



Instructions for Authors

Scope

Church History and Religious Culture (CHRC, formerly: *Nederlands Archief voor Kerkgeschiedenis*/*Dutch Review of Church History*) is a long-established, peer-reviewed periodical, primarily devoted to the history of Christianity. It contains articles in this field as well as in other specialised related areas. For many years the *Nederlands Archief voor Kerkgeschiedenis* has established itself as an unrivalled resource for the subject both in the major research libraries of the world and in the private collections of professors and scholars. Now published under the title *Church History and Religious Culture*, this journal offers you an easy way to stay on top of your discipline. With an international circulation, *Church History and Religious Culture* provides its readers with articles in English. Frequent theme issues allow deeper, cutting-edge discussion of selected topics. An extensive book review section is included in every issue keeping you up to date with all the latest information in the field of church history.

Ethical and Legal Conditions

Please note that submission of an article for publication in any of Brill's journals implies that you have read and agreed to Brill's Ethical and Legal Conditions. The Ethical and Legal Conditions can be found here: brill.com/downloads/conditions.pdf.

Online Submission

CHRC uses online submission only. Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at: editorialmanager.com/chrc/. First-time users of EM need to register first. Go to the website and click on the "Register Now" link in the login menu. Enter the information requested.

When you register, select e-mail as your preferred method of contact. Upon successful registration, you will receive an e-mail message containing your Username and Password. If you should forget your Username and Password, click on the "Send Username/Password" link in the login section, and enter your first name, last name and email address exactly as you had entered it when you registered. Your access codes will then be e-mailed to you.

Prior to submission, authors are encouraged to read the "Instructions for Authors". When submitting via the website, you will be guided stepwise through the creation and uploading of the various files.

A revised document is uploaded the same way as the initial submission. The system automatically generates an electronic (PDF) proof, which is then used for reviewing purposes. All correspondence, including the editor's request for revision and final decision, is sent by e-mail.



Instructions for Authors

Double-blinded Peer Review

CHRC uses a double-blinded peer review system, which means that manuscript author(s) do not know who the reviewers are, and that reviewers do not know the names of the author(s). When you submit your article via Editorial Manager, you will be asked to submit a separate title page which includes the full title of the manuscript plus the names and complete contact details of all authors. This page will not be accessible to the referees. All other files (manuscript, figures, tables, etc.) should not contain any information concerning author names, institutions, etc. The names of these files and the document properties should also be anonymized.

File Format

Text files should preferably be in either WordPerfect or Microsoft Word format (and saved as .doc, .wpd, .txt or .rtf).

Contact Address

For any questions or problems relating to your manuscript please contact:

J.W.Buisman@hum.leidenuniv.nl; wholder@anselm.edu; a.goudriaan@vu.nl.

For eventual questions about Editorial Manager, authors can also contact the Brill EM Support Department at: em@brill.com.

Submission Requirements

Language

Articles and book reviews should be written in English. Spelling (British or American) should be consistent throughout. A limited number of book reviews may be published each year in French or German at the discretion of the editors.

Length

The final draft of a manuscript accepted for publication should be 6,000–8,000 words in length.

General

The journal is peer-reviewed, which means that all manuscripts will be refereed by the Editors with the help of external experts. Manuscripts that are submitted for initial consideration should therefore be complete, including all notes, bibliographical references, tables, etc.

Final versions must be proofread carefully before submission and authors may be requested to make changes to their text in accordance with the readers' comments. Please use your spelling and grammar check; final versions that are not corrected may be returned for renewed proofreading.

The journal reserves the right to copy-edit contributions to conform to its style.

Manuscript pages should be numbered consecutively, double-spaced with wide margins on all sides (use ragged rather than justified right margins). Do not use desktop publishing features such as justification,



Instructions for Authors

centring, or bold-face type. Italics may be indicated by using proper italics. Do not hyphenate words at the end of a line. TAB should be restricted to a paragraph indent. If a special font is used, please provide a copy of the font.

For general rules on style not touched upon in the style sheet (see below), please refer to *The Chicago Manual of Style*, 16th ed. (Chicago, 2010), or the most recent edition.

Notes will be published as footnotes, therefore please include notes as such. Captions (including proper acknowledgements) should be placed at the appropriate position in the article text or sent separately.

Illustration files should always be submitted separately.

Manuscript Structure

Abstract

Articles should include a short abstract (100-150 words) in English, that clearly defines the thesis and the sources quoted.

