Yearbook for Dutch Book History – Author's guidelines (February 2023)

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The author will not be required to make a financial contribution for the publication of their article in the Yearbook. The OA publication is made possible thanks to the Dutch Book History Association (Nederlandse Boekhistorische Vereniging, NBV).

Peer review
Scholarly articles submitted to the board of the Yearbook will be subject to double blind peer review: the anonymised article will be sent to a referee, and the referee will remain anonymous to the author.

Scope
The Yearbook welcomes the submission of articles of c. 6,000-8,000 words, including footnotes and appendices. Articles taken into consideration by the board will make an original scholarly contribution to the book history (taken in its broadest sense) of the Low Countries. Articles can be written in Dutch or English. A fluent, pleasant and easily understandable writing style is much appreciated, especially because the Yearbook is also the journal of the Dutch Book History Association.

A review article, discussing several recently-published works, usually amounts to 3,000-4,000 words.

Composition of the Text
An article should open with the name of the author in bold, without titles, followed on the line below by the title of the article in italics, and if, relevant, the sub-title another line lower, set in standard roman. Please do not place footnotes at the end of the title or subtitle. An example:

Author
Title
Subtitle

The main text is to be interspersed by unnumbered sub-headings in bold and indented. The first paragraph of the article is never preceded by a sub-heading. The first line of a new paragraph is indented, except when the paragraph follows on from a sub-heading. Excepting sub-headings, no text is to be set in bold; we also do not use underlined text.

Abbreviations
Abbreviations are to be avoided as much as possible, except in footnotes.

Quotations

Quotations are indicated with single quotations marks: <'quote'>. If a quote is set within a quote, double quotation marks are used to indicate this, thus: <'a quote is placed "within a quote" with double quotation marks'>.
Quotes running longer than three lines are to be set separately in a fully indented paragraph, without quotation marks.
Any omissions in a quote are indicated by ellipses within parentheses: <(…)>.
Additions to quotes are placed within square brackets: <[…]>.
Quotations in Dutch do not have to be translated. Translations from other languages have to be translated to English, in which case the original language can be refered to in the footnotes.

References to online sources
Online sources are to be referenced as follows: Author, *Title of the webpage*, year. Accessed on dd/mm/yy, www….In the absence of an author, the organisation behind the webpage is named; if none is available, the reference opens with the description of the title.

Footnote placement
Footnotes are always placed after punctuation, thus: <the text.[2]>

Titles of books
The titles of books and textual sources are provided in the main text in italics. Books in exotic languages (generally, those written with non-Latin text) are to be given as stated, followed by a transliteration in parentheses.

Footnotes
All references are provided in footnotes, with the exception of line or verse numbers when citing an extract from a piece of poetry in the text.

Pagination ranges are given in full, thus <122-128>, not <122-8>. The use of P. and pp. is avoided. Col. and cols. are used for columns; fol. and fols. for foliation.

The first reference to a source is complete. The author's name is given in full and should reflect the name as given on the source. When more than one place of publication is present, the place names are separated by a forward slash without spaces. Titles of books and journals are set in italics; titles of journal articles or chapters are set within single quotation marks.

No more than two authors are named per publication; when more than two authors are present, the name of the second author is followed by [et al.]. Author names are separated by a comma. References to more than one book in the same footnote are separated by a semi colon.

Titles of book series are avoided in references. Place and year of publication, as well as the name of the publisher, are all included. If no place or year are known, they are given as <s.l..> and <s.d.>. Inferred years are given in square brackets: <Amsterdam, [1959]>

Reprints are given as follows: <repr. Leipzig, 1980>. Later editions are given as < Leipzig 1980^3>, or, if the first year of publication is also mentioned: <Leipzig, 1970, 1980^3 >.

If a source is mentioned in more than one footnote, after the first instance the surname of the author and a shortened title will be mentioned only. The use of 'Idem' and 'Ibidem' is employed when the same source is mentioned in sequential footnotes, and only then when no

other sources are mentioned in either footnote. The use of 'Idem' is employed when the same source is mentioned; the use of 'Ibidem' when it concerns the same source but also the same page range.

