

# **Canadian Journal of Netherlandic Studies / Revue canadienne d'études néerlandaises**

## *Guidelines for authors*

### Subject matter

CJNS/RCEN publishes articles on all aspects of the culture of the Low Countries and historically connected areas including former colonies. Most articles are between 8,000 – 12,000 words in length, but we accept both longer and shorter submissions as well. We publish in English, French and Dutch. We normally publish two issues per year.

### How to send your contribution

Contributions should be submitted to the editor, Dr. Inge Genee, as an email attachment preferably in Word or pdf to [cjns-editor@caans-acaen.ca](mailto:cjns-editor@caans-acaen.ca). Your initial submission should be anonymous to facilitate blind peer review; please do not put your name on your submission and do not refer to your own work in a way that identifies you as the author and remove identifying information from the document properties. In the body of your email, give your full name, title, affiliation and contact information. Do NOT put this information in your article.

### Review and editorial procedures

After initial submission you will receive a confirmation of receipt. The editor will determine whether your submission falls within the subject matter of the journal and is properly formatted and will send it out for peer review. Once reviewers' reports have been received you will be sent a summary of the comments made by the reviewers along with the editorial board's decision regarding your article. Your article may be rejected, accepted (with or without revisions), or you may be asked to revise and resubmit your article.

Once your paper has been accepted you will be asked to provide a 300 words abstract, a list of key terms, suggestions for suitable illustrations, a short bio and your affiliation and contact information (usually an email address) to include in your publication.

Once all elements are received and approved, we will copy edit and typeset your paper and send you page proofs for your approval and correction.

### Special issues

Contributions to guest-edited special issues should be sent to the guest editor. All contributions to guest-edited issues are subject to the same reviewing process as regular submissions. To propose a special issue, please contact the editor.

## How to prepare your contribution (style guide)

Contributions should be typed in 12-point print double spaced. CJNS/RCEN uses a slightly adapted version of the Chicago Manual of Style author-date referencing and citation system ([http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)). Citations are given in brackets in the text and a separate list of references contains full bibliographical details. Some examples are given below. Footnotes are to be used sparingly for additional information or translations of citations only. **PLEASE NOTE: *If you are unfamiliar with this type of referencing you may submit your paper for initial review in the format current in your field. However, your revised version must be formatted correctly before it can be accepted for publication.*** Do not hesitate to ask for assistance.

### Foreign words

All foreign words and quotations should be accompanied by a translation, so that the entire article can be read by someone who only reads the language in which the article is written (English, French or Dutch). In case of lengthy quotations in another language, you may wish to provide the quotation in translation in the text, accompanied by the original in a footnote in order not to clutter the text, especially if the original wording is important.

Foreign words or short phrases are italicized and followed by a translation or gloss in single quotation marks. The gloss may be put in brackets if desired:

Swanenburg lived in Leiden prior to the siege and returned only a few months afterwards, later serving as its *burgemeester* ‘mayor’.

Or:

Swanenburg lived in Leiden prior to the siege and returned only a few months afterwards, later serving as its *burgemeester* (‘mayor’).

Alternatively, the original word can be given in brackets after the translation:

Swanenburg lived in Leiden prior to the siege and returned only a few months afterwards, later serving as its mayor (‘*burgemeester*’).

### Quotations

Shorter direct quotations are enclosed in double quotation marks (“quotation”) and incorporated in the text, followed by an (Author year, page) reference:

A seventeenth century engraving entitled *Nederlantsche gedenck-Clanck* (‘Dutch Anthem of Commemoration’) depicts “images that are simultaneously classical and pious, humanist and Calvinist” (Schama 1987, 99-100).

Longer quotations are set apart from the main text by a preceding and following white line and indented, and likewise followed by an (Author year, page) reference:

The FDG approach to polysynthesis is embedded within its approach to morphological typology, which characterizes languages according to two parameters, viz. semantic transparency and synthesis:

Along the first parameter we may distinguish isolating, agglutinating, and fusional languages. Isolating languages are semantically transparent in the sense that in the ideal type of an isolating language there is a one-to-one relation between a Word and a unit of meaning, whereas in agglutinating languages there is ideally a one-to-one relation between a morpheme and a unit of meaning. Fusional languages are semantically opaque in the sense that there is no one-to-one relation between a unit of form and a unit of meaning. Along the second parameter we may distinguish between polysynthetic and non-polysynthetic languages. Polysynthetic languages allow the presence of more than one lexical element within a single Word, while non-polysynthetic languages do not. (Hengeveld and Mackenzie 2008, 301)

Quotations in foreign languages are given in double quotation marks plus italics, followed by a translation into English in single quotation marks, if desired in brackets:

Her father was a morose man who mostly spoke in short sentences drawn from a set of stock phrases. One of the frequently used ones was: “*Voor de koffië niet zeuren.*” (‘Do not complain before the morning coffee.’) In his house, one did not complain after the coffee either.

### Ellipsis

Use [...] to indicate ellipsis (omitted part of a quotation):

A seventeenth century engraving depicts “images that are simultaneously [...] humanist and Calvinist” (Schama 1987, 99-100).

