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## **Editorial and bibliographical instructions for publications in the 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](mailto:irilis@pthu.nl). The deadline for submissions is annually on May 1st. 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 may not have been published nor may be under consideration for publication elsewhere.
- The Yearbook uses a double-blind peer review system, which means that the author(s) do not know the names of the reviewers and vice versa. When you submit your article please provide a separate title page which includes the title of your article and the names and complete contact details of the author(s). This page will not be sent to the reviewers. All other files (article, pictures etc.) should be completely anonymized. Please make sure the file-names do not contain references to your name or institution as well.

### **Format and Style**

#### **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. Abstract and keywords**

All articles require a short abstract of maximum 150 words. This abstract is meant to stimulate reading the entire article. Please also add up to five keywords.

#### **3. Word document**

The article must be submitted as a Microsoft Word document.

#### **4. 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 as .jpeg-file, with descriptive names that accurately identify each file, via e.g. wetransfer.com. 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”.

### *Caption of illustrations*

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Figure 1. Close-up of altarpiece. Photo by author.

Figure 2. Frontispiece of *Christian Prayers and Meditations* (London: John Daye, 1569), showing Queen Elizabeth at prayer in her private chapel. Reproduced by permission of the Archbishop of Canterbury and the Trustees of the Lambeth Palace Library.

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

## 5. Language

The Yearbook prefers receiving manuscripts written in English. You can also submit texts 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 cover its costs.

Words written in a language deviating from your main text must be written in italics. Also 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.

## 6. Notes and bibliographical data

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.

Manuscripts should follow the *notes & bibliography style* of the *Chicago Manual Citation Style, 16<sup>th</sup> edition*. We give you some examples of citations using the notes and bibliography style, for detailed examples please consult the manual: [http://arts.pdn.ac.lk/ichss/content/Chicago\\_Manual\\_of\\_Style.pdf](http://arts.pdn.ac.lk/ichss/content/Chicago_Manual_of_Style.pdf), accessed March 24, 2017.

### **Book:**

#### **First note/subsequent note (indented):**

1. Gerard van der Leeuw, *Wegen en Grenzen* (Amsterdam: H.J. Paris, 1948), 52.
18. Van der Leeuw, *Wegen en Grenzen*, 53-59.
  
2. Marcel Barnard, Johan Cilliers and Cas Wepener, *Worship in the Network Culture. Fields and Methods, Concepts and Metaphors* (Leuven: Peeters, 2014), 143.
7. Barnard, Cilliers and Wepener: *Worship in the Network Culture*, 18.

### **Article in a print journal:**

3. Gerard Lukken, “Liturgiewetenschappelijk Onderzoek in Culturele Context. Methodische Verhelderingen en Vragen,” *Jaarboek voor Liturgie-onderzoek* 13 (1997): 135-148.
9. Lukken, “Literatuurwetenschappelijk Onderzoek in Culturele Context,” 135.

### Article in an online journal:

Include a DOI if the journal lists one. A DOI is a permanent ID that, when appended to <http://doi.org/> in the address bar of an Internet browser, will lead to the source.

2. Claire T. Jones, "Christian Listening and the Ethical Community of Liturgical Text," *Literature and Theology* 27, no. 2 (2013): 227-39, doi: [10.1093/litthe/frt009](https://doi.org/10.1093/litthe/frt009).

4. Jones, "Listening," 228.

### Chapter in an edited book:

Herman Wegman, "Prein, Joannes Adrianus Maria," in *Liturgisch Woordenboek 2*, ed. L. Brinkhoff et al. (Roermond: J.J. Romen & Zonen, 1958-1969), 2262.

### 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.

Google. "Google Privacy Policy." Accessed July 19, 2010.  
<http://www.google.com/intl/en/privacypolicy.html>.

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## 9. Capitals

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

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If quotations are longer than three lines, don't put them between quotation marks, but place them

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

In case of questions on particular editorial or bibliographical matters, please feel free to contact the managing editor of the Yearbook for Ritual and Liturgical Studies via [irilis@pthu.nl](mailto:irilis@pthu.nl).

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