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## **Editorial and bibliographical instructions for publications in various series of IRILIS**

### **GENERAL**

#### **1. Table of contents**

This is only required in a monograph.

#### **2. Headings**

*Article:*

Left page: author's name; right page: shortened title of the article.

*Monograph:*

Left page: shortened title of the part in question; right page: shortened title of the chapter.

#### **3. Numbering of sections**

Only use Arabic numerals to number the sections. For instance: 1., 2., or 1.1., 1.2. and so forth.

#### **4. Italicization**

All words written in a foreign language must be written in italics.

Book titles – Bible books and songbooks included – that are mentioned in the body text must be italicised.

As for the rest, do not use italics.

#### **5. Small capitals**

All capitals, which are an abbreviation of an institution, organization, et cetera, – for instance IRILIS – must be written in small capitals in the body text as well as in footnotes and endnotes.

#### **6. Abbreviations**

Abbreviations in the body text are not allowed.

## 7. Illustrations

In case photographs are incorporated in a book or article, the author is responsible for the copyrights of the photographs and covers all the expenses regarding photographs.

Only photographs with high resolution (with a minimum of 300 dpi or 2 MB) can be used. Please deliver them separately via e.g. wetransfer.com, and mention in the body text where you want to place each photograph. When referring to a photograph in the body text, please use [illustration 1].

In IRILIS series photographs are printed in black-and-white.

### *Caption of illustrations*

After the explanation of the illustration: between brackets the author of the illustration and the production date; possibly preceded by the place where it is found (the name and the place of the archives).

For instance: Jan Prein [Katholiek Documentatie Centrum, Nijmegen: J.J.H. van Rossum 1935].

This caption is one character size smaller than the character size of the body text.

## 8. Charts and matrices

For the reference to a chart or a matrix in the body text, please use [figure 1].

## 9. Quotations

Please, put quotations of sentences between "..."; but put quoted emphasized words between '...'.

In addition to this, follow the rules of the language in use. For instance, if you are writing in German, use: „...“ or „...“.

If quotations are longer than three lines, don't put them between quotation marks, but place them between blank lines. Furthermore, place those sentences as a quotation block with one tab from the left side and in one smaller character size as the body text.

Please translate Latin, Greek or another foreign language in the body text, and quote the original text in the footnote or endnote.

## 10. Notes

The reference to footnotes and endnotes must be done by numerals. Normally, these numerals are placed at the end of a sentence, after the punctuation mark. Occasionally, it is more obvious to place the note number within the sentence. In that case, please place the note number always after the next punctuation mark (comma, semicolon, ...).

In footnotes and endnotes use characters two sizes smaller than the character size of the body text.

### *Jaarboek voor liturgieonderzoek/Yearbook for Ritual and Liturgical Studies*

In this series footnotes are used. Please use consecutively numbered footnotes in the entire article (not per page).

### *Meander*

This series uses endnotes.

In a monograph, endnotes are placed at the end of each chapter. Please number the endnotes consecutively per chapter.

In a volume with more than one author, endnotes are placed at the end of each contribution. Please, number the endnotes consecutively per contribution.

The title of articles referred to in the endnotes need not be placed between quotation marks.

### *Liturgia Condenda and NSRL*

These series use footnotes.

In a monograph, these footnotes are numbered consecutively per chapter or part (so start each new chapter or part with number 1).

In a book with more than one author, footnotes are numbered consecutively throughout each contribution (so start each contribution with number 1).

## **11. References to internet sites**

When you refer to an internet site, always include the URL and the date when you last accessed the webpage. Mention the name of the website and the owner of this website, if available.

## **12. Summary**

*Jaarboek/Yearbook:*

Only articles written in Dutch require a short summary in one of the modern languages. This summary is meant to stimulate reading the entire article.

*Monographs:*

Monographs need a summary of approximately 250 words in the same language as used in the book. This summary will be printed on the back cover of the book, be used on promotion flyers of the monograph as well as on webpages where the book is promoted.

## **13. Personal data of the authors**

*In case of a collection of articles:*

At the end of the article, please include some relevant biographical information about yourself (approximately three lines) and provide your e-mail address.

*In case of a monograph:*

After the summary (see 12.), please include some relevant biographical information about yourself.

## **14. Delivering**

Please e-mail your contribution as a Word-document to [irilis@pthu.nl](mailto:irilis@pthu.nl). Any photographs may be sent to the same e-mail address via internet (see 7.).

## BIBLIOGRAPHICAL INSTRUCTIONS

### *Article:*

An article does not include a separate bibliography at the end; all bibliographical information must be included in footnotes.

First mention: include the full bibliographical data.

Second and following mentions: only include the author's surname (without initials), a shortened title of the book or article in question, and the page numbers referred to.

