

April 2011

## **Guidelines**

### **Low Countries Journal of Social and Economic History (TSEG)**

#### **General**

Articles have to be submitted per email to Astrid Verburg ([info@tseg.nl](mailto:info@tseg.nl))

On the cover page please write: author's name, full address (including zip code, phone number, email address) and academic title. On the first page of the article please indicate the number of words. Articles should be no longer than 8,000 words (including references, tables, graphs).

All articles should be originals, should not have been published previously and are not to be submitted elsewhere at the same time.

Authors have to provide a short biography which includes year of birth, place of work and current position, major or recent publications, and (again) full address.

The author provides an English summary of 75 to 125 words, plus a title. Tables, graphs, and maps should be numbered, should have a clear title, should be simple and should be delivered as separate files. In the text please indicate where tables, graphs and maps should come: [table 1 about here]

Maps in TIF or JPEG, graphs in Excel. Per article we like to publish two illustrations. The illustrations should be free of rights. Please provide originals (no photo copies) in JPEG and TIF (300dpi). If costs are involved please contact Astrid Verburg before ordering. In the text please indicate where illustrations should come:

[illustration 1 about here]

Paragraph breaks should be indicated by *indents* and not *line breaks*. The first paragraph of an article, and of sections, should not be indented. Articles should be divided into sections marked by short titles. Do not number sections, and avoid sub-paragraphing. Quotations: follow the punctuation, capitalisation and spelling of the original. For short quotations use single quotation marks. Long quotations of fifty words or more should be typed as a displayed extract, i.e. a separate block with a space above and below without quotation marks.

For quotations within quotations use double quotation marks. For ellipsis in quotations use three full points in square brackets: [...]. Punctuation follows closing quotation marks except where whole sentences are quoted. Quotes in languages other than Dutch or English should be translated in footnotes.

Articles should be in British English (not American English). Please use -ise rather than -ize (and -sation rather than -zation).

Do not use abbreviations. Provide an explanation for any acronym at the first mention:

General Agreement on Tariffs and Trade (GATT)

Dates should be typed as follows: 5 July 1985.

In referring to a century write, for instance, nineteenth century (not 19<sup>th</sup> century). Note that when used as an adjective a hyphen appears between the ordinal and the word "century": nineteenth-century

labour.

Figures and Numerals: units of measurement and all numbers over 20 should be given in figures; others should be in words (e.g. ten workers) except in passages with enumerations (8, 17 and 43 percent).

Write 30 percent not 30%.

Foreign words and phrases should be italicised

### References

An unnumbered initial note – a superscript asterisk at the end of the title – can be used for acknowledgements (of the assistance of colleagues and of grants from foundations).

TSEG uses the reference system which is common among historians: references are in footnotes, which are numbered throughout. Reference follows punctuation: .<sup>23</sup> (not .<sup>23</sup>.)

### Books

One author:

R.F. Atkinson, *Knowledge and explanation in history. An introduction to the philosophy of history* (London and Basingstoke 1978) 118-119.

Two authors: Michael Mitterauer and Reinhard Sieder, *Vom Patriarchat zur Partnerschaft. Zum Strukturwandel der Familie* (München 1984).

Three authors Philip Armstrong, Andrew Glyn and John Harrison, *Capitalism since world war II. The making and breakup of the great boom* (London 1984) 320.

More than three authors: Erik Buyst c.s., *De Bank, de frank en de euro. Anderhalve eeuw Nationale Bank van België* (Tielt 2005) 19-21.

Please note that capitalisation is not used in English titles.

If several titles are listed in one footnote please separate them by a semi column (;). When referring to pages use full page numbers: 214-221 (not 214-21).

When a title is mentioned for the second time, use short titles: Atkinson, *Knowledge and explanation*, 56. Mitterauer and Sieder, *Vom Patriarchat zur Partnerschaft*, 23-27.

