

# Tijdschrift voor Genderstudies

## **Author instructions**

*March 2023*

## **Table of contents**

Article requirements (pp. 2–4)

Author instructions (pp. 5–15)

## Article requirements

These are the requirements for different types of pieces accepted by the journal. **Please note that all maximum word counts include bibliography and notes.**

### An outline:

- ✓ Has a minimum of 450 words
- ✓ States the purpose of the piece and how that will be achieved
- ✓ Contains the following elements:
  - A theoretical framework (for example a reference to one or more authors or books to which the author wishes to relate)
  - A rough indication of the method(s) used
  - An indication of the claim the author wishes to make
  - A rough overview of the literature used

### An article or oration:

- ✓ Has a maximum of 6500 words
- ✓ Contains, depending on the type of article, the following elements:
  - An abstract
  - Keywords
  - The problem and central question
  - A description of the research methods used
  - A theoretical framework
  - An empirical overview
  - A clear link to theory
  - Conclusion
  - A short author biography

### A review:

- ✓ The maximum number of words for a review depends on the literature discussed:
  - Review: 1400 words
  - Review of an anthology: 1800 words
  - Review of two books: 1800 words
  - Review of three books: 2200
- ✓ Contains the following elements:
  - A short summary of the work(s) in question
  - The work(s) being situated within the academic context
  - The way in which the work(s) makes new contributions
  - The main points of criticism
- ✓ The header should mention:
  - The author of the review, including a short author biography

- The title of the review
- The title of the reviewed work(s)
- The author(s) or editor(s) of the reviewed work(s)
- The place of publication, publisher, year of publication
- The number of pages
- The price in euros
- The ISBN number

#### **A dissertation summary:**

- ✓ Has a maximum of 750 words
- ✓ Is written as a first-person narrative
- ✓ Contains the following elements:
  - The problem and central question
  - The way in which the author has addressed the central question, with special attention paid to gender aspects
  - The theoretical framework
  - The research methods used
  - The conclusion
  - A short author biography

#### **An interview:**

- ✓ Has a maximum of 4500 words

#### **An essay:**

- ✓ Outlines a personal reflection or experiences of the author regarding a certain topic/issue
- ✓ May or may not include other sources (e.g. literature, historical documents, or interviews)
- ✓ Has a maximum of 3000–3500 words

#### **A column:**

- ✓ Expresses the opinion of the author
- ✓ Starts/contributes to a (scientific or societal) debate
- ✓ Considers present-day issues
- ✓ Has a maximum of 1500 words
- ✓ Is written as a first-person narrative

#### **A visual essay:**

- ✓ Forms a coherent whole and contains a clear link to (issues of) gender
- ✓ Photographs are of high quality

- ✓ Contains a short introductory text about its maker and background (approximately 500 words)
- ✓ The number of photographs is decided in consultation with the editors
- ✓ Photographs are printed in black and white but will be published in colour in the digital version of the journal

## Author instructions

- ✓ We only accept complete and final articles. A complete article consists of the following elements in this order:
  - Title
  - Subtitle
  - Names of the author(s)
  - Abstract in English
  - Keywords
  - Text
  - Notes (if appropriate)
  - Bibliography (if appropriate)
  - A short author biography
  
- ✓ Ensure that your article is complete (incomplete articles will not be taken into production).
- ✓ Ensure that your bibliography (if appropriate) is complete.
- ✓ Submit files in Word, by e-mail.
- ✓ Please send figures separately in the original format. Tables can be supplied within the text (see section 12 below).
- ✓ Please anonymise your manuscript and supply a separate title page file. Please ensure that all identifying information – author name(s) and affiliation(s), acknowledgements, or explicit mentions of author institution – in the text are anonymised in the main text file.
- ✓ Note that all articles follow a uniform style (references, the use of notes, spelling, etc.). Before submitting, make sure to check whether the submission is in line with the instructions included in this document. Failure to adhere to the instructions might lead to the submission not being taken into production even after it has already been accepted for publication.

**Please note:** Final articles are final. It is not possible to change the content or mark text corrections once you have submitted the final manuscript. Only corrections related to lay-out can be implemented once the proofs have been made.

**Consent to Publish Form:** To be able to publish your article, all authors are required to sign a Consent to Publish Form. Your editor at the journal will provide this form to you.

**Open Access:** As of 2023, *Tijdschrift voor Genderstudies* is published in **Diamond Open Access** through Subscribe to Open (S2O). Thanks to the continued support of subscribers and sponsors, all articles are freely accessible under the Creative Commons license: Attribution-Non Commercial-No Derivatives (CC BY-NC-ND 4.0). The journal therefore does not charge any article processing charges to authors (APCs).

You can read more about Amsterdam University Press' commitment to open access publishing here: <https://www.aup.nl/en/open-access>

**Publication Ethics:** Amsterdam University Press and the editors of *Tijdschrift voor Genderstudies* endorse the COPE (Committee on Publication Ethics) guidelines and will pursue cases of suspected research and publication misconduct (e.g. falsification, unethical experimentation, plagiarism, inappropriate image manipulation, redundant publication). By submitting an article for review to this journal, the editors and the publisher will understand the author agrees to adhere to the principles and practices as set out by COPE. For further information about the COPE principles on publication ethics, please see <http://www.publicationethics.org>.

## 1. 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.
- ✓ Most people rely on electronic search engines to find articles. Usually, they search through databases that contain only the title, author list, and abstract of articles. It is therefore important to include the words that potential readers of the article are likely to use during a search in the title and/or abstract.
- ✓ 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.
- ✓ The ideal length of an abstract is between 100–200 words.

## 2. Lay-out

- ✓ A professional typesetting firm will compose your manuscript according to our house-style, so your manuscript only needs to have the minimum of formatting when you send it in. Only use italics, bold, or small capitals. Other than that, please refrain from formatting the text.
- ✓ Add headings where relevant. If you use headers, make sure these are recognisable as such. If you have more than one level of text, there should be a clear and consistently used distinction between the different levels. In text, use bold for headers, and italics for sub-headers. Only use a capital for the first word of the header and the first word after a colon or semicolon.
- ✓ Use tabs for new paragraphs, not spaces. Use blank lines only when absolutely necessary.
- ✓ Replace double spaces with single spaces.
- ✓ A single space (not two spaces) should follow full-stops at the end of sentences; a single space should also follow commas, colons, and other punctuation marks.
- ✓ Do not use a space to separate each initial of names (e.g. B.C. Cummings, not B. C. Cummings). **Please note that this is a deviation from the APA style we use for references. In your references