Author's manual

Dear author,

We are delighted that you would like to write an article for *Skript Historisch Tijdschrift*. These instructions are meant to serve as a guideline for the writing process. Please read them carefully.

THE PROCESS OF REWRITING

In broad strokes, rewriting your work into an article works as follows: submitted theses (and papers etc.) will be rewritten as articles after they have received the green light. This article will then be rewritten two more times before it is ready to be published.

INITIAL READING

Submitted theses (and papers etc.) will be read by two editors before receiving the green light. This is the so-called initial reading. During this reading, the editors will primarily pay attention to the quality of the topic, research, and writing style, as well as how well the thesis lends itself to being rewritten as a fun and interesting article.

FIRST VERSION

When the initial readers are interested, one of them will ask the author, you, to write a first version of an article. This editor will give you some tips and remarks for this and they will also be your contact person within the editorial team. This editor will proceed to read your article's first version with care and will provide you with further suggestions for a second version.

SECOND VERSION

Usually, this version is relatively definitive. A second reader will go over this version critically, mainly focusing on spelling and readability.

DEFINITIVE VERSION

You may proceed to send us your definitive version. In case drastic changes will still need to be made, you may be asked to submit a third version.

(FINAL EDITING)

After sending in the definitive version, the final editing commences. You will no longer have to do anything during this stage. The editors check the whole issue for writing as well as spelling errors. Afterwards, one editor will critically read the issue as a whole.

BASIC TERMS, CONDITIONS AND GUIDELINES

Below are the basic terms, conditions, and guidelines in place for publishing in *Skript*. **Please read these carefully.**

GENERAL MATTERS

Articles submitted to *Skript* must be original articles. Their content remains the intellectual property of the author(s) and the article has not been published by the author(s) in another journal or on another website before, not even in a slightly altered form.

Articles must have been written by those attending a Dutch university or a recognized and accredited university elsewhere. They must be historical and academic in character. *Skript* mainly publishes articles in Dutch, but also allows English articles written by authors whose native language is not Dutch. The editorial team does not object to Dutch- or English-language articles later being published in other journals in a different language.

As a rule, the article may have a **maximum length of 4000** words. In the exceptional case when someone is writing a short article, this is a **maximum of 2000** words of running text excluding endnotes. The (regularly written) long article may have a **maximum of 40 endnotes**; short articles may have **ca. 20 to a maximum of 40 endnotes**, which are also excluded from the word count).

Correspondence will take place through *Skript*'s email address: **skript-fgw@uva.nl.**

SUBMISSION
FORMAT
Texts must be submitted in a .doc or .docx format. No Google Drive files! Word only.

PERSONALIA
At the bottom of the article, the author must submit their personalia with a **35-word maximum.** This mentions their name, major, area of interest, and possibly the name of their thesis supervisor.

ABSTRACT
The author must submit an abstract with a maximum of **150 words** in English. In case the maximum word count is exceeded, the text will have to be shortened. Therefore, please stick strictly to the maximum.

POSTAL ADDRES
Please also send in a postal address (including a phone number and email address) so the editorial team can contact you. If you have an Instagram account, the editorial team would love to receive that as well in order to tag you in the promotional post for the issue at @skripthistorischtijdschrift.

IMAGES
Please submit two images, including source references and captions. For further information, look further down below. You can place these images within your text as an indication of the parts in the text to which they correspond, but **also submit them independently as JPEG-files.** Thus, **submit your text and images separately.**

PULLQUOTES

Please submit three pull quotes. Pull quotes are short, remarkable quotes from your text that will be highlighted in the journal. Make sure the quotes are not longer than ca. 20 words. The shorter, the better. Include the quotes at the bottom of your article.

KEYWORDS

Please provide a minimum of three and a maximum of five keywords that capture the themes and topics of the article. For example: diplomatic history, social history, gender, archives etc.

LAYOUT

BASIC TERMS AND CONDITIONS

Submit your document using the font Times New Roman 12. **Submit your article with as little markup as possible.** So employ the usual margins, no fuss. The final layout will ultimately be handled by *Skript* itself.