Citation Practice in Brief

Arabic numerals are to be used for volume, part, and section numbers. This is true for journal volume numbers, for volume numbers and other subdivisions in a series, and for volume numbers in a multivolume work. It is also true for the subdivisions of classical and medieval texts.

Roman numerals are retained when the original work uses them for page numbers (in Foreword, etc.).

Primary Sources

Models for the citation of the Bible, and of classical, medieval works, and early modern works are the following:

1. Prov. 2,5; Matt. 5,21; 1 Cor. 2,12; 2 Cor. 3,1-6.
2. Author, *Opus* 2.4.1, ed. Modern Editor (City, 1990), 135.
3. Author, *Opus* 2.4.1, ed. Editor, 135
4. Author, *Opus* 2.4.1.
5. Author, *Opus* 2.4.1, line 5.
6. Author, *Opus* 2.4.1, 135.

Bible references (note 1) use a comma, without interspacing, as the divider between subdivisions, in this instance between chapter and verse.

Note 2 is a standard first citation. The subdivisions of the work follow the title without intervening punctuation, in descending order, separated by periods. For example, *Opus* is divided into books, sections, and chapters, and the sample citation should be read as book 2, section 4, chapter 1. Once the



Instructions for Authors

edition of a work has been provided in the first citation, subsequent references are shortened as in notes 3-6.

Secondary Works

Models for the citation of secondary works are the following:

7. John Doe, *Book Title* (City, 1995), 27-31.
8. Doe, *Short Title* (see above, n. 7), 76.
9. Jane Smith, "Article Title," *Journal* 24 (1992), 28-49, there 31.
10. Smith, "Short Title" (see above, n. 9), 44.

In the first citation of a journal article the page numbers of the article must be provided, followed by "there" and the number of the page referred to.

Provide inclusive pages instead of "f." or "ff." (e.g., 22-24 instead of 22ff.).

Numbering

Folio numbers and other references to manuscripts must be written in full: fols. 108v-109r.

Thousands should be written with a comma: 1100 should be 1,100; "1382 entries" should be "1,382 entries."

Book Citations

Authors' names should be cited as they appear on the title page. Do not abbreviate given names to initials.

Publishers should be omitted; the parentheses should include only the place and date of publication (and reprint information, where applicable). If the publisher lists more than one location, it is sufficient to cite only the first location in the list. The conventional English form of place-names should be given (Turin instead of Torino; Munich instead of München), with the addition of the country or state if required (Cambridge, Mass.; Cambridge, Eng.).

Simplest form

- Susan Reynolds, *Fiefs and Vassals. The Medieval Evidence Reinterpreted* (New York, 1994), 18-19, 92-93, and 118-119.

Early Publications - Prior to 1900

- John Calvin, *Commentarii in Epistolam Pauli ad Romanos* (Strasbourg: Wendelinus Rihelius, 1540), 17.

Later Editions and Reprints

- Frank Barlow, *The Feudal Kingdom of England, 1042-1216*, 4th ed. (London, 1988), 224-226.
Charles H. Beeson, *A Primer of Medieval Latin: An Anthology of Prose and Poetry* (1925; repr. Washington, D.C., 1986), 25-27.



Instructions for Authors

Multiple Volumes

Max Manitius, *Geschichte der lateinischen Literatur des Mittelalters*, 3 vols. (Munich, 1911-1931), 1: 78.
[The total number of volumes should be mentioned. The citation is to volume 1, page 78.]

Monographs in a Series

Arno Borst, *Die Katharer* [Schriften der Monumenta Germaniae Historica 12] (Stuttgart, 1953), 112-115. [Series information should be included as above, but the editor(s) of series can usually be omitted.]

Edited or Translated Works

Emil Friedberg, ed., *Corpus iuris canonici*, 2 vols. (Leipzig, 1879-1881), 2: lxiv. [Here the abbreviation "ed." means "editor"; the plural is "eds."]

Hildegard of Bingen, *The Letters of Hildegard of Bingen*, 1, trans. and ed. Joseph L. Baird and Radd K. Ehrman (New York, 1994), 34-35. [Here the abbreviation "trans." means "translated by" and does not change when there is more than one translator. The same goes for "ed." = "edited by"]
Georges Duby, *Love and Marriage in the Middle Ages*, trans. Jane Dunnet (Chicago, 1994), vii and 25.

Unpublished Ph.D. Dissertations

Titles of unpublished Ph.D. Dissertations should not be italicized:

Benjamin Edwards, *With God on Our Side* (Ph.D. diss., Lancaster University, 2010).

Foreign Titles

Follow the prevailing rules for the given language in the capitalization of foreign titles. In Latin titles capitalize only the first word, proper nouns, and proper adjectives. In French, Italian, and Spanish titles capitalize only the first word and proper nouns.