### Journals articles:

Onno de Wit, 'Techniek als cultuurverschijnsel. De transistorradio, Philips en Hilversum in de periode 1950-1970', *Tijdschrift voor Mediageschiedenis* 4:1 (2001) 87-107.

or Annemieke van Drenth, 'Vrouwelijke zorg om het wonen. Woninginspectrices bij Philips en de gemeente Eindhoven in het Interbellum', *Tijdschrift voor Sociale Geschiedenis* 19 (1996) 113-137.

or when referring to a specific page: Annemieke van Drenth, 'Vrouwelijke zorg om het wonen. Woninginspectrices bij Philips en de gemeente Eindhoven in het Interbellum', *Tijdschrift voor Sociale Geschiedenis* 19 (1996) 113-137, 119.

Next reference: Van Drenth, 'Vrouwelijke zorg', 121.

Quotations in titles get double quotation marks:

H.F.K. van Nierop, "'Het Quaede Regiment". De Hollandse edelen als ambachtsheren, 1490-1650', *Tijdschrift voor Geschiedenis* 95 (1980) 433-444, 443.

Please note that references to articles include first the full range of pages followed by a reference to the specific page you are referring to.

If a journal is referred to more than once the title may be abbreviated:

H.F.K. van Nierop, "'Het Quaede Regiment". De Hollandse edelen als ambachtsheren, 1490-1650', *Tijdschrift voor Geschiedenis* (from now *TvG*) 95 (1980) 433-444, 443.

Next reference:

L. van Buyten, 'Bureaucratie en bureaucratisering in de lokale besturen in de Zuidelijke Nederlanden, 17e eeuw tot 18e eeuw', *TvG* 90 (1977) 503-523, 503-504.

#### **Articles:**

in edited volumes:

Thera Wijsenbeek-Olthuis, 'Stedelijk verval en cultuurpatronen', in: Anton Schuurman, Jan de Vries and Ad van der Woude (eds.), *Aards geluk. De Nederlanders en hun spullen, 1550-1850* (Amsterdam 1997) 201-221.

Next reference: Wijsenbeek-Olthuis, 'Stedelijk verval', 211.

Or article in non-edited volume:

H.P.H. Jansen, 'Politieke ontwikkeling circa 1100-1400', in: *Algemene Geschiedenis der Nederlanden II* (Haarlem 1982) 284-287.

Next reference: Jansen, 'Politieke ontwikkeling', 286.

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

*Bronnen der Leidsche universiteit*, 231.

Unpublished thesis Annie Lauwers, *De Boerinnenjeugdorganisatie, een kind van haar tijd. Ontstaan en groei (1911-1930)* (Licentiaatsverhandeling Geschiedenis Katholieke Universiteit Leuven 1985) Please note: in this case mention university

#### **Reference to archives**

First mention the archive in which the material is kept (with the abbreviation of the name of the archive in brackets), followed by the name of the archival source, number in the inventory, title of the archival piece, plus page numbers (if available):

Gemeente Archief Tilburg (further GAT), Secretarie Archief 1810-1907 (further SA), inv. nr. 29, Notulen van de openbare vergadering van de gemeenteraad Tilburg, 3 June 1884.

Or Municipal Archive Tilburg (MAT), Archive of the secretary (AS), inv. No. 29, Minutes public meeting city council Tilburg, 3 June 1884.

Next reference: GAT, SA, inv. nr. 29, Notulen, 15 July 1884.

Or: Nationaal Archief Den Haag (further NA), Archief van de Graven van Holland (further AGH), inv. 227 fo. 8vo.

Next reference: NA, AGH, inv. 1262 fo. 108.

Or

Maritiem Museum 'Prins Hendrik' Rotterdam (further MPH), Collectie D. van Lennep, Dagelijksche aantekeningen (18-01-1804).

Next reference: MPH, Collectie D. van Lennep. Dagelijksche aantekeningen (16 mei 1804).

**Interviews**

Give the name of the interviewee (or pseudonym), the place and date of the interview, name of the interviewer, and where transcripts or tapes of the interview can be found.

**Internet**

Patricia Grimsted, 'Bibliography - Displaced cultural treasures as a result of World War II and restitution issues', *Russia: Archives and Restitution*. 23 June 2003, [http://www.iisg.nl/archives\\_in\\_russia/bibliography.html](http://www.iisg.nl/archives_in_russia/bibliography.html) (9 July 2003). Note: please mention when you last visited the site.