



Studia Rosenthaliana

Instructions for authors

By submitting an article to this journal, you confirm that you have read and complied with our Ethics and AI statement. The full text can be found here: aup-online.com/ethics

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SECTION 1: General

<p><i>Aims and Scope</i></p>	<p><i>Studia Rosenthaliana</i> is the world's only scholarly journal on the history, culture and heritage of the Jews in the Netherlands, its colonies and diasporas. It was established by the Bibliotheca Rosenthaliana, University of Amsterdam, in 1967 and covers a wide variety of subjects. <i>Studia Rosenthaliana</i> is a double-blind peer-reviewed open access English-language journal. It appears twice a year.</p> <p>The journal is open to article submissions on all aspects of on the history, culture and heritage of the Jews in the Netherlands, its colonies and diasporas. As long as it pertains to this topic it is interested in all disciplines including (but not limited to) the fields of Jewish History, Jewish Studies, Amsterdam, Yiddish, Antisemitism, Dutch Republic, Religious Studies, Ashkenazic Studies, Sephardic Studies, Booklore, Book History, Judaism, Yiddish Studies, Literature, Art, Philosophy, Economic History, Social History, Linguistics, Holocaust Studies, Political History, Early Modern History and Modern History.</p> <p><i>Studia Rosenthaliana</i> is a Diamond Open Access journal.</p>
<p><i>Article Elements</i></p>	<p>All articles should have the following elements:</p> <ul style="list-style-type: none">• Title• Subtitle• Names of the authors• Abstract (ca. 150 words) and keywords (5-8) in English• Text• Footnotes• Bibliography (if appropriate)• Information about the authors <p>All submissions should follow our style sheet, available in Section 2 of this document. Articles should not be longer than 6250 words (including references). This number may be deviated from in consultation with the editors. For illustrations, please subtract 400 words per page (e.g. half page illustration, minus 200 words).</p>
<p><i>Language</i></p>	<p>This journal accepts articles written in English. British English serves as the standard; in any cases where there is a conflict between the Chicago Style and British English, the latter will prevail.</p> <p>Hebrew and Yiddish texts should be transliterated unless the original script is essential for the argumentation of the article. For Hebrew transliteration please use the standard of the Encyclopedia Judaica, for Yiddish transliteration please use the standard of YIVO.</p>

<i>Submission Process</i>	<p>Before making a submission, please ensure that:</p> <ol style="list-style-type: none"> 1. Your submission fits the aims and scope of this journal. 2. Your submission includes all required elements and follows our style sheet. 3. Illustrations, figures and tables (if applicable) are submitted separately. 4. You have read and agree to AUP’s ethics statement: aup-online.com/ethics. 5. You are aware of the license that your article will be published under, if accepted, and are willing to sign the consent-to-publish form. <p>Articles for consideration by the editors should be sent to the editorial office, mbii@jck.nl. Please send your article as a Microsoft Word file.</p>
<i>Permissions and Consent</i>	<p>Submissions must meet the requirements outlined below:</p> <ul style="list-style-type: none"> • The submission has not been previously published, nor has it been submitted to another journal for consideration, unless agreed in advance with the editor. • All authors have given permission to be listed on the submitted paper. The corresponding author is authorized to speak on behalf of the authors. • The author declares the absence of any conflict of interest and warrants that the work does not infringe upon any copyright, proprietary, or personal right of any third party. <p>Before we can publish your contribution to this journal you need to sign the Consent-to-Publish form supplied by the editor and return it with your corrected proofs to your contact person on the journal.</p>
<i>Production Process</i>	<p>When the final version of your article has been completely accepted, it will be sent for production to a staff member at AUP. The manuscript will be formatted by a professional typesetter and you will receive a PDF proof for checking. You are urged to check and return the proof within the given time period to the managing editor. Typographical and factual errors should be indicated in the PDF using the Comment and Mark-up toolbar in Acrobat Reader. Please note that only minor changes to the text are permitted at this stage, so make sure you have carefully read the manuscript before submitting it for production.</p>
<i>Copyright and Licensing</i>	<p>Authors keep the copyright to their articles but are required to sign a Consent-to-Publish form based on the CC BY-NC-ND 4.0 license. For more information on the CC BY-NC-ND 4.0 license, see creativecommons.org/share-your-work/cclicenses/.</p>
<i>Green OA and Self-Archiving</i>	<p>AUP is supportive of Green Open Access initiatives and encourages authors to share the author’s version of their journal articles in</p>

