

GUIDELINES FOR AUTHORS

FEBRUARY 2020

Bulletin KNOB publishes preferably innovative scientific research in the fields of archaeology, architectural and building history, urban planning history, cultural landscape and heritage, which is well-founded, clearly illustrated and has not been published previously or elsewhere.

Initial proposals for an article should take the form of a brief synopsis, accompanied by a few relevant (low res) images. Proposals should be sent to info@knob.nl for the attention of editor-in-chief Kees Somer. Please read the format *Abstract submission* on bulletin.knob.nl.

The guideline length for a final article is a maximum of 5,000 words, excluding notes, with ten to fifteen illustrations. The final copy should consist of the following:

- A catchy title that matches the contents, a subtitle if desired, and the author's name;
- The text of the article in a single font, aligned left, without indentations or end-of-line hyphenation;
- Continuously numbered endnotes, containing the written, archival and other sources consulted;
- Numbered copies of the illustrations. Once the article has been accepted, we require digital images of good quality (see instructions below) and free of copyright;
- Numbered list of captions, including the photo credits;
- Short biography of the author(s) of max. 50 words, starting with title(s), initials and name and ending, if relevant, with an email address. Publications and year of birth are omitted;
- Summary of max. 500 words. The summary, under the same title as the article, should be provided in a separate file.

PEER REVIEW

Bulletin KNOB is peer-reviewed. In principle, each proposal is assessed by two anonymous experts (reviewers). Reactions, remarks, advice and comments are communicated to the editor-in-chief. The editorial board decides whether to publish the article. If the author wishes to place his/her article online after publication in the *Bulletin KNOB*, the author must use the relevant DOI (Digital Object Identifier) of the digital archive of *Bulletin KNOB*.

LAYOUT

- Deliver texts digitally as a Word file, preferably in Arial or Times New Roman;
- Choose left alignment; do not centre any text
- Do not set custom margins, use the 'normal' Word margin setting;
- Mark new paragraph with a hard return; no tab, indentation or blank line;
- Use a single font size for the entire text;
- Use italics for book and magazine titles and for the titles of works of art;
- Quotes between single quotation marks, quotes within quotes between double quotation marks; do not use italics for quotes;
- Captions do not end with a full stop;
- Notes: use automatic **endnotes** (not footnotes) in Word. The note number appears in the running text after punctuation (usually the full stop at the end of the relevant sentence). Notes are concluded with a full stop;
- Images: include the reference to the image in the text (fig. oo), before a comma or a full stop;
- Structure the text by means of headings and paragraphs. Keep blank lines to a minimum.

SPELLING AND PUNCTUATION

- Follow Oxford Dictionary spelling rules. When in doubt, consult the online dictionary at <https://en.oxforddictionaries.com/>
Note that the Oxford Dictionary uses the '-ize/-ization' spelling but otherwise the spelling is British (e.g. analyse, not analyze). Some dictionary entries provide an alternative spelling (e.g. also façade); use the main spelling.

- Do not use an apostrophe for plurals: photos, not photo's
- No full stop after titles: Mr, Mrs, Dr, Prof, etc.
- No full stops after main title and headings;
- Avoid using abbreviations such as i.e., approx., et al., c., e.g., etc. Write these words out in full. Do not use academic titles such as Dr and Prof in the running text;
- Quotes between single quotation marks, quotes within quotes between double quotation marks. When whole sentences are quoted, the quotation mark comes after the full stop, as also for quotes where only the last part of the sentence is quoted, ending with a full stop. For incomplete sentences, the quotation mark precedes the full stop;
- The title of an article quoted in the text is placed between single quotation marks, likewise expressions, technical terms, words used ironically, etc.;
- En dashes are used to clearly separate a parenthetical clause from the rest of the sentence: Both extremes of restoration philosophy since the nineteenth century – restore to former glory versus do nothing – found adherents among the association's architects.
- Use a colon to introduce an enumeration, an explanation, clarification a description, or a quotation. The text after the colon begins with a lower-case letter unless the colon is followed by a proper noun or quoted sentence.
- The semicolon is used to link two closely related sentences. The relationship between the sentences before and after the semicolon may vary. For example, the second sentence may give additional information, provide elaboration or clarify a contradiction. Use the semicolon also to separate longer enumerations, especially when one or more elements of the enumeration already contain a comma.

ITALICS

Titles of magazines, books and works of art are italicized in the text. Names of buildings, exhibitions, associations and movements are not. Names of exhibitions are placed between quotation marks. This means that the *De Stijl* magazine should be italicized, but the De Stijl movement should not. Foreign words also appear in italics in the text: *lieux de mémoire*. All foreign words that appear in the Oxford Dictionary in italics (*in situ*, *trompe l'oeil*) should be written in italics. Foreign words that have become part of the English language (*facade*, *decor*, *vis-à-vis*) should not be italicized.