Examples of full references in footnotes
Monographs:
P.G. Hoftijzer, *Engelse boekverkopers bij de Beurs. De geschiedenis van de Amsterdamse boekhandels Bruyning en Swart, 1637-1724*. Amsterdam/Maarssen: APA/Holland University Press, 1987, 86.
A.M.J. van Buuren, W.P. Gerritsen [et al.], *Vermakelijk bibliografisch ganzenbord. Een eerste handleiding bij systematisch-bibliografisch onderzoek op het gebied van de Nederlandse letterkunde.* 5th, revised edition, Groningen: Wolters-Noordhoff, 1983, 57.
Lisa Kuitert, *Met een drukpers de oceaan over. Koloniale boekcultuur in Nederlands-Indië, 1816-1920*. Amsterdam: Prometheus, 2020, 27.
Nop Maas, F.W. Kuyper (eds.), *Offeren aan Mercurius en Minerva. Nederlandsche Vereeniging van Antiquaren 1935-1995.* Amsterdam: De Buitenkant, 1995, 35.

Journal articles:
J. Krol, '"Wy hâlde ús sprake fêst". Het FLMD en het Selskip 1844', in: *Metamorfoze nieuws* 3 (1999), nr. 6, 4.
Aimericus, 'Ars lectoria', ed. H.F. Reijnders, in: *Vivarium* 9 (1971), 119-137; 10 (1972), 41-101.

Chapters in edited volumes:
D. van Lente, 'Drukpersen, papiermachines en lezerspubliek. De verhouding tussen technische en culturele ontwikkelingen in Nederland in de negentiende eeuw', in: Th. Bijvoet, P. Koopman [et al.] (eds.), *Bladeren in andermans hoofd. Over lezers en leescultuur.* Nijmegen: SUN, 1996, 246-263: 257.
Bert van Selm, 'Mogelijkheden en beperkingen van fondsreconstructie', in: Bert van Selm, *Inzichten en vergezichten. Zes beschouwingen over het onderzoek naar de geschiedenis van de Nederlandse boekhandel.* Amsterdam: De Buitenkant, 1992, 12-31.

Newspapers:
Examples of newspaper titles: *Het parool*, *NRC Handelsblad*, *De telegraaf*, *Het financieele dagblad*. Exception: *de Volkskrant*. Newspaper titles are followed by date of publication and relevant pages.

Online sources:
Paul van Capelleveen, *Een onbekende 'private press': de Pondok Pers*, 2015. Accessed on 20 January 2021, https://www.kb.nl/blogs/boekkunst-en-geillustreerde-boeken/een-onbekende-private-press-de-pondok-pers.
Nederlandse Boekhistorische Vereniging, *De boekenmolen – Daphne Wouts*, 2019. Accessed on 18 February 2021, www.boekgeschiedenis.nl/de-boekenmolen-daphne-wouts.
Stichting Lezen, *Publicaties*, s.d. Accessed on 1 January 2021, www.lezen.nl/nl/over-stichting-lezen/publicaties.

Movies or film material:
Makerbot, 'MakerBot Stories | A Slipcase for Chang-rae Lee', YouTube, January 7, 2014. Access January 16, 2023, https://www.youtube.com/watch?v=vfr2ARWWKHs.

Unpublished film material:
To refer to unpublished movie material, for example interviews, please tell the readers in a footnote that the source has not been published. Moreover, name as many details as possible, like: [name of the interviewee]. Interviewed by [name of the interviewer], [date], <location or medium (e.g. Teams/Zoom)>, not published.

Works published before 1800:
Biblia. Dat is, de gantsche heylighe schriftuere, (...). Translated from the French by P. H. [= Petrus Hackius]. 2nd edition, enlarged by Iacobus Laurentius. Amsterdam: Henrick Laurentsz, 1630 (Amsterdam, UB, 539 A 8).
[Johan de Brune] Spe & Metu, 'Dombvrghs-reyse, toeghe-eygent aen Jonckvrou Svsanna Zuyd-lands', in: *Zeeusche nachtegael, ende des selfs driederley ghesang (...) door verscheyden treffelijcke Zeeusche poëten by een ghebracht (...). Hier is noch by gevought (...) Tafereel van sinne-mal.* [3rd printing] Amsterdam: Anthoni Jacobsz, 1633, fols. F1r-F3r (Middelburg, ZB, 1089 B 35).
Johan de Brune, *De grond-steenen van een vaste regieringe (...).* by I.D.B.I.C. Middelburg: Hans vander Hellen, voor Ian Pieterssen vande Venne, 1621 (Amsterdam, UB, 235 G 30).

Manuscript Sources:
Amsterdam, Universiteitsbibliotheek, hs I G 34
Den Haag, Koninklijke Bibliotheek, hs 79 K 10
Groningen, Universiteitsbibliotheek, Archief Plessner 6, 75
Parijs, Bibliothèque Nationale de France, ms Fonds Néerlandais 1

Examples of shortened references in footnotes:
Hoftijzer, *Engelse boekverkopers bij de Beurs*, 89.
Maas, Kuyper, *Offeren aan Mercurius en Minerva,* 35
Hughes, 'The Library', 153.
Amsterdam UBA I G 34, fols. 34v-65r.
Den Haag KB 79 K 19 fol. 6ra (columns are indicated by a, b, etc.).

