



Journal of Belgian History (JBH)

Editorial Guidelines for authors

GENERAL INFORMATION ABOUT THE JOURNAL

The *Journal of Belgian History* (JBH) is published by the State Archives in Belgium - CEGESOMA (Centre for Historical Research and Documentation on War and Contemporary Society) – Luchtvaartsquare/Square de l'Aviation 29, 1070 Brussel/Bruxelles (Belgium)
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Articles can be submitted to an individual editor, but should preferably be submitted via the following e-mail address: jbh@cegesoma.be

GENERAL POINTS OF ATTENTION FOR THE ARTICLES

- Only previously unpublished contributions may be submitted to the journal.
- The use of a clear and comprehensible language is necessary; specialist or highly specific terms should always be explained.
- The article should begin with a short introductory text of ca. 10-12 lines. This small text is not intended to be a summary of the article. It should try to evoke curiosity and entice the public to read the entire article. The same goes for the title: it should be clear and attractive.

ESSENTIAL GUIDELINES FOR THE ARTICLE AND THE ABSTRACT

The JBH uses its own style sheet (it does not follow the Chicago Manual of Style or other systems) because the English edition needs to be consistent with the French/Dutch language editions. It is essential that style and formatting are consistent within an article.

- The article will not exceed a maximum of 75,000 characters (including spaces but excluding the abstract and footnotes) in the first version. The final version of the article (after the review reports and the revisions) will not exceed a maximum of 90,000 characters (including spaces but excluding the abstract and footnotes).
- The article should use correct English grammar and style. The use of a spelling and grammar check is necessary.
- The author will submit an abstract in the language of the article (English), with a maximum of 1500 characters, spaces included; the abstract will be translated to Dutch and French.
- Texts are to be submitted electronically in Word for Windows (.doc or .docx).

- Both texts (article and abstract) will be submitted in two versions: 1) one with a biographical note on the author (max. 100 words, including given name, family name, title/function, institution, area of expertise, and e-mail) ; 2) an anonymous version in which all identifying information with regard to the author has been removed. This is necessary for the blind peer review system

BRITISH VS. US SPELLING

We do not impose one of the two systems, but we do impose consistency within the article.

DATES AND NUMERALS

- Dates follow the British style: day, month, year (19 October 2022)
- Numbers between one and twenty are spelled out ; thereafter numerals are used, with the exception of tens and hundreds (which are spelled out)
- 'Number' is abbreviated as 'no.' in footnotes and throughout the text

FOOTNOTES AND REFERENCING

- Notes will be numbered continuously (1, 2, 3, ...) as footnotes, not endnotes.
- The number of each footnote is placed at the end of a sentence after the character that ends the sentence (period/full stop, question mark, etc).
- Multi-author works take '&' and not 'and' between the last and penultimate author.
- Here are some examples of the annotations in the footnotes:

Books

First name and surname of author (in small caps), title (italic), place of publication, year of publication, page number(s).

When a work contains several volumes, this will be mentioned before the place of publication, such as in example 2:

Example 1: JAAP VAN DONSELAER, *Fout na de oorlog. Fascistische en racistische organisaties in Nederland 1950-1990*, Amsterdam, 1991, 9-12.

Example 2: PIETER BOURDEREL, *L'Eupuration sauvage 1944-1945*, vol. 1, Paris, 1988, 199.

Article in a journal

First name and family name of author (in small caps), title between quotation marks, in title journal (italic), number, year of publication, page number(s).

Example:

MAARTEN VAN ALSTEIN, "Wat betekende de Koude Oorlog? Belgische diplomaten en de vijandige bipolarisering: Edouard Le Ghait en baron Hervé de Gruben", *Bijdragen tot de Eigentijdse Geschiedenis*, 20, 2008, 106-107.

VB.: CHARLES GADEA & CHARLES SOULIE, « Réflexions sur une expérience d'initiation à la recherche en sociologie à l'université (1994-2000) », *Genèses*, 39/2, 155-171.

Contribution in a book

See the guidelines for an article in a journal : the title of the book replaces the title of the journal preceded by 'in' and the names and surnames of the compilers (in small caps).

Example: WANNES DUPONT, « L'homosexualité internationalisée. Politiques pénales, débats transnationaux et échanges transatlantiques à Interpol, l'OMS et l'ONU pendant les années 1950 », in SYLVIE CHAPERON, CARLA NAGELS et CECILE VANDERPELEN-DIAGRE, (dir.), *Le rideau déchiré. La sexologie à l'heure de la guerre froide*, Bruxelles, 2020, 19-35.

Master's or doctoral thesis

First name and family name of author (in small caps), title (*italic*), master thesis, institution, year, pagenummer.

Example: MICHAEL AUWERS, *The Island and the Storm: A Social-Cultural History of the Belgian Diplomatic Corps in Times of Democratization, 1885-1935*, Ph.D thesis, Universiteit Antwerpen, 2014, 162.