Always mention the full name of a journal or a reference book, do not use abbreviations.

### *Monograph:*

In case of a monograph, please add a separate bibliography at the end of the book. All bibliographical data can be mentioned with shortened references in the footnotes.

In this case, names of journals or referenced books may be mentioned abbreviated in the notes, but only if a separate list explanations of the abbreviations is included in the monograph.

## 1. Examples of first mentions in footnotes and endnotes

### **Book:**

A.H.M. SCHEER: *De aankondiging van de Heer. Een genetische studie naar de oorsprong van de liturgische viering op 25 maart* (Baarn 1991).

S.K. ROLL: *Toward the origins of Christmas* (= Liturgia condenda 5) (Kampen 1995).

L. VAN TONGEREN, M. BARNARD, P. POST & G. ROUWHORST (eds.): *Patterns and Persons. A historiography of liturgical studies in the Netherlands in the twentieth century* (= Liturgia condenda 25) (Leuven/Paris/Walpole, MA 2010).

### *Reference to the edition of a book (from the 2<sup>e</sup> edition):*

G. LUKKEN: *De onvervangbare weg van de liturgie* (Hilversum 1980<sup>2</sup>).

### *Reference to special pages within a book:*

A.H.M. SCHEER: *De aankondiging van de Heer. Een genetische studie naar de oorsprong van de liturgische viering op 25 maart* (Baarn 1991) 307-336.

### **Article:**

G. LUKKEN: 'Liturgiewetenschappelijk onderzoek in culturele context. Methodische verhelderingen en vragen', in *Jaarboek voor Liturgie-onderzoek* 13 (1997) 135-148.

### *Reference to special pages within an article:*

G. LUKKEN: 'Liturgiewetenschappelijk onderzoek in culturele context. Methodische verhelderingen en vragen', in *Jaarboek voor Liturgie-onderzoek* 13 (1997) 135-148, p. 144-145.

### *Reference to a volume:*

L. VAN TONGEREN: 'Trouw aan een voorbij ideaal. Tendenties in Tijdschrift voor Liturgie 1986-2009', in *Tijdschrift voor Liturgie* 94/5 (2010) 274-285.

### **Reference to article in book:**

H. WEGMAN: 'Prein, Joannes Adrianus Maria', in L. BRINKHOFF [et al.] (red.): *Liturgisch Woordenboek* 2 (Roermond 1958-1969) 2262.

### *Reference to a separate volume with an own title in a reference book:*

W. BOSMANS: 'Low countries', in J. PORTER & T. RICE (eds.): *The Garland Encyclopedia of World Music*.8. Europe (New York 2000) 518-537.

When the author of a headword in a reference book is unknown:

Use N.N.: ...

## 2. Examples of second and following mentions

Mention the author without initials, with a shortened title, or, in case of a short original title, the full title, and the page(s) referred to.

*Book:*

SCHEER: *De aankondiging van de Heer* 117.

ROLL: *Toward the origins of Christmas* 140.

*Article:*

LUKKEN: 'Liturgiewetenschappelijk onderzoek' 147.

VAN TONGEREN: 'Trouw aan een voorbij ideaal' 278.

## 3. The use of capitals in a title

In **German** the first letter of all the names and nouns are written with a capital, not the adjectives derived from names.

In **French**, **Dutch** and **other languages** only the first letter of names are written with a capital.

Although in Anglo-Saxon countries it is still customary to write the first letter of each important word in a title with a capital, in our academic series the following rule applies to all languages: in footnotes, endnotes, and in the bibliography, capitals in titles are only used for words that technically require the use of capitals (e.g. Christian). Other than that, titles do not contain capitals.

There is one exception, however: in the title of a monograph and the title of parts and chapters in it, as well as in the title of an article, the first letter of each important word *may* be written with a capital. The same goes for the table of contents.

## 4. Bibliography

Only in a monograph a bibliography is required.

Please place the literature in the alphabetical order of authors' names. With that, please place the initials of the (first) author after his/her name. From the second author onwards (in case of more than one author of a certain book), place the initials before the surname.

For instance: VAN TONGEREN, L., M. BARNARD, P. POST & G. ROUWHORST (eds.): *Patterns and Persons. A historiography of liturgical studies in the Netherlands in the twentieth century* (= Liturgia condenda 25) (Leuven/Paris/Walpole, MA 2010).

Please note that in case the surname of an author contains prepositions, this preposition determines its indexing. (E.g. Van Tongeren is mentioned under V, not under T.)

In case of questions on particular editorial or bibliographical matters, please feel free to contact the managing editor of IRILIS' series, dr. M.C.M. Klomp, via [iril@pthu.nl](mailto:iril@pthu.nl).