Titles in languages other than classical and medieval Latin and Greek, French, Italian, German, and Spanish may be translated. The translation follows the title in square brackets and is not italicized; only the first word and proper nouns and adjectives are capitalized:

Boris Poršnev, *Feodalism i narodnye massy* [Feudalism and the masses] (Moscow, 1964), 22-50.

Subsequent References

Use short titles instead of "op. cit.," "l.c.," etc.

After the first reference, you must use this form: Reynolds, *Fiefs and Vassals* (see above, n. 19), p. 97.

Use "ibid." when there is a shorter or longer series notes referring to the same work, making short titles otiose:

- Reynolds, *Fiefs and Vassals* (see above, n. 19), 97.
- Ibid., 98.
- Ibid.
- Ibid., 98-99.



Instructions for Authors

If the work by Reynolds is cited frequently throughout the article, the first reference may include the indication "(hereafter cited as Reynolds)." Then subsequent references take the form "Reynolds (see above, n. 19), 97."

Articles

Do not abbreviate journal titles.

Journal Articles

Anna Carlotta Dionisotti, "On Bede, Grammars, and Greek," *Revue bénédictine* 92 (1982), 118-132, there 129. [first page number of the article-last page number of the article, there page quoted].

Subsequent references: Dionisotti, "On Bede" (see above, n. ...), 129.

Robert Bourgeois, "La théorie de la connaissance intellectuelle chez Henri de Gand," *Revue de philosophie*, n.s. 6 (1936), 238-259.

In Collections/Volumes

Anne Walters Robertson, "The Mass of Guillaume de Machaut in the Cathedral of Reims," in *Plainsong in the Age of Polyphony*, ed. Thomas Forest Kelly and Barbara Reynolds, 3 vols. [Cambridge Studies in Performance Practice 2-4] (Cambridge, Eng., 1991-1994), 2: 100-139.

Note that in this case the title of the volume precedes the name(s) of the editor(s).

Manuscripts

Both in the text and in the notes the abbreviation "MS" (plural "MSS") is used only when it precedes a shelfmark. Cite the shelfmark according to the practice of the given library. Folio numbers should include a recto/verso reference, abbreviated and written on the line, not as a superscript. The abbreviation of "folio" is "fol." (plural "fols.").

The first full reference to a manuscript should give the place-name, the name of the library, and the shelfmark:

Paris, Bibliothèque nationale de France, MS lat. 4117, fols. 108v-145r.

Vatican City, Biblioteca Apostolica Vaticana, MS Vat. lat. 6055, fols. 151r-228v.

Subsequent References

BnF lat. 4117 (see above, n. ...), fol. 108r. [If the context allows, "lat. 4117" may be sufficient.]

Vat. lat. 6055 (see above, n. ...), fol. 151r.

Series

Series titles are not italicized; abbreviations thereof, however, are. Many series are familiar* enough to allow the use of standard abbreviations, and it is often permissible to eliminate the name of the editor and the place and date of publication. If in doubt, use the full title. The volume number and page number are separated by a colon, with no space between the elements.

PL 123:347.



Instructions for Authors

* “WA” for *Weimarer Ausgabe*, “CO” for *Calvini opera* and “CR” for *Corpus Reformatorum* fall under “familiar series.”