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<i>ORCID Identifier</i>	<p>AUP encourages contributing authors to register for an ORCID-iD in order to distinguish themselves and claim authorship of their scholarly work. We include your ORCID-iD in the metadata of your article when supplied with the manuscript. For more information on ORCID and to register for free, please visit the ORCID website (https://orcid.org/).</p>
<i>Rights</i>	<p>If you want to publish figures or texts (of more than 200 words) for which copyright is held by a third party, the author is fully responsible for arranging written permission for publication in the AUP journal (both paper and electronic) from the appropriate rights-holder. It is also the responsibility of the author to deliver the correct credit line for the use of any image or text for which copyright is held by a third party.</p>
<i>Contact Information</i>	<p>Editorial office: mbii@jck.nl Contact at AUP: journals@aup.nl</p>

SECTION 2: Style Sheet

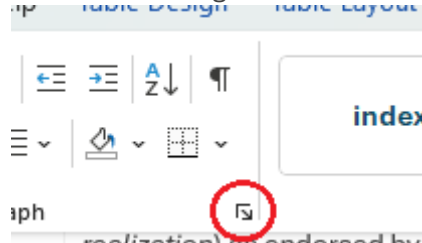
Title and Abstract

- The title and abstract are the most visible parts of your article. If and when the manuscript is published, more people will read the title and abstract than the whole article. In fact, many people will only read the title and abstract and may only try to read them once. It is thus important to catch the reader's attention by making the title and abstract as concise, accurate and readable as possible.
- The abstract must outline the most important aspects of the study while providing only a limited amount of detail on its background, methodology and results. Authors need to critically assess the different aspects of the manuscript and choose those that are sufficiently important to deserve inclusion in the abstract.
- Once the abstract is ready it can be helpful to ask a colleague who is not involved in the research to go through it to ensure that the descriptions are clear. After the manuscript is written, the authors should go back to the abstract to check that it agrees with the contents of the final manuscript.

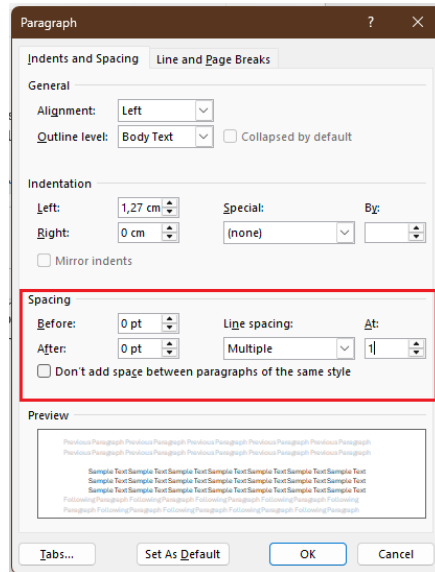
Lay-out

When an article is accepted for publication, it is the responsibility of the author to apply the style and language requirements. The layout should remain as simple as possible and easily readable for both the editors and the typesetter.

- Submitted manuscripts should be single-spaced (including footnotes).
- Use 12 pt Times New Roman font throughout; one text colour (black).
- Left-align text; do not justify.
- Add headings where relevant. If you use headers, make sure these are recognizable as such. If you have more than one level of text, there should be a clear and consistently used distinction between the different levels.
- Indent paragraphs with a single tab; do not indent first paragraph after heading.
- Set the line spacing to 1 and make sure no blank lines appear between paragraphs. This can be done easily by selecting the text and then clicking on the arrow next to 'Paragraph' in the toolbar:



A new window will appear. Under Spacing, set both Before and After to 0 pt so that no blank lines appear between paragraphs. Set Line Spacing at 1:



- Do not use a space to separate each initial of an author or editor's surname (e.g. B.C. Cummings, not B. C. Cummings).

