

ArtEZ Press

Submission guidelines

ArtEZ Press uses the following submission guidelines for manuscripts:

- A manuscript should not have been previously published (in the same form), unless it has been agreed in writing between ArtEZ Press and the author/creator that the manuscript in question, possibly in adapted form, will be published by ArtEZ Press.
- Manuscripts should be sent digitally to the publisher of ArtEZ Press, with the title and the name/names, email address(es), and profession and/or field of research of the author(s).
- Texts should be delivered as a Word document.
- Tables, graphs, and figures should be added as a separate file, equipped with a numbering system. The placement of the table, graph, or figure has to be indicated in the text with the relevant number in square brackets [figure 1].
- Images must be supplied as .jpg, with a resolution of at least 300 dpi, numbered and provided with a short title (for example: 01 Rembrandt Nachtwacht.jpg).
- Along with the images, a list (in a Word document) with the full captions must be delivered in the following format: image number, name of author, title of work, year, and any additional information, such as format, material, collection, copyright holder(s). Any wishes with regard to the size of the image in the text can be indicated in square brackets.
- Please refer to our application form, if you'd like to submit a book proposal.

Author guidelines

ArtEZ Press uses the following author guidelines for manuscripts.

1. Format

Texts are to be delivered as Word documents in English or in Dutch. The publisher will decide whether the manuscript is published in English, in Dutch or both. If deemed necessary, the texts will be translated into the desired language by a professional translator who is guided by ArtEZ Press. Texts in Dutch should follow the most recent version of the *Groene Boekje* and *Van Dale*. In English-language manuscripts, British spelling (not American spelling) must be used. Manuscripts should contain the following components:

- title;
- author name/author names;
- up to five keywords (for use in search engines);
- abstract/summary (200 words maximum);
- main text; and
- biography of the author(s) (100 words maximum, written in the third person);
- images (see Submission guidelines);
- captions and copyright information (see Submission guidelines).

For the technical delivery requirements, see the 'Submission guidelines'.

2. Style

In the submitted Word document the following formatting should be used:

- Times New Roman, 12 point-point font;
- 1.5 line spacing;
- page numbers bottom right;
- do not use the Word hyphenation function;
- use as few formatting codes as possible and do not use styles for headers and subheadings, with the exception of italics, underlining, and tab;
- do not provide the text with headers and footers;
- use the reference function of Word for creating notes;
- indent the first line of a new subparagraph with the tab function;
- place a blank line for a new paragraph and do not indent the first line;
- write the first mention of an abbreviation in full in the text and then use the abbreviation;
- write acronyms and abbreviations of institutions, museums, etc. in capital letters without dots. The first time any acronym or abbreviation is mentioned, place the full name in brackets after it. Some institutions use fixed abbreviations (MoMA).

3. Quotations

Basic principles for the use of quotations:

- put quotations in single quotation marks;
- put quotations within quotations in double quotation marks;
- place additions or deletions of the author(s) in quotations in square brackets;
- quotations must be provided with a note with a source reference as well as a translation into the language of the article if the original quotation has appeared in another language.

4. Numbers

- page numbers must be indicated as follows: p. 48 and pp. 48-52;
- dates must be written in full (2014-2018);
- period designation in the text: nineties, 1820s;
- numbers up to and including twenty and non-precise indications of numbers are written in full in letters: nineteen, four hundred, two thousand;
- numbers above twenty, numbers in summaries, exact numbers and measurement results should be written numerically;
- write ordinal numbers in full: nineteenth, one hundredth; twenty-first century;
- indicate percentages with a number followed by the percent sign without a space.

5. Footnotes and bibliography

For footnotes and the bibliography, ArtEZ Press uses the Chicago Manual of Style, notes and bibliography style. For these guidelines, see www.chicagomanualofstyle.org/home.html. Notes and bibliography style means that the complete source is mentioned in the bibliography. In the footnotes include the full reference the first time a source is mentioned. All subsequent times that the same source is mentioned, a short reference to the literature will suffice: Hoeks & Post 2006, p. 394. Authors should make the following changes to this reference system:

- a comma after the book title, not a full stop;
- for multiple authors, the names in the bibliography should be separated by commas;
- title and subtitles are separated by a dot in a Dutch-language contributions and by a colon in an English-language contribution.

Example citation:

Source acknowledgment in the text:

'Trying to determine exactly what it is that fashion includes is no easy matter'.¹

In the footnote / endnote:

¹ Henk Hoeks & Jack Post, 'Fashion and five fashion theoreticians', in: Jan Brand & José Teunissen (eds), *The Power of Fashion: About Design and Meaning*, Arnhem: Terra / ArtEZ Press, 2006, pp. 392-405, p. 392.

In the bibliography:

Hoeks, Henk, & Jack Post, 'Fashion and five fashion theoreticians', in: Jan Brand & José Teunissen (eds), *The Power of Fashion: About Design and Meaning*, Arnhem: Terra / ArtEZ Press, 2006, pp. 392-405 (note the comma behind the name of the first author)

Examples of entries in the English alphabetical bibliography/source list:

- BOOK: Benjamin, Walter, *Ideas [Concepts]*, Nijmegen: Vantilt, 2017
- TRANSLATED BOOK: Virgil, *The Eclogues and the Georgics*. Translated by C. Day Lewis, introduction and notes by R. O. A. M. Lyne, Oxford University Press, 1983
- ARTICLE IN A MAGAZINE : Visser, Gerard, 'Walter Benjamin's mystical view of history. An approach from early letters' ['Walter Benjamin's Mystical Outlook on History: An Approach through Early Letters'], *Benjamin Journal*, 1 (1993), No. 1, pp. 40-59. (Only add the English translation if the article is translated into English.)
- CONTRIBUTION IN A COLLECTION: Hoeks, Henk, & Jack Post, 'Fashion and five fashion theoreticians', in: Jan Brand & José Teunissen (eds), *The Power of Fashion: About Design and Meaning*, Arnhem: Terra / ArtEZ Press, 2006, pp. 392-405
- CD / DVD: Claude Debussy, *Prélude à l'après-midi d'un faune*, CD, names performers, name publisher and year.

6. Images

Images should be delivered to support the manuscript. In principle, ArtEZ Press performs image editing for all books together with the author(s). This is sometimes deviated from in consultation with the author(s). Manuscripts may entirely or largely consist of visual essays if this is the kind of art research conducted by the author(s). In the 'Submission guidelines' above, you can find the technical criteria for inclusion of images. The images delivered must preferably be royalty free. If this is not possible, the author notifies the publisher for which images this applies, after which ArtEZ Press will procure the rights for publication of the relevant image(s).