

# Instructions for authors

## *Trajecta. Religion, Culture and Society in the Low Countries*

### Journal information

Trajecta. Religion, Culture and Society in the Low Countries publishes peer reviewed articles on the historical dynamics between religion, culture and society in the Low Countries (Belgium and the Netherlands), and the related heritage. The journal pays attention to all confessional and religious traditions that played a role in the Low Countries and its (post-) colonial history and heritage. From 2019 onwards Trajecta focuses on the history of religion (Christianity, Judaism, Islam, 'new' religions) after 1800 and the accompanying processes of transformation.

Trajecta is published in cooperation with KADOC-KU Leuven, Documentation and Research Centre on Religion, Culture and Society, the Historical Documentation Centre for Dutch Protestantism (1800-present) at the Vrije Universiteit Amsterdam (HDC), the Catholic Documentation Centre at the Radboud University Nijmegen (KDC) and the Archives and Documentation Centre of the Reformed Churches in the Netherlands at the Theological University Kampen (ADC).

For more information and online issues: <https://www.aup.nl/en/journal/trajecta-religion-culture-and-society-in-the-low-countries>

### Submitting manuscripts

Articles on the history and heritage of religion, culture and society in the Low Countries after 1800 can be submitted for publication to the editorial secretary (maximum 7,000 words excl. footnotes). While we prefer contributions to be written in English in order to reach non-Dutch readers, manuscripts in Dutch are also welcome.

Manuscripts are double-blind peer reviewed by two reviewers. Trajecta aims to be an accessible journal for both an academic and a non-academic public. Every manuscript is assessed for its academic quality as well as its readability for a broader public. Illustrations contribute to a visual attractive publication.

Manuscripts can be submitted in Word to: Koos-jan de Jager MA, Vrije Universiteit Amsterdam. E-mail: [jj.de.jager@vu.nl](mailto:jj.de.jager@vu.nl).

### Preparing the manuscript

We only accept complete and final articles. A complete article consists of the following elements in this order:

- Title (concise, accurate and readable)
- Subtitle
- Name(s) of the author(s)
- Abstract (Approx. 150-250 words. 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.)

- 5 Keywords (Important for search engines. Include in the title, abstract and key words the words that potential readers of the article are likely to use during a search.)
- Text (maximum 7,000 words excl. endnotes)
- Notes (for annotation: see below)
- Bibliography with titles italicized (see below)
- Information about the authors (see below)
- 2-3 free, high-quality images (see below)
- To be able to publish your article all authors are required to sign a Consent to Publish Form. The form can be downloaded from the AUP website.

### **Preparing the text - general**

- Spelling should conform to American practice and follow the Webster's English Dictionary.
- Sections and subsections are not numbered.
- Use brief titles for (sub)sections (not numbered).
- Use tabs for new paragraphs, not spaces. Use blank lines only when absolutely necessary.
- The text should be submitted without formatting the text. Only use italics or bold.

### **Preparing the text – lay-out**

- Words in Latin or other foreign languages are italicized, unless they are very common. Several foreign words in a row are treated as quotation and placed between single quotation marks. In the case of foreign words, an English translation may immediately follow in Roman type, surrounded by single quotation marks and in parentheses. For example: 'the *Bekennende Kirche* ('Confessing Church') in Germany opposed the *Deutsche Christen* ('German Christians')'.
- Book titles in the body text are italicized.
- Quotations are placed between single quotation marks.
- Quotation marks are placed within other punctuation (comma, full stop...), unless an entire sentence is quoted.
- Quotations within quotations have double quotation marks. If the single quotation mark directly follows the double quotation mark, a space is added between the two.
- A quotation exceeding four lines (approx. 40 words) is formatted as block quotation (no quotation marks, start on their own line, indentation by 0,5 cm on both sides).
- Within quotations deletions are placed between brackets (...), additions between square brackets [...].
- Please avoid hyphenation.
- No space before/after a slash.
- Long dash (n-dash) between book chapters and years 2001–2007, as well as between page numbers (1– 6).

### **Preparing the text – 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.

### **Preparing the text – 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.

### **Preparing the text – capitalization**

- Places, persons, days, and months take capitals; nationalities and nouns deriving from people or languages are capitalized.
- Historical periods are capitalized.
- 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).
- 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 1880); 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.