Punctuation

- Punctuation should generally be put inside quotation marks.
- A comma should appear before the final 'and'/'or' in a list of three or more items (e.g. truth, grace, and beauty).
- Use single quotation marks; only use double quotation marks within single quotation marks (e.g. 'This is the "best" way!').
- Translate quotation marks from different systems or languages (e.g. « ... » or „...“) into the forms prescribed here.
- Be consistent when using quotation marks:
 - quotations within a sentence do not include the final punctuation mark; e.g. Smith said that 'this was the best way'.
 - quotations that form a complete sentence include the final punctuation mark; e.g. 'This is the best way.'
- Place ellipses within square brackets when they indicate that text has been omitted from a quotation (e.g. [...]). If the beginning of the sentence has been omitted following the ellipses, begin with a capital letter; do not use ellipses at the beginning of a quotation or at the end, unless there is a specific reason for doing so.
- Place ellipses in the body of the text between spaces.
- Larger sections of quoted text should be set off from the running text by a blank line before and after the quoted text, and the text should be indented on the left-hand side. No quotation marks are needed.
- Names ending in -s or another sibilant take an 's (e.g. Jesus's, Berlioz's); names with -es endings do not take an 's (e.g. Moses' leadership, Sophocles' plays).
- The plural of 860 is 860s, not 860's.
- Hyphenation is used where the first of two or more words is used adjectively (e.g. 'a tenth-century manuscript' versus 'in the tenth

	<p>century’). You may find these referred to as compound adjectives or compound modifiers. Where one of the words is an adverb ending in –ly, do not hyphenate (e.g. ‘a handsomely bound codex’).</p> <ul style="list-style-type: none"> • AUP copyeditors normally use the Merriam-Webster dictionary (available for free online) for guidance on hyphenation, particularly at the ends of lines.
<i>Italics</i>	<ul style="list-style-type: none"> • Use italics only to format the text that will be typeset as italics. • Italicize single words or short phrases in a foreign language; direct quotations or more substantial quotations should be in Roman type. • In the case of foreign words, an English translation may immediately follow in Roman type, surrounded by single quotation marks and in parentheses (e.g. ‘the distinction between exhortatio (‘exhortation’) and praedicatio (‘preaching’) became very important in thirteenth-century discussions about lay preaching’). • Use italics for titles of books and journals; titles of articles should be placed between double quotation marks. • Use Roman type for punctuation following italicized text if the main sentence is in Roman type. • The use of bold type is discouraged, unless there is a very clear reason for using bold and it is used sparingly.
<i>Spelling</i>	<ul style="list-style-type: none"> • Spelling should conform to British practice and follow the Oxford English Dictionary. [Commonwealth spelling (as given in the Oxford English Dictionary and its derivatives) is preferred (e.g. honour, defence, centre, travelling, etc.). If you wish to use American spelling, please agree this in advance with your editor and follow Webster’s English Dictionary.] • For words ending in -ize or -ise, the -ize form is preferred; but note that some words use –ise (e.g. advertise, exercise) and the case of ‘analyse’. • Use the native form of the placename, except in some cases where the English form can be retained (e.g. Prague, Vienna, Florence, The Hague). • Be consistent when spelling and transcribing foreign names (for instance, either ‘Dostoyevsky’ or ‘Dostoevskii’, but not both).
<i>Numbers</i>	<ul style="list-style-type: none"> • Only numbers under twenty should be written out as words (so, nineteen but 345). You may depart from this rule when numerals or numbers form the main part of the text. • There should be no comma in numbers up to 9999; 10,000 and higher include a comma for every three digits (e.g. 1,330,865). • Use Arabic for percentages and spell out ‘per cent’ (e.g. 50 per cent). You may depart from this rule when percentages form the main part of the text (50% – without a space).

	<ul style="list-style-type: none"> • Use the date form 23 April 1999 with no internal punctuation, unless the day of the week is used: Friday, 8 February 1890. • When referring to lifespans, repeat the century: 1244-1289 and not 1244-89.
<i>Abbreviations</i>	<ul style="list-style-type: none"> • Only use abbreviations when strictly necessary. • c. [not ca.]. • b. (year of birth/born), d. (died). • Use full-stops/periods after Mr., Dr., ad., vols., eds.; and with e.g., i.e., vol., fol., no., ed., vol., pp., trans., and so on. • Abbreviations without any full stops should be in small caps (e.g. US, UNESCO). • Avoid starting sentences and footnotes with abbreviations: For example, not e.g.
<i>Capitalization</i>	<ul style="list-style-type: none"> • Places, persons, days, and months take capitals; nationalities and nouns deriving from people or languages are capitalized (e.g. Latinate, the Lombards). • Historical periods are capitalized (e.g. the Middle Ages, the Reformation). • Nouns and adjectives of movements derived from personal nouns are capitalized (e.g. Christian, Platonism); but note biblical, not Biblical; satanic, not Satanic. • Unique events and periods take capitals (e.g. the Last Judgement, the Peasants' Revolt). • Capitalize references to particular parts of a book (e.g. Chapter 1; Appendix 2; Part ii, Figure 8). • Official titles should be capitalized where the reference is to a specific person (e.g. The Archbishop of Canterbury, Bishop Wilberforce; and subsequently the Archbishop, the Bishop). • Titles should not be capitalized where the reference is general (e.g. The King was having trouble with the bishops). • In most European languages (except English), titles of books and other publications are set as in regular prose, with an initial capital. • For journals, follow the preferred capitals style of the journal. • Seasons of the year are not capitalized (e.g. in spring 1349); nor are points of the compass (north of England, northern England), except when they indicate an official name or specific concept (South America, the Western world). • In titles of works in English the following are capitalized: <ul style="list-style-type: none"> • the initial letters of the first word. • all nouns, pronouns (except the relative 'that'), adjectives, verbs, adverbs, and subordinating conjunctions. • The following are not capitalized:

	<ul style="list-style-type: none"> articles, possessive determiners ('my', etc.), prepositions, and the co-ordinating conjunctions 'and', 'but', 'or', and 'nor'.
<i>References</i>	<p>In the interest of blind peer-review, make sure you do not refer to yourself in the article.</p> <p>This journal uses the shortened footnote system following the Chicago Manual of Style, 17th edition. References, including bibliographical citations, should therefore be placed within the body of the text or in the notes, with full references provided in the bibliography at the end of the article. A quick guide to the main citation forms and a Q&A can be found on the CMS website: https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html</p>
<i>References: Notes</i>	<ul style="list-style-type: none"> Note reference numbers should be located in the main text at the end of a sentence and after the punctuation; they should be marked with a superscript number. It is imperative to use the 'insert foot-/endnote' function for this, so as to keep reference and note together during typesetting. Submit notes using Arabic numerals. The Bibliography allows you to provide shortened forms for each reference, and facilitates the task of ensuring that each reference is cited entirely consistently throughout your work (e.g. if you use the Author-Date system and wish to cite more than one work by an author, the reference should be in the form of: Chitty, 2002a, p. 1; if only one work by an author is cited, the reference should be: Chitty, p. 1; if you use the Surname-Short Form system that is common in the Humanities, then the equivalent form would be: Chitty, Developing Standards, p. 1).
<i>References: Bibliography</i>	<ul style="list-style-type: none"> The complete bibliographical citation will only be provided in the Bibliography. Italicize the titles of books and journals. This is extremely important, because in the conversion to the PDF these titles will be supplied with an appropriate DOI-link. Provide the forenames of the cited authors. Be complete, particularly in relation to titles of series and series numbers. Name both the publisher and the primary place of publication. Be consistent in the citation of a particular work.
<i>Figures, Tables, Graphs</i>	<ul style="list-style-type: none"> Submit diagrams, figures etc. in a separate file in their original format. These should be numbered consecutively; indicate in the text where exactly you want these to be inserted.

	<ul style="list-style-type: none"> • Submit figures and diagrams in their original format and not as a Word file. • Tables can be submitted in Word, but only if they can be edited in Word. If they can't, the tables have to be submitted in the original format as well. • Create tables by using tabs (as little as possible), and not by using spaces.
<p><i>Submitting Visual Materials</i></p>	<ul style="list-style-type: none"> • As a rule, we expect you to supply all visual material. Please send all images separately. • Mark clearly in the text where each illustration needs to be inserted, indicating its desired size on the page. This will be the approximate place where the typesetter will insert the illustration, as exact placing can only be determined at the time of typesetting. Make sure that the illustrations are clearly numbered and that the same number is used in the text and in the list of illustrations. • For example: [PLACE ILLUSTRATION 1 HERE] • Insert the caption in the text • Digital images must be at least 300 DPI (dots per inch) and a minimum format of 10 x 15 cm. TIF, EPS and JPG files are all suitable, but PDF files will not be accepted. The quality of the digital images will be determined by the production coordinator. This depends on the purpose for which the image will be used: a colour spread requires images of extremely high quality and resolution, a small black-and-white image much less so; for black-and-white line artwork, the minimum resolution is 600 DPI. As a rule, images downloaded from the Internet are as a rule not intended for print and will therefore not be accepted. • Additionally, all visual material needs to be accompanied by Alt Text for accessibility purposes. These should be delivered in a separate Excel file.