



Journal of Belgian History (JBH)

Editorial Guidelines for authors

GENERAL INFORMATION ABOUT THE JOURNAL

The *Journal of Belgian History (JBH)* is published by CEGES-SOMA (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- * Only previously unpublished contributions may be submitted to the journal.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.
- * Try to limit the amount of footnotes per page.

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 **65,000 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 **75,000 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 article will be proofread and revised on style and grammar by a native English speaker appointed by the editors; nevertheless the use of correct English on submission will greatly improve chances of publication.

* In addition to the article, the author will submit an abstract in the language of the article (English), with a maximum of 2000 characters, spaces included; the abstract will be translated to Dutch and French. After publication, these abstracts will become immediately available via open access on the website.

* Texts are to be submitted electronically; preferably in Word for Windows (.doc or .docx). If this is impossible, use Rich Text Format (.rtf).

* Both texts (article and abstract) will be submitted in two versions: 1) one with a biographical note on the author (given name, family name, title/function, institution, area of expertise, recent publications/projects, address, telephone 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 2012)

* Numbers between one and twenty are spelled out ; thereafter numerals are used

* '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 before the character that ends the sentence (period/full stop, question mark, etc).

* Here are five examples of the annotations in the footnotes (as basic examples):

Books

First name and surname of author (both in full), title (*italic*), place of publication, year of publication, p. (space) page number(s).

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

Example : Jaap Van Donselaer, *Fout na de oorlog. Fascistische en racistische organisaties in Nederland 1950-1990*, Amsterdam, 1991, p. 9-12.

Example 2: Pieter Bourderel, *L'Épuration sauvage 1944-1945*, vol. 1, Paris, 1988, p. 199.

Exceptions are unpublished papers or student theses (dissertations, MA thesis) where after the author and title the work is annotated as follows: place of publication, university faculty/department, name of the university, academic year, p. (space) page number(s).

Publication in a series

After the title, the title of the series is placed between parentheses

Example: Emmanuel Gerard, *De christelijke arbeidersbeweging in België 1891-1991*, (KADOC-Studies 11), Leuven, 1991, vol. 2, p. 255.

Article in a journal

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

Example: Raf De Bont, "Louis Vervaeck en de Belgische criminele antropologie", in *Bijdragen tot de Eigentijdse Geschiedenis*, no. 9, 2001 (8), p. 63-104.

Contribution in a book

See the guidelines for an article in a journal : the title of the book replaces the title of the journal

Master's thesis

First name and family name of author, title (italic), master thesis, institution, year, p. (interspace) pagenumber.

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-Kiezezem 1945-1955 (SOMA, *André Alers*, PD 24, no. 18).

Journals and newspapers

Title (italic), day month (written) year, p. (space) number.

Example: *Le Soir*, 31 March 1939, p. 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), p. (space) page number.

Example: *Idem*, p. 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, p. 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, abridged title in italic followed by "...", p. (space) pagenumber.

Example: Henri Bernard, *Guerre totale*...., p. 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 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.

NUMBERS

Numbers below twenty are fully written, above 21 in figures.

DATES

Always following this example: 10 May 1940.

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 three 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. Third-level titles have no preceding number but are in bold and italic. This is as follows:

I. Bold

Bold

Bold

TEXT FORMATTING: GENERAL REMARKS

When writing, avoid all codes that will impact the layout of the text and document.

Exceptions to this rule :

- insert a hard return after every paragraph;
- the use of italic in specific cases (above);
- the use of codes intrinsic to the outline of the text : a tab for a list or a table (using the possibilities of the word processing software)

TEXT FORMATTING : SPECIFIC REMARKS

* *Space BEFORE* (not after)

- * open parentheses
- * open quotation marks

* *Space AFTER* (not before)

- * close parentheses
- * close quotation marks

Exceptions

- * no space after the quotation mark when it is followed by a parenthesis
- * no space before a parenthesis with a word used in two deduced words; example : male-female, or labour(er)

Space before and after:

- * colon :
- * question mark ?
- * exclamation mark !
- * short hyphens - -

Space only after

- * semicolon ;
- * comma ,
- * period/full stop

Exceptions :

- * with numbers: for example 196,245 euros or 45.24 %
- * When a point is followed by a comma, no space is added between the two
For example : They argued for a raise from 150 fr. a day to 160 fr., which was refused.

ILLUSTRATIONS AND TABLES

The author is requested to, whenever possible, provide illustrations with his/her text or to make suggestions with regard to the illustration of the text. 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]. 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, psd or png 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.

It is important to obtain in advance the **necessary licences, consents and permissions** of third party material. Please send us the contact data of the third party (holding the rights to the material) in good time so that we may submit the application beforehand.

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 or C.

Category A

Accepted (pending minor changes made by the author).

Category B

The article is relevant, but significant changes need to be made by the author according to the remarks made by the review committee.

Category C :

Rejected (possibly because the article does not fit the profile of the JBH; a suggestion for submission to another journal might be given).

Agreements on follow-up

- * The authors will receive the proofs for revision and approval.
- * Corrections will be indicated in the pdf file using the 'comments'-function

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