TITLES AND SUBTITLES

Articles must include a title, a subtitle and the author's name. Taken together, the title and subtitle may be a **maximum of 15 words** long.

INTRODUCTION

The article includes a catchy hook of three sentences, intended to clarify what the article is about. After this comes the introduction of the article, consisting of three paragraphs max.

MIDDLE AND SUBHEADINGS

The middle part of the article is subdivided into paragraphs. Subheadings are used for additional clarity. Blank lines come before and after the subheadings and the subheadings should be in **bold text.** Subheadings are not numbered. Please stick to Times New Roman 12 for these, too.

PARAGRAPHS AND INDENTING

On principle, *Skript* aims for three paragraphs per *Skript* page. Every paragraph is indented (through TAB), with the exception of the ones after subheadings. So no indenting after, for example, the article's title, a paragraph's title, a table or a block quote.

CONCLUSION

The conclusion consists of one to a maximum of three paragraphs.

ENDNOTES

Skript makes use of endnotes. If your article uses footnotes, please make sure to convert these into endnotes. Endnotes must be numbered like 1,2,3 etc., not like I, II, III.

TEXT

SPELLING AND GRAMMAR

The spelling and grammar standard *Skript* adheres to is British English.

QUOTATIONS

Quotations are always placed between single quotation marks, except for when the quotation includes a quotation itself; in that case, double quotation marks are used for the quotation that is inside the other quotation.

When part of a quotation is left out, this will be indicated using round brackets and an ellipsis, like (…).

When words are added to a quotation for clarification purposes, place these within square brackets, like [because].

If you add your own italics to a quotation, this must be indicated using round brackets and initials within the quotation, like (my italics X.X.)

If you quote through a third party, this must be clearly indicated in the endnote, with … as cited in …

For quotations, the spelling and italics (if present) from the cited text must be adhered to.

The quotation must be written in either Dutch or its original language. Quotations in languages other than Dutch or English must be translated using footnotes.

For quotations longer than three lines, the quotation must be placed between blank lines, indented with a TAB and without quotation marks.

THE OXFORD COMMA

Skript supports the use of the Oxford comma. This comma is placed after the second-to-last item in a list of three or more. It is meant to help avoid ambiguity in a text.
Example: 'The leaders of the United States, Canada, and Greenland' rather than 'the leaders of the United States, Canada and Greenland'.

ABBREVIATIONS

Abbreviations must be written out in their entirety if they are normally said in their entirety when spoken aloud, such as 'et cetera' for 'etc.' However, in the case of abbreviations tending to appear solely in written form, such as i.e. or e.g., the abbreviations may be used sparingly. Indications of centuries and percentages must be spelled out entirely; no '19th century', but 'nineteenth century', and no '20th-century' but twentieth-century; no 40%, but 40 percent. However, when indicating a specific historical decade, please write this like '1850s, 1950s', etc.

Abbreviations may be used in names and academic titles. The first time, these must be spelled out entirely with the abbreviation included in (brackets) right after. Afterwards, use only the abbreviation.

HISTORICAL PERIODS

Historical periods are written with capital letters at the start when referring to specific time periods (i.e. the Roaring Twenties, the Enlightenment, the Middle Ages). Derivatives of such terms are generally not capitalized unless they include a proper noun; so 'medieval period' would not be capitalized as 'medieval' is an adjective, but 'Renaissance period' gets a capital letter as 'Renaissance' is a proper noun.

NUMBERS

Numbers within the running text are spelled out in letters up until the number twenty. Any amount over twenty must be written in actual numbers. Round figures, however, are also preferably spelled out in letters rather than numbers. This does not apply to enumerations. For example: respectively 8, 17, and 43 percent of...

NON-ENGLISH WORDS

Non-English words and terms are italicized only the first time they're used. For example: *Vergangenheitsbewältigung, Obersturmbannführer, Cinco de Mayo*.