### Spacing

Use a single space between a period or other sentence-final punctuation mark and a following sentence. (Do NOT use double spaces.)

### Placement of quotation marks relative to punctuation

Quotation marks generally go INSIDE punctuation marks, especially if the quotation is followed by an in-text (Author year, page) reference:

A seventeenth century engraving depicts “images that are simultaneously classical and pious, humanist and Calvinist” (Schama 1987, 99-100).

Exceptions occur when a full sentence or sentences are quoted and the in-text citation does not follow:

Annette Schmidt (1991, 113) states: “Language attrition is a common linguistic phenomenon evident in virtually every part of the world, as languages of great cultural and political potency spread at the expense of less prestigious indigenous codes.”

If the in-text citation does follow, the quotation marks are inside the punctuation:

Annette Schmidt states: “Language attrition is a common linguistic phenomenon evident in virtually every part of the world, as languages of great cultural and political potency spread at the expense of less prestigious indigenous codes” (Schmidt 1991, 113).

Single quotation marks used for glosses also go inside of punctuation:

Swanenburg lived in Leiden prior to the siege and returned only a few months afterwards, later serving as its *burgemeester* ‘mayor’.

He returned to Leiden only a few months afterwards, later serving as its *burgemeester* ‘mayor’, a position he kept until his death.

### Footnotes

Limit the use of footnotes as much as possible. Use footnotes sparingly for truly additional, non-essential information only. In particular, footnotes should NOT be used for information that is crucial to the argument: such information should be incorporated into the text. Footnotes should also NOT be used for references, as these appear in the text as (Author date, page) references.

### Footnote numbering in text

Footnotes are numbered in superscript roman numerals in the text. They are not preceded by any space. In-text footnote numbers appear after all punctuation and quotation marks at the end of a sentence if they apply to the whole sentence or paragraph:

Annette Schmidt states: “Language attrition is a common linguistic phenomenon evident in virtually every part of the world, as languages of great cultural and political potency spread at the expense of less prestigious indigenous codes” (Schmidt 1991, 113).<sup>4</sup>

If they apply to a part of a sentence, they appear after the relevant sentence fragment again after all punctuation and quotation marks:

He returned to Leiden only a few months afterwards, later serving as its *burgemeester* ‘mayor’,<sup>4</sup> a position he kept until his death.

If they apply to a specific word or name, they appear immediately after that word:

He returned to Leiden<sup>4</sup> only a few months afterwards, later serving as its *burgemeester* ‘mayor’, a position he kept until his death.

**Dates**

Centuries: the 17<sup>th</sup> century

Decades: the 1990s

Dates: October 3, 1945

**Titles of books, articles, movies, plays etc.**

For books and articles: Use sentence capitalization with italic font:

*The ten thousand things* (NOT: The Ten Thousand Things).

For movies and plays: Use title case with italic font:

*Total Recall*

**Conventions for Dutch family names in in-text citations and bibliography**

Family names with separate prefixes are alphabetized under the first element when it is capitalized, but under the main element when it is not capitalized:

- Tim Van der Pol – listed under V in bibliography. In-text citation: (Van der Pol 2012)
- Tim van der Pol – listed under P in bibliography. In-text citation: (Van der Pol 2012) (note: the in-text citation starts with a capital letter in both cases!)

<i>Dutch family name</i>	<i>Van der Pol</i>	<i>van der Pol</i>
<i>Alphabetized under</i>	V	P
<i>In bibliography</i>	Van der Pol, Tim	van der Pol, Tim
<i>In-text citation format</i>	(Van der Pol 2012)	(Van der Pol 2012)

For family names with apostrophes, ensure the apostrophe is always ['] and not [’]:

Maarten ’t Hart

**Sample references and in-text citations** (Adapted from: *The Chicago Manual of Style Online* > Chicago-Style Citation Quick Guide > AUTHOR-DATE)

[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).

Each example in the reference list entry is accompanied by an example of a corresponding in-text citation.

General: Use sentence capitalization and all authors' and editors' full names including full first name (no initials). Give both place of publication and name of publisher, separated by a colon.

## **Book**

### **One author**

Pollan, Michael. 2006. *The omnivore's dilemma: A natural history of four meals*. New York: Penguin.

(Pollan 2006, 99-100)

### **Two or more authors**

Ward, Geoffrey C. & Ken Burns. 2007. *The war: An intimate history, 1941–1945*. New York: Knopf.

(Ward & Burns 2007, 52)

For four or more authors or editors, list all of the authors/editors in the reference list; in the text, list only the first author, followed by: et al. ("and others"):

Kelly, John D., Beatrice Jauregui, Sean T. Mitchell & Jeremy Walton, eds. 2010. *Anthropology and global counterinsurgency*. Chicago: University of Chicago Press.

(Kelly et al. 2010)

### **Editor (ed.), editors (eds.), translator (trans.), or compiler (comp.) instead of author**

Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago: University of Chicago Press.