### **Rules for annotation**

- Always use endnotes, no references in brackets within the text.

- 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.
- Italicize the titles of books and journals in notes and bibliography. This is extremely important, because in the conversion to the PDF these titles will be supplied with an appropriate DOI-link.
- Use for the same endnote immediately after the first reference: Ibid., 2.

### Examples

- Book :
  - Binski, *Medieval Death*, 1.
- chapter in edited volume:
  - Brown, 'Music', 1.
- journal article:
  - Waite, 'Man is a Devil to Himself,' 1.
- archival material:
  - First reference: Nijmegen, Katholiek Documentatie Centrum, *Archive G.B. Brom en W.J. Brom-Struick* (hereafter BROG), inv. no. 2146, letter Hoogveld, 7 December 1917.
  - Further: BROG, inv. no. 1131, letter Joseph van Schaik, 26 December 1915.
- internet resource (not included in bibliography):
  - 'Verbond van conservatieve katholieken is motor achter pro-Pietpetitie,' *De Volkskrant*, 7 December 2015, URL: <https://www.volkskrant.nl/nieuws-achtergrond/verbond-van-conservatieve-katholieken-is-motor-achter-pro-pietpetitie~bd2012f7> (accessed 4 March 2019).
- primary (journal) article (not included in bibliography)
  - J.R.H. van Schaik, 'Staatkunde', *De Beiaard*, 1 (1916), 170-175, there 174.

### Rules for bibliography

- After the article text, the sources are listed in the bibliography.
- The bibliography
- archival material
  - Nijmegen, Katholiek Documentatie Centrum, *Archive G.B. Brom en W.J. Brom-Struick* (BROG).
- book
  - Binski, Paul, *Medieval Death: Ritual and Representation*. London, 1996.
- chapter in edited volume
  - Brown, Christopher Boyd, 'Music,' in: Ulinka Rublack (ed.), *The Oxford Handbook of Protestant Reformations* (Oxford, 2017), 621-642.
- journal article
  - Waite, Gary K., 'Man is a Devil to Himself. David Joris and the Rise of a Sceptical Tradition towards the Devil in the Early Modern Netherlands, 1540-1600.' *Nederlands Archief voor Kerkgeschiedenis*, 75 (1995) 1, 1-30.

## Information about the authors

- Supply a short biography of approx. 50-100 words, describing your (academic) background, institutional affiliation, research projects, and other information necessary for the readers of your article.

## Images

### Figures, tables, graphs

- As a rule, we expect you to supply all visual material. Submit tables, diagrams, figures etc. in a separate file. These should be numbered consecutively;
- 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.
- Submit figures and diagrams in their original format and not as a Word file.
- Create tables by using tabs (as few as possible), and not by using spaces.

### Submitting visual materials

- Digital images must be at least 300 DPI (dots per inch) / PPI (points per inch) and minimum format of 10 x 15 cm or 1180 x 1700 pixels.
- TIF, EPS and JPG files are all suitable, but PDF files, BITMAPS and PNG files will not be accepted.
- The quality of the digital images will be checked by the gatekeepers. This will be done with the purpose for which the image will be used in mind:
  - 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 / PPI.
- Images downloaded from the Internet are as a rule not intended for print and will therefore not be accepted.
- Graphs: EPS and Excel-files are suitable, in black-and-white.
- Printed black-and-white photographs (original photos, book illustrations etc.) must have sufficient colour contrast and size (at least 10 x 15 cm, preferably larger – see also details above under Digital images).

### Checklist for image quality:

- If you enlarge the image by 400% on your screen, the image should still look good.
- Do not try and upgrade an image yourself. Please leave this to our Head of Production.
- If you have any doubts, please contact the secretary of *Trajecta*.

## Rights

- If you want to publish images, figures or texts (of more than 200 words) for which copyright is held by a third party, the author is fully responsible for arranging written permission for publication in *Trajecta* from the appropriate rights-holder. It is also the

responsibility of the author to deliver the correct credit line for the use of any image or text for which copyright is held by a third party.