Bibliography
At the end of the article, the author will provide a bibliography of all consulted sources, organised alphabetically by surname. If no surname is present, the source will be arranged by title. Manuscript sources are listed separately from printed sources. Please include all sources that have been published and can be accessed. This means you have to refer to digital sources, but not to unpublished interviews in the bibliography.
Works in the bibliography, where relevant, should include a DOI at the end (preceded by https://doi.org/).

Sample biliography:
Eickmans, Heinz, 'Tussen informatie en ideologie', in: *Internationale Neerlandistiek* 57 (2019), nr. 1, 35-60. https://doi.org/10.5117/IN2019.1.003.EICK
Hoftijzer, P.G., *Engelse boekverkopers bij de Beurs. De geschiedenis van de Amsterdamse boekhandels Bruyning en Swart, 1637-1724.* Amsterdam/Maarssen: APA/Holland University Press, 1987.
Kuitert, Lisa, *Met een drukpers de oceaan over. Koloniale boekcultuur in Nederlands-Indië, 1816-1920.* Amsterdam: Prometheus, 2020.
Lente, D. van, 'Drukpersen, papiermachines en lezerspubliek. De verhouding tussen technische en culturele ontwikkelingen in Nederland in de negentiende eeuw', in: Th. Bijvoet,

P. Koopman [et al.] (eds.), *Bladeren in andermans hoofd. Over lezers en leescultuur*. Nijmegen: SUN, 1996, 246-263.
Tafereel van sinne-mal. [3rd printing] Amsterdam: Anthoni Jacobsz, 1633. (Middelburg, ZB, 1089 B 35).

Manuscripts:
Den Haag, Koninklijke Bibliotheek, hs 79 K 19

Illustrations, Tables and Graphs
Illustrations are encouraged, but they are the responsibility of the author. The author should also indicate where the illustrations are to be placed within the article, and they should provide captions.

The definitive selection of articles (generally a maximum of 4-5) should be delivered in .tiff, .eps or .jpeg formats. The resolution should be a minimum of 300 dpi (dots per inch / pixels per inch) at the width of the Yearbook (or two thirds height of the page). The Yearbook is published at 16x23 cm.

The illustrations will be published in colour in the digital version of the Yearbook, while most illustrations will be published in black and white in the print version.

All illustrations, tables and graphs are to be numbered in Arabic numerals.

Every caption should begin with the number of the illustration: Figure 1. The file name of the illustrations should match these caption numbers, and they should only be named as such, thus: Fig 01, Fig 02, etc.

The placement of the illustrations should be given in red and between square brackets, thus: [insert Fig 01 here]. The caption should follow on a new line.

A separate list of illustrations with captions should also be delivered alongside the text of the article.

If necessary, it is helpful to indicate at what size the illustrations are to be printed.

If the author wishes to have multiple illustrations placed alongside one another, then this should be indicated. Cropped extracts from illustrations are to be indicated similarly.

Any tables and graphs are to be delivered in their original source document (Word, Excel or Powerpoint) so that any adjustments can be made by the publishers concerning size, type and colour.

Logos are to be supplied as .eps files.

The captions of illustrations are to include reference to their source and copyright holder, and the name of the photographer or copyright license, where appropriate.

Sample caption:

Figure 1. *La noble science des ioueurs despee* (Antwerpen: Willem Vorsterman, 1538), title page. Copy: Wolfenbüttel, Herzog August Bibliothek M: Hn 236. © Herzog August Bibliothek Wolfenbüttel (http://diglib.hab.de/drucke/hn-236/start.htm), CC BY-SA

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Abstract
The author will deliver an abstract in English of c. 100-150 words. This will be placed at the head of the article. A longer summary of the article (max 700 words) may be given at the end of the article in a language other than English.

Keywords
The author will deliver 3 to 5 keywords in English to aid the indexing of the article in search engines. Additional keywords in Dutch may also be supplied.

Bio
The author will also deliver, in the language of the article, a short bio detailing their name, institution or business association, other book historical activities, research interests or their most recent publications (50 to 100 words). An ORCID identifier can also be added.

Final submission
The final submission should comprise: the article, abstract, keywords, illustrations, list of illustrations with captions, bio and any other appendices.