

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. 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. The abstract and keywords should be written in English, regardless of the language of the body text.

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 2MB) 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

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

For instance: Figure 1. Jan Prein [Katholiek Documentatie Centrum, Nijmegen: J.J.H. van Rossum 1935].

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 Online*. We give you some examples of citations using the notes and bibliography style, for detailed examples please consult the manual: https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html, accessed September 4, 2024.

Book:

First note/subsequent note (indented):

1. Gerard van der Leeuw, *Wegen en Grenzen* (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* (Peeters, 2014), 143.
7. Barnard, Cilliers and Wepener, *Worship in the Network Culture*, 18.

Please note that a place of publication is no longer required in book citations.

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, "Liturgiewetenschappelijk Onderzoek in Culturele Context," 135.

Article in an online journal:

Include the DOI URL 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, <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. (J.J. Romen & Zonen, 1958-1969), 2262.
- Wegman, "Prein, Joannes Adrianus Maria," 2278.

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.

1. "Privacy Policy," Privacy & Terms, Google, accessed November 15 2022, <https://policies.google.com/privacy>.
2. Google, "Privacy Policy."

7. 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. A tab or hard return (made with the enter key) may not appear within a paragraph.

8. Numbering of sections

Sections must be numbered using Arabic numerals. For instance: 1., 2., or 1.1., 1.2. and so forth.

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.

10. Abbreviations

Abbreviations in the body text are not allowed, besides indicating expressions which are almost always abbreviated (e.g. DNA, IQ). You may use abbreviations in the footnotes, the abbreviation following in parentheses immediately after the first occurrence.

11. Numbers

Please use words for numbers below 101.

Centuries should be given in words. I.e. '(...) in the seventeenth century (...)', or '(...) twentieth-century developments (...)'

12. Quotations

Please, put quotations of sentences between '...'. If quotations are longer than three lines, don't put them between quotation marks, but place them between two 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.

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

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.

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