Common terms and loan words will *not* be italicized. For example: de facto, anno, fin de siècle, arrondissement, Blitzkrieg.

TITLES

Titles of books, newspapers and journals must be italicized throughout the entire text.

Academic articles are placed between single quotation marks.

Names of institutions and/or organisations will not be italicized.

ILLUSTRATIONS AND IMAGES

Skript strives to include two to three illustrations per article. This can be, for example, a photograph, an engraving, or a table.

The images must be delivered free of rights as a sufficiently high-resolution JPEG file: scanned in at a **minimum of 300 dpi** at the width the images must have for the article. Preferably around 1800 to 2400 pixels.

The editorial team prefers to see images arrive free of rights. If this is impossible, contact us beforehand. Without some kind of agreement, the journal or publisher is not liable to cover any potential costs due to copyright infringement. *Skript* can contact copyright holders on the author's behalf. For finding images that are free of rights, try, for instance, Wikimedia Commons.

ENDNOTES

Skript uses a system of citing literature and sources primarily derived from P. De Buck e.a., *Zoeken en schrijven. Handleiding bij het maken van een historisch werkstuk* (Haarlem 1982). Articles not annotated in accordance with the rules specified below will be sent back for correction.

Skript makes use of consecutively numbered endnotes. The endnote number always comes at the end of a sentence and after the closing punctuation mark. For example: … happened.[23] rather than: … happened[23].

Potential acknowledgments for professors or subsidizers, as well as references to the initial creation of the article ('this article was originally written in the context of A. Jansen's *Bestuur en elite* seminar at the UvA'), can be written in the first note.

CITING BOOKS

AUTHOR'S NAMES

The regular font is used for the author's name, while the book's title is italicized. The place and year of publication go between round brackets, followed by a specific page reference. Only put a comma between the author's name and the book title.

Example: R.A. Rodger, *A consolidated bibliography of urban history* (Brookfield 1996) 118-119.

In the case of two authors, the word 'and' should be added in between their names.

Example: L. Hollen Lees and P.M. Hohenberg, *The making of urban Europe, 1000-1950* (Cambridge 1985) 35.

In the case of three or more authors:

Example: P. de Buck e.a., *Zoeken en schrijven. Handleiding bij het maken van een historisch werkstuk* (Haarlem 1982) 76-77.

TITLE

The title must be copied exactly from the work's title page. However, as *Skript Historisch Tijdschrift* is a Dutch journal, the use of capital letters is according to the Dutch, not English, spelling system. This means that the 'extra' capital letters usually included in English-language publications must be ignored. Only use capital letters where they would normally be used in Dutch: at the beginning of the title and at the beginning of the names of cities, countries, people, languages, etc. (i.e. *The making of urban Europe* rather than *The Making of Urban Europe*).

PLACE

The place of publication of foreign publications will be spelled in accordance to the common English spelling rather than local spelling if these are a mismatch. I.e., use Cologne rather than Köln or Turin rather than Torino.

ABBREVIATIONS OR PAGE NUMBERS

Avoid the use of abbreviations like 'etc.' in your page number references as much as possible and be specific in citing them. So no 59 etc., but rather 59-72.

Always use the whole numbers when citing pages. No 214-21, but rather 214-221.

AFTER THE FIRST-TIME CITATION

When citing a book for the second time and counting, only use the author's last name, followed by a comma and a shortened version of the book title, followed by another comma, after which comes the page number reference.

Citations of different works within the same endnote must be separated by a semicolon.

The term 'ibid.' is used when the cited book or article in an endnote is the same as the work cited in the endnote directly preceding it. We recommend you use 'ibid.' sparingly.
Example: 11. de Buck, *Zoeken en schrijven*, 56.
        12. Ibid., 167.