NUMBERS

Numbers are written as figures in the case of years, dates, exact quantities above twenty or series of numbers. Whole numbers below twenty, the tens to one hundred, the hundreds to one thousand and the numbers one thousand, one hundred, hundred-thousand, one million and one billion are written in full. Some examples: seventeen architects; about thirty buildings; 47 machines; lot numbers 2, 8, 13 and 36; 250,000 visitors; about eleven thousand design drawings and thirteen hundred photographs; eighteenth century, nineteenth-century architects; on 3 October 1994; dates: 1940-1945 (not 1940-45, or about 1640/42). Do NOT use an apostrophe in decades: 1960s (not 1960's)

UPPER- AND LOWER-CASE LETTERS

Use a capital letter in the following cases:

- Peoples: English, American, Indians, Aborigines, Jews;
- Religious holidays: Ascension, Ash Wednesday, Christmas, Ramadan, Passover
- Religious adherents: Catholics, Protestants, Muslims, Jews
- Historical periods and events: Middle Ages, Renaissance, Second World War; the Empire, the State, the Church as an institution (e.g. the Church has long determined politics);
- Functions and titles: Minister Korthals, Queen Beatrix, but the queen of the Netherlands
- Art movements: Baroque, Cubism, Futurism, Modernism;
- Departments within institutions/companies: Finance Department, Human Resources Department.

Use a lower-case letter in the following cases:

- After a colon and semicolon;
- Political groups: liberals, socialists (but: the Conservative Party)

- Compass points: west wind, eastern neighbours, southern Italy, but: Eastern philosophy, Western Europe, South East Asia

NAMES OF PERSONS AND INSTITUTIONS

When a person is mentioned for the first time in the text, their first name or initial should be given as well as the surname. Thereafter they can be referred to by their surname, although if it is someone who is frequently referred to you can alternate between full name and surname for variety. Titles are not included, unless there is a historical reason for doing so.

Where this is felt to be necessary or useful in the context of the article, the person's year of birth and year of death and their profession may be given. Examples: the critic K. Niehaus; the architect J.J.P. Oud (1890-1963). Be consistent when mentioning the names of institutions and companies. If an institution has had different names over time, mention those different names with the corresponding periods in a note. The first time these names appear in the text they are written out in full followed, between brackets, by the English translation and Dutch acronym where appropriate, after which a short version or the acronym can be used if necessary. Examples: Rijksakademie van Beeldende Kunsten (Rijksakademie); N.V. Bataafsche Import Maatschappij (BIM).

QUOTES

Quotes maintain the author's original spelling, except in the case of obvious errors. The same applies to incorrectly spelled names. In the case of a glaring error, [sic] may be inserted after the error. Clarifications of parts of quotations can be added, followed by the author's initials, between square brackets.

If only part of a sentence is quoted or if part of the original text is omitted from the quoted text, then the three-dot ellipsis sign ... is used (without square brackets in English). Quotes are placed between single quotation marks.

NOTES AND REFERENCES

Do not use notes to display your erudition, but to refer to books and articles quoted in the text or to other sources of information or opinion. In very exceptional cases, an interesting side story for which there is no room in the main text may be briefly recounted in a note. Use automatic endnotes (not footnotes) in Word; in the running text the note number comes **after** punctuation. The author's name is given without title, preceded by initials (not first names). Titles of journals and books are italicized; titles of articles are placed between single quotes. For information on author(s), editor(s) and the exact title (including capitalization), please consult the title page of the book (and not the cover). Mention a maximum of three publication places with a slash in between. In the case of more than three publication places, mention only the first one, followed by etc.

- A reference to a book should contain the author(s), the full title and subtitle, place and year of publication. Example: G. van Tussenbroek, *Building history in the Netherlands. Knowledge and protection of buildings*, Utrecht 2000.
- A reference to a contribution to a multi-author book should include the author(s), the full title and subtitle of the contribution, the title of the book preceded by 'in:', place and year of publication, and all page numbers without page, p. or pp. Example: H. Zijlstra, 'Flat roofs and open corners', in: R. Dettingmeijer, M.T. van Thoor and I. van Zijl (eds.), *Rietveld's Universum*, Rotterdam 2010, 118-137.
- A reference to an article in a journal should include the author(s), the full title and subtitle (between quotation marks), the title of the journal (in italics), the volume number, the year in brackets, the issue number and all page numbers without page, p. or pp. Example: F. Schmidt, 'The challenge facing the architectural historian', *Bulletin KNOB* 109 (2010) 4, 114-123.
- A series title together with series number between round brackets comes after the title, before the place of publication.
- Be consistent when referencing the same journal more than once. So not: *Bouwkundig Weekblad* 64 (1964) no. 29 and *Bouwkundig Weekblad* 14 February 1947.

