

Guidelines for the authors regarding the presentation of the contributions

General presentation

- The text is to be delivered in digital format, with mention of the software used and the name of the author. A paper version with the name and address of the author should be joined;
- The text must be word-wrapped, with a line break for each paragraph, each title and each subtitle;
- Use footnotes, with continuous numbering;
- Use small capitals, bold and italic where required;
- Do not use tab stops and avoid every other layout.

The actual text

- Quotations in ancient languages (Latin, old French, Middle Dutch, ...) are italic type and without quotation marks; quotation in modern languages are roman type and between quotation marks;
- Italic type text is never placed between quotation marks and consequently text between quotation marks is never italic type;
- References for footnotes must be placed as superior text and before the punctuation mark;
- The numbering of the footnote (at the end of an article) must be placed without indention and as superior text. Leave a blank behind the number of the note;
- Avoid numbering chapters, subchapters and paragraphs;
- Observe a hierarchy in the titles: small capitals, then roman bold and finally italic simple type. Do not end a title with a point (full stop). You should leave three blank lines above a title and two blank lines under a title;
- Use the full date (January 29th, 1946 instead of 1-29-1946);
- Avoid bold type and capitals in the body text.

Bibliographic references

- Authors are quoted using the initials of their first names and the full last name, the latter being in small capitals;
- The title of an article or a contribution to a collected edition is written in roman type and placed between quotation marks;
- The title of a work or a periodical is written in italic;
- The place of publication should be written in the publication language (for example Antwerp instead of Antwerpen if the publication is in English; Luik instead of Liège if the publication is in Dutch). The publisher is not mentioned;
- Regarding periodicals, the volume numbers is indicated in arabic digits; do not mention the issue or the part in case the pagination is continuous for the entire volume;

- The title of a collection is written in roman type, followed by the number of the volume within the series in arabic digits;
- For anastatic (identical) reprints, refer to the reproduced edition (that dates the information) and not to the reprint. The reprint may be mentioned between brackets at the end of the reference by simply stating the place and date of reprinting. Of course this does not apply in case the layout has been modified;
- Avoid references of the type Dupont 1987 or Dupont 1987b;
- In case of repeating references: if the reference has already been mentioned in a previous note, just mention the author's initials of the first names and his or her full last name, some keywords from the title and the page number;
- When using abbreviations (for archive fonds or some types of periodicals / collections), a list of the abbreviations used should be drawn up in the first note or under a note * placed at the beginning.

Examples

- Book

H.-CH. VAN PARYS, *La garde bourgeoise de Bruxelles sous l'Ancien Régime et ses capitaines*, Bruxelles, 2001, p.72 (Recueil de l'Office généalogique et héraldique de Belgique, 51).

H. FORDE, *Preserving Archives*, London, 2007, p. 123.

E. SABBE, *De Belgische Vlasnijverheid*, Kortrijk, 1, 1975, p. 45.

- Collected edition

A. SMOLAR-MEYNART et J. STENGERS (dir.), *La Région de Bruxelles. Des villages d'autrefois à la ville d'aujourd'hui*, Bruxelles, 1989.

- Article in a periodical

F. MANZARI, 'Les livres d'heures en Italie: réception et diffusion d'un livre d'origine septentrionale', *Gazette du livre médiéval*, 45, 2004, p. 116.

C. WYFFELS, 'Camille, Louis, Joseph Tihon, historicus, archivaris', *Nationaal biografisch woordenboek*, 6, 1974, p. 917-924.

- Article in a collected edition

F. DAELEMANS, 'Leven te Grimbergen in de achttiende eeuw', in J. BOSCHMANS et F. DAELEMANS (dir.), *Sophie's ster schittert over Grimbergen. Jan Baptist Sophie en zijn abdij*, Grimbergen, 2001, p. 10.

- Already quoted work:

F. DAELEMANS, 'Leven te Grimbergen', p.14.

H.-CH. VAN PARYS, *La garde bourgeoise*, p.25.