Idem is used in 'same author, different works' situations arising in endnotes directly following each other.
Example: 15. Hall, *The world cities*, 12-15.
        16. Idem, *Cities of tomorrow*, 236.
        17. Hall, *The world cities*, 12-15; idem, *Cities of tomorrow*, 236

ARTICLES IN JOURNALS

TITLE
An article's title must be rendered in the regular font and placed between single quotation marks. After the comma, you italicize the journal's full title. Then come the volume and issue numbers in the regular font as well as the year of publication between round brackets, followed directly by the relevant pages, including solely their numbers.
Example: J.L. Arnold, 'Architectural history and urban history: a difficult marriage', *Journal of urban history* 17 (1990) 70-78.

AFTER THE FIRST-TIME CITATION
Second and consecutive citations of article titles must be placed between single quotation marks. After the abbreviated title, you do need to use a comma. For example: Arnold, 'Architectural history', 73.

QUOTES IN TITLES
Quotes in article titles must be placed between double quotation marks.
Example: B. Luckin, '"The heart and home of horror". The great London fogs of the late nineteenth century', *Social history* 28:1 (2003) 31-48.

MULTIPLE REFERENCES TO THE SAME JOURNAL
If the same journal is referenced multiple times, you may shorten the title after the first citation as long as the abbreviation is included within the first one.
Example: J.L. Arnold, 'Architectural history and urban history: a difficult marriage', *Journal of urban history* (JUH from here on out) 17 (1990) 70-78.
Next citation: C. Abbott, 'Reading urban history: influential books and historians', *JUH* 21 (1994) 31-43.

CHAPTERS IN EDITED BOOKS

The rules for citing chapters in edited books are roughly the same as citing a journal article, but after the title comes a comma, then 'in:', followed by the edited book's title (according to the rules of citing a book). References to colloquia, symposia and the like will not be included.

An edited book is usually edited by more than one person. In the case of one editor, add (ed.), and in the case of two or more editors, add (eds.).

Example: J. Le Goff, 'The town as an agent of civilization, c. 1200 - c. 1500', in: C.M. Cipolla (ed.), *The Fontana history of Europe* I (Brighton 1972) 71-106.

INTERNET SOURCES

When citing **internet sources**, please begin with the website. After that comes the URL, followed by the date on which you consulted the source between round brackets.

Example: Internet Encyclopedia of Philosophy – A peer-reviewed academic resource, http://www.iep.utm.edu/ (consulted on 23 August 2014).

In the case of, say, a news article with a known author and/or article title, you may include these before the website name.

Example: K. Hekster, 'Europa siddert na "electroshock" Trump, spoedtop op "cruciaal moment"', NOS nieuws, https://nos.nl/artikel/2556130-europa-siddert-na-elektroshock-trump-spoedtop-op-cruciaal-moment (consulted on 17 February 2025).

MISCELLANEOUS CITATIONS

UNKNOWN AUTHORS

When an editorial team with many members or an unnamed team are responsible for a publication, or when a source publication has no known author but was spearheaded by an editorial team, the work's title is placed front and centre rather than the name of the author (or author's collective). The serial numbers in the title should not be italicized and, unlike what's the case for journals, rendered using Roman numerals.

Example: *Algemene Geschiedenis der Nederlanden* II (Haarlem 1982).

Bronnen tot de geschiedenis der Leidsche universiteit VII. P.C. Molhuysen (ed.) ('s-Gravenhage 1924) 108.

ARCHIVAL SOURCES

When citing an archival source for the first time, start with the name of the archival institution, followed by the archive itself, inventory number and (if applicable) the title of the piece or register as well as page or folio numbers. Abbreviations of archival institutions and archives must be included in the first citation and can be used in later citations from that moment on.

Example: Municipal Archive Tilburg (GAT from here on out), Secretarial Archive 1810-1907 (SA from here on out), inv. nr. 29, Minutes of the public meetings of the municipal council of Tilburg (Minutes from here on out), 3 June 1884.

Next citation: GAT, SA, inv. nr. 29, Minutes, 15 July 1884.

Example: National Archive of Belgium (NAB from here on out), Archive of the Secret Council (ASC from here on out), inv. 227, f° 8v°.

Next citation: RAB, AGR, inv. 1262, f° 8v°.