

Instructions for authors for publishing in IRiLiS' journal *Yearbook for Ritual and Liturgical Studies*

You are kindly invited to submit a manuscript for publication in the online journal Yearbook for Ritual and Liturgical Studies by sending an email to irilis@pthu.nl. The following guidelines will assist you in preparing your manuscript for submission to the editors.

General Information

Only submissions that meet the following requirements will be considered for publication:

- The manuscript has not been published nor may be under consideration for publication elsewhere.
- As the YRLS uses a double-blind peer review system, which means that the author(s) do not know the names of the reviewers and vice versa:
 - Provide a separate title page which includes 1) the title of your article, 2) the names and complete contact details of the author(s), 3) a short bio of 50 words. This page will not be sent to the reviewers.
 - Manuscripts (including photographs etc.) should be completely anonymized upon submission. Also make sure the file-names do not contain references to your name or institution.
- Send along a signed copyright form and make sure to have checked our policy on the use of AI.

Format

1. Manuscript length

Articles published in the Yearbook know a limit of 8000 words including notes.
Summaries of PhD theses may contain 5000 words and should not contain any notes or illustrations.

2. Word document

The article must be submitted as a Microsoft Word document.

3. Language

The Yearbook prefers receiving manuscripts written in English. You may also submit manuscripts written in Afrikaans, Dutch, French or German. Please make sure the abstract and keywords are written in English. In case of an article written in a language other than the author's mother tongue, the text must be corrected at native speakers' level before submission. IRiLiS is not responsible for the quality of the correction, nor can we cover its costs.

4. Line spacing and tabs

The complete manuscript must be double-spaced and extra space or blank lines between paragraphs should be avoided. Use the Tab key to indent the first line of a paragraph, except under a heading. A tab or hard return (made with the enter key) may not appear within a paragraph.

Style

1. Numbering of sections

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

2. Italicization and bold

- 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.

3. Abbreviations

- In the body text, small caps are reserved exclusively for abbreviations of institutions: e.g., UNHCR, WHO, etc., not for common abbreviations such as DNA.
- Country abbreviations are not allowed, unless they are functioning as modifiers (i.e., the United States *but* the US Department of Defense; the European Union *but* an EU treatise).

4. En-dashes/hyphens

In YRLS, the spaced en-dash is used for asides (*This sentence contains an aside – something that's an aside – to demonstrate the use of the en-dash.*) In all other instances, the shorter hyphen is used. E.g., W.A. Mozart (1756-1791), and: See pages 23-34.

5. Final punctuation

The YRLS follows UK English practice and places the final punctuation outside the quotation marks. E.g., In *Playing On*, Klomp describes *The Passion* as "a real *spectacle* with high-quality sound and light effects and images". The exception is if a full sentence is quoted (i.e., the quoted material could stand on its own and thus the final punctuation is 'part of' the quote). This often occurs following a colon. E.g., In *Playing On*, Klomp argues the following: "*The Passion* is a real *spectacle* with high-quality sound and light effects and images."

6. Illustrations and captions

- In case of images and/or photographs are incorporated in a book or article, the author is responsible for obtaining the copyrights (unless the photograph is free of rights) and covers all the expenses for acquiring them (if applicable).
- Only photographs with high resolution (with a minimum of 300 dpi or 2MB) can be used. Please deliver them separately as .jpeg file, with descriptive names that accurately identify each file, via e.g. wetransfer.com, and mention in the body text where you want to place each photograph.
- We ask you to supply a complete list of the illustrations and to provide callouts in the body text which indicate where you want each illustration to be placed ('fig. 5 about here').
- All text references to illustrations should be by the numbers: 'as figure 1 shows...', or 'see figure 4'.
- Captions are one character size smaller than the character size of the body text.
- Caption of illustrations: 1) explanation of the illustration, 2) the place where it was found or where a photo was taken, followed by production date, like this:

Figure 3: Preparing for a cremation (Pashupati, Kathmandu, photograph: Hans Hadders 2018).

7. Charts and tables

For the reference to a chart or a table in the body text, please mention Table 1 above the table.

8. Quotations

- 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 use block quotations. Place them between blank lines, and with one tab from the left side, and in one smaller character size as the body text, like this:

This is a block quotation. It is preceded and followed by a blank line. 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. This is a block quotation. It is preceded and followed by a blank line. 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 into English in the body text, and quote the original text in the footnote or endnote.

9. Numbers

Please use words for numbers below 101. Centuries should be given in words. I.e. '(...) in the seventeenth century (...)', or '(...) twentieth-century developments (...)'.

10. Chicago Style

- Manuscripts should follow the notes & bibliography style of the [Chicago Manual Citation Style Online](#).

11. Notes, no bibliography

- In the Yearbook footnotes are used. An article does not include a separate bibliography at the end; all bibliographical information must be included in footnotes. Please use consecutively numbered footnotes in the entire article (not per page).

- The reference to footnotes 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 use characters two sizes smaller than the character size of the body text.
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12. Abstract, keywords

- Provide a short abstract of maximum 150 words. This abstract is meant to reels readers into the article.
- Also add up to five keywords. The abstract and keywords should be written in English, regardless of the language of the body text.

12. Submitting your article

Please e-mail your contribution as a Word-document to irilis@pthu.nl. Any photographs may be sent to the same e-mail address via a cloud service.

In case of questions on editorial or bibliographical matters, please feel free to contact the editor in chief or managing editor of IRILIS' series via irilis@pthu.nl.