Web pages

Examples:

Histoire des Belges en Perse, website of the Collection Molitor, < <http://belgesenperse.be/> >, consulted on 21 February 2022.

NICO WOUTERS, "Oorlogsburgemeesters", *Belgium WWII*, website of the Rijksarchief-CegeSoma, < <http://www.belgiumwwii.be> >, consulted on 4 December 2022.

Archives

Title of the archival document (name archival institution, title archive group [*italic*], title archive file, number of archive group [when relevant the date], number archive document).

Example: Case of Meensel-Kiezegegem 1945-1955 (SOMA, *André Alers*, PD 24, no. 18).

Journals and newspapers

Title (*italic*), day month (written) year, number.

Example: *Le Soir*, 31 March 1939, 3.

Remarks

- The place of publication will always be mentioned in the language of the cited work
- When the same work of an author is cited in immediate succession, you will use: *Idem* (*italic*), page number.
Example: *Idem*, 25-50.
- When an author is cited in immediate succession with different titles/works, his/her name will be replaced at the second mention by *Id.*
Example: HENRI BERNARD, *Guerre totale et guerre révolutionnaire*, Bruxelles/Paris, 1975, 3;
Id., *Armée secrète 1940-1944*, Annexe III.
- When a work by an author is cited several times, you will use at the second mention the following: first name and surname (in small caps), abridged title in *italic*, pagenummer.
Example: HENRI BERNARD, *Guerre totale*, 45.

ABBREVIATIONS

- Abbreviations of institutions, organizations, political parties etc. do not need periods/full stops (for example: AMSAB, SOMA, etc.).
- When you use abbreviations in the text and/or in the footnotes, you should provide a list of abbreviations used. The list is placed at the end of the article, after the author's bio.
- The abbreviation for your own collection of documents is OCD.

CITATIONS (TEXT AND FOOTNOTES)

- Citations in the same language as the article are placed between quotation marks ("citation").

- When a citation is used in a cited text, use singular quotation marks ('citation').
- We prefer that citations in another language are translated in English in the text and that the original citation is placed in the footnote reference with this citation. The reverse is acceptable as well : the essential point is consistency within the article.

THE USE OF ITALIC

- Citations in another language.
- Foreign language words. Included here are the names of institutions, associations, organizations etc. in other languages, except when they are abbreviated.
- Words or parts of a phrase that need to be stressed.
- Italic is used for titles of publications, journals, magazines/newspapers, archival groups.

THE USE OF CAPITAL LETTERS

- The use of capital letters is needed only where required by grammatical rules.

TITLES

- Preferably, titles in the article will not surpass two levels. All titles are in bold. First-level titles are preceded by a roman numeral. Second-level titles have no preceding number but are in bold. This is as follows:

I. Bold Bold

ILLUSTRATIONS AND TABLES

The author should ideally provide three illustrations to accompany the text. It is essential to have the rights of use and reproduction in good time: only if we have the contact details of the rights holder in good time can we make the request in advance.

The final responsibility for the illustrations lies with the chief editors.

Each illustration or table should be attributed **a unique number** (for example: 'illustration 1', 'illustration 2'. The place of the illustrations and tables in the article is indicated by: [insert: illustration 1. Description: xxxxx. Source: xxxxx]. A brief, **descriptive caption** should be added to the illustration or the title of the table, including the source reference.

Illustrations and tables are sent in with the article in **SEPARATE individual** files as jpg or tif files. Illustrations must have the highest possible resolution (attention: photos taken from the internet usually have a limited resolution). We like to keep a minimum of 300 pixels per inch (ppi) with a 100% format. Ideally, graphs and tables are delivered in vector format (for example in Adobe Illustrator .ai and .eps format). If this is not possible, they can be delivered in Excel or in PDF. The legends/captions of the illustrations or the titles of the tables, including the source references, are also provided by the author.

REVIEW PROCEDURES AND EDITORIAL FOLLOW-UP OF THE ARTICLE

Each author will receive a confirmation of reception when an article has been submitted.

Each article will be reviewed by preferably at least three members of the scientific editorial board.

These members form the review committee. They will place an article in the category A, B, C or D.

A: Acceptance subject to completion or correction of certain details or formal aspects by the author

B: Acceptance with slight changes. The editors will judge whether these measures have been sufficiently implemented.

C: To be seriously reworked and re-submitted to the Reading Committee.

D: Refusal (insufficient scientific quality or not suitable for RBHC/BTNG (the latter will be explicitly mentioned to the author)

AGREEMENTS ON FOLLOW-UP

- The authors will receive the proofs for revision and approval in pdf.
 - Corrections will be indicated in the pdf file using the 'comments'-function
 - The editors only accept corrections of typesetting errors, i.e. no rewrites, synonyms, additions, etc.
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