typesetter will insert the illustration, as exact placing



can only be determined at the time of typesetting. **Make sure that the illustrations are clearly numbered and that the same number is used in the text and in the list of illustrations.**

For example: [PLACE ILLUSTRATION 1 HERE]

- ✓ Supply captions in a separate Word file.
- ✓ *Digital images* must be at least 300 DPI (dots per inch) and a minimum format of 10 x 15 cm. TIF, EPS and JPG files are all suitable, but PDF files will not be accepted. The quality of the digital images will be determined by the production coordinator. This depends on the purpose for which the image will be used: a colour spread requires images of extremely high quality and resolution, a small black-and-white image much less so; for black-and-white line artwork, the minimum resolution is 600 DPI. As a rule, images downloaded from the Internet are as a rule not intended for print and will therefore not be accepted.

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