Other Matters

1. *References to modern authors.* The first mention of a modern author in the text should include the given name (or initials, if that is the author’s preferred form).
2. *Notes.* Notes will be printed as footnotes. However, some citations may be inserted in parentheses in the text. Footnote numbers are placed behind punctuation marks (e.g.: ... in the city’s churches.¹). A period is placed at the end of each footnote.
3. *Abbreviations.* The period should not be omitted after abbreviations. French place-names containing “Saint” are spelled out, and the hyphen is essential: “Saint-Denis.”
4. *Italics and quotation marks.* Isolated words and phrases in foreign languages (*Fremdwörter*) should be italicized. This is a sine qua non. Generally used terms such as *Devotio Moderna* should not. Direct quotations of texts in foreign languages should be placed in quotation marks (“...”). Quotations longer than ten typed lines should be treated as block quotations (indented, without quotation marks).
Single quotation marks are reserved for quotations within quotations and for definitions in a linguistic context: *Etrusia* might be associated with *extrusis*, “pushed out, thrust forth.” Note that quotation marks are placed behind punctuation marks, excepting : and ; (“... word:”) and (“... word”);).
5. *Scholarly reference words.* Words and abbreviations such as “et al.,” “ibid.,” “idem,” “passim,” “e.g.,” “i.e.,” and “ca.” should not be italicized. The only exception is “[*sic*].” Note that “cf.” means “compare” and should not be used when “see” or “see also” is the accurate expression.
6. *Dates.* The correct form is 1590s, not 1590’s or spelled out. Centuries should be spelled out; the adjectival form requires a hyphen, as in “twelfth-century manuscript.” NB: “In the late sixteenth and early seventeenth centuries ...” (plural); “In eighteenth- and nineteenth-century literature ...”
7. *Capitalization.* “Middle Ages” is capitalized, but “medieval” is not. Christian, Roman Catholic, Protestant, Reformed, Lutheran, the pope, Pope Paul III, the queen, Queen Elisabeth, the archbishop, Archbishop of Utrecht. On religious names and terms see further the *Chicago Manual*, 265-272. “Church” is generally lowercased, unless it is part of the official name of a denomination or building, or unless it refers to the universal Church. “Bible” is capitalized, but “biblical” is not.
8. *The Oxford, Harvard, or serial comma.* Use the comma before the word “and” and “or” at the end of a list (A, B, and C; D, E, F, or G). “The triad of purgation, illumination and perfection.” should be “The triad of purgation, illumination, and perfection.”
9. *The numbers 1-20 are spelled out:* “in 16th-century church life” should be “in sixteenth-century church life”; “10 priests and 21 nuns” should be “ten priests and 21 nuns.”
10. *Interspacing.* Remove double interspacing (in Word: Ctrl + h; Find what: enter double interspacing; Replace with: enter single interspace; hit Replace All).
11. *Section headings.* No period behind a section heading.



Instructions for Authors

12. 's for singular possessives. Our style is to do it whenever possible: "Pelagius's commentary," "Erasmus's *Colloquies*." The only exceptions are (1) Jesus', (2) Moses', and (3) names of more than one syllable with an unaccented ending pronounced -eez (e.g., Euripides' plays, Xerxes' army).
13. *Dashes*. Use en dash (–) instead of em dash (—) or nonbreaking hyphen (-), preceded – and followed! – by single interspacing.
14. In cases not discussed here, decide at your own discretion, but be consistent.

Figure Files

All figures and tables must be cited consecutively in the text.

Figures should be submitted as separate source files in .eps, .tif, or .jpg format, in a size suitable for the typesetting area of the journal. The resolution of these files should be at least 300 dpi for half-tone figures, and 600 dpi for line drawings. Number the files, and indicate in the manuscript where they are to appear (Fig. 1 here).

The text in a figure must be legible, and should not be smaller than corps 7. The size of this lettering for any text in a figure should be the same for all figures in the manuscript.

Publication

Proofs

Upon acceptance, a PDF of the article proofs will be sent to the author by e-mail to check carefully for factual and typographic errors. Authors are responsible for checking these proofs and are strongly urged to make use of the Comment & Markup toolbar to note their corrections directly on the proofs. At this stage in the production process only minor corrections are allowed. Alterations to the original manuscript at this stage will result in considerable delay in publication and, therefore, are not accepted unless charged to the author. Proofs should be returned promptly.

E-offprints

A PDF file of the article will be supplied free of charge by the publisher to authors for personal use. Brill is a RoMEO yellow publisher. The Author retains the right to self-archive the submitted (pre-peer-review) version of the article at any time. The submitted version of an article is the author's version that has not been peer-reviewed, nor had any value added to it by Brill (such as formatting or copy editing). The Author retains the right to self-archive the accepted (peer-reviewed) version after an embargo period of 24 months. The accepted version means the version which has been accepted for publication and contains all revisions made after peer reviewing and copy editing, but has not yet been typeset in the publisher's lay-out. The publisher's lay-out must not be used in any repository or on any website (brill.com/resources/authors/publishing-books-brill/self-archiving-rights).



Instructions for Authors

Consent to Publish

Transfer of Copyright

By submitting a manuscript, the author agrees that the copyright for the article is transferred to the publisher if and when the article is accepted for publication. For that purpose the author needs to sign the **Consent to Publish** which will be sent with the first proofs of the manuscript.

Open Access

Should the author wish to publish the article in Open Access he/she can choose the Brill Open option. This allows for non-exclusive Open Access publication under a Creative Commons license in exchange for an Article Publication Charge (APC), upon signing a special Brill Open Consent to Publish Form. More information on Brill Open, Brill's Open Access Model and the Brill Open Consent to Publish Form can be found on brill.com/brillopen.