When the same work appears again in the next note, only the author's surname is mentioned, followed, without a comma, by the year of publication, then between brackets a reference to the original note and, after a comma, the page number(s) without page, p. or pp. Thus, the terms *ibidem*, *id.*, *op.cit.* or 'see note' are not used. For example: Bakker 2006 (note 17), 56-58, or Dettingmeijer, Van Thoor and Van Zijl 2010 (note 5), 60-62.

In the case of a publication with more than three authors, mention only the first one, followed by *et al.* In the case of one editor (*ed.*) is used and for multiple editors (*eds.*). A publication with two or three authors is referred to in the note by: name, name and name and then as for one author. The names are also listed in this way in any subsequent, abbreviated note.

If only the initials of the author are known, they are given in capitals. If initials are given, but the author's name is known from another source, only the first letter of the surname is noted, followed by the other letters in square brackets. If the author is completely unknown, the first title word that is not an article is treated as the author's name. If the title is also unknown, the name of the book or journal in question is referred to in this way.

If the publication year is unknown, the Latin abbreviation *s.a.* is used. If the publication year is not mentioned on the title page, but is known from another source, then put it between square brackets [1933]. If the publication place is unknown, the Latin abbreviation *s.l.* is used. If the publication place is not mentioned on the title page, but is known from another source, then place it between square brackets [Utrecht].

Pagination: for two consecutive pages: 22-23, 124-125 (so not: 124-25); for more than two pages: 132-147. Page 147 is in this case the last page of the text in question, including any notes. Thus, page 147 is not the first page of the next section. If a magazine paginates through the year, it is advisable to also mention the issue number of the magazine.

Always refer to archival documents from general to specific. Introduce abbreviations in the first note. Order (if applicable): archive repository, access number, archive name, inventory number, archive file name (possibly with year), page or folio (date). Example: National Archive (NA), 1.01.05, States General, inv. no. 3269, Resolutions (1663), 716vo (27 November 1663). Reference websites (preferably without the <http://> prefix) with the date accessed, for example: (accessed 25 December 2013).

PICTURES AND CAPTIONS

Indicate in the text where each image should appear (fig. 00). The numbers of the images, along with the photo credits, are included in the captions. Examples:

Fig. 14. Philips Strijp S complex in Eindhoven, seen from the north (photo Hollands Height)

Fig. 2. Condition of the Gothic cathedral before construction resumed after a longer interruption around 1460. Dark shading shows the parts of the transept that had already been realized. Drawing by T. Haakma Wagenaar (Haakma Wagenaar 1986, 166)

Fig. 6. Interior of AVRO studio at 's-Gravenlandseweg 50-52 in Hilversum by Merkelbach and Karsten, 1936-1940 (Het Nieuwe Instituut).

IMAGE DELIVERY INSTRUCTIONS

As the author of an article you are responsible for providing images of adequate quality and for paying any usage fees to the rights holders; should problems arise, please do not hesitate to ask the editors for help. In order to preserve the original resolution of images, any exchange of images between author, editor and graphic designer will be conducted exclusively via WeTransfer.

The images are first assessed by the editor of the article. In a second round, the files are assessed for aesthetic and technical quality by the designer. If you have any doubts about the quality of the files, please leave this to the editor. Editor and designer will indicate

whether the image is acceptable or whether a better version or an alternative should be sought.

- Illustrations in *Bulletin KNOB* are printed in black-and-white or colour.
- The images must be delivered digitally in a well-organized manner, accompanied by a list of the file names. Captions should be supplied separately in a Word file.
- Use only professional photographs or scans; your own photographs or scans from books, magazines or newspapers will not be used. Only if no other image can be found, will the designer consider using the author's own photos or scans.
- If there are no originals to be found and images are vital, photos, slides or material from books or newspapers will need to be scanned. Set scanning software to 100%, 300dpi. For very small images: do not enlarge, but set to 100%, 600 dpi. Activate the descreen filter if the image is rasterized (usually in the case of a newspaper or book).
- Images must be delivered in the highest possible resolution. The size of the file is not the final word, but it is often the case that the larger the file, the better the image. At any rate, Internet images of only a few hundred kB are definitely unacceptable.
- The resolution must be at least 300 dpi and the dimensions at least 10x15 cm (equivalent to: 72dpi and 63x42 cm). If an image does not meet these requirements, do not try to create the requested resolution by enlarging the image. Such images are not used because they produce a pixelated image.
- Line drawings (black-and-white images without greyscale) must be supplied as bitmap files (.bmp) with a resolution of 1200 dpi.
- If an object is surrounded by a lot of background space it will need to be cropped. You can either do it yourself or leave it to the designer to decide during layout. If you don't want it cropped, please make this clear in the Word file with captions. Enter your instructions in red, immediately after the relevant caption.
- The graphic designer determines the size of the printed illustrations. You may indicate your preferences, but the quality of the image and other considerations may cause the designer to decide otherwise. The larger and sharper the image, the larger the printed image can be.
- The images should be supplied in jpeg, eps, tiff or bmp format.
- The colour mode can vary: greyscale, rgb, cmyk.