(Lattimore 1951, 91-92)

### **Editor, translator, or compiler in addition to author**

García Márquez, Gabriel. 1988. *Love in the time of cholera*. Translated by Edith Grossman. London: Cape.

(García Márquez 1988, 242-55)

### **Chapter or other part of a book**

General: All bibliographic entries must contain full information: in particular, do not refer to another entry in the bibliography in cases of references to items in edited volumes etc.

Kelly, John D. 2010. Seeing red: Mao fetishism, Pax Americana, and the moral economy of war. In *Anthropology and global counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, & Jeremy Walton, 67-83. Chicago: University of Chicago Press.

(Kelly 2010, 77)

### **Chapter of an edited volume originally published elsewhere (as in primary sources)**

Cicero, Quintus Tullius. 1986. Handbook on canvassing for the consulship. In *Rome: Late republic and principate*, edited by Walter Emil Kaegi Jr. & Peter White. Vol. 2 of *University of Chicago readings in Western civilization*, edited by John Boyer & Julius Kirshner, 33-46. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

(Cicero 1986, 35)

### **Preface, foreword, introduction, or similar part of a book**

Rieger, James. 1982. Introduction to *Frankenstein; or, the modern Prometheus*, by Mary Wollstonecraft Shelley, xi-xxxvii. Chicago: University of Chicago Press.

(Rieger 1982, xx-xxi)

### **Book published electronically**

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL and include an access date. If no fixed page numbers are available, you can include a section title or a chapter or other number.

Austen, Jane. 2007. *Pride and prejudice*. New York: Penguin Classics. Kindle edition.

(Austen 2007)

Kurland, Philip B. & Ralph Lerner, eds. 1987. *The founders' constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>. Accessed July 3, 2014.

(Kurland & Lerner, ch. 10)

### **Journal article**

#### **Article in a print journal**

In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.

Broos, Janet & Ton Broos. 2014. How perfect is *De volmaakte Hollandsche keuken-meid* (1746)? *Canadian Journal of Netherlandic Studies* 35.1: 1-21. (Note: do NOT use 35(1) or 35-1)

(Broos & Broos 2014, 3)

Weinstein, Joshua I. 2009. The market in Plato's republic. *Classical Philology* 104: 439–58.

(Weinstein 2009, 440)

### **Article in an online journal**

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL and include an access date.

Kossinets, Gueorgi & Duncan J. Watts. 2009. Origins of homophily in an evolving social network. *American Journal of Sociology* 115: 405-50. doi:10.1086/599247.

(Kossinets & Watts 2009, 411)

Tiegs, Robert. 2014. Hidden beneath the waves: Commemorating and forgetting the military inundations during the siege of Leiden. *Canadian Journal of Netherlandic Studies* 35.2: 1-27. <http://caans-acaen.ca/wp-content/uploads/2016/06/CJNS35-2pp1-27Tiegs2.pdf>. Accessed July 24, 2016.

(Tiegs 2014)

### **Article in a newspaper or popular magazine**

Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, [...]”), and they are commonly omitted from a reference list. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL and an access date. If no author is identified, begin the citation with the article title.

Mendelsohn, Daniel. 2010. But enough about me. *New Yorker*, January 25.

(Mendelsohn 2010, 68)

Stolberg, Sheryl Gay & Robert Pear. 2010. Wary centrists posing challenge in health care vote. *New York Times*, February 27. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>. Accessed February 28, 2010.

(Stolberg & Pear 2010)

### **Book review**

Kamp, David. 2006. Deconstructing dinner. Review of *The omnivore's dilemma: A natural history of four meals*, by Michael Pollan. *New York Times*, April 23, Sunday Book Review. <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>. Accessed May 26, 2011.

(Kamp 2006)

### **Thesis or dissertation**

Choi, Mihwa. 2008. Contesting *imaginaires* in death rituals during the Northern Song Dynasty. PhD diss., University of Chicago.

(Choi 2008)

### **Paper presented at a meeting or conference**

Adelman, Rachel. 2009. ‘Such stuff as dreams are made on’: God’s footstool in the Aramaic Targumim and Midrashic tradition. Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21-24.

(Adelman 2009)

### **Website**

A citation to website content can often be limited to a mention in the text (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, always include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.

Google. 2009. Google privacy policy. <http://www.google.com/intl/en/privacypolicy.html>. Last modified March 11.

(Google 2009)

McDonald’s Corporation. 2008. McDonald’s Happy Meal toy safety facts. <http://www.mcdonalds.com/corp/about/factsheets.html>. Accessed July 19, 2008.

(McDonald’s 2008)

### **Blog entry or comment**

Blog entries or comments may be cited in running text (“In a comment posted to *The Becker-Posner Blog* on February 23, 2010, . . .”), and they are commonly omitted from a reference list. If a reference list entry is needed, cite the blog post there but mention comments in the text only. Include an access date.

Posner, Richard. 2010. Double exports in five years? *The Becker-Posner blog*, February 21. <http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html>. Accessed March 28, 2010.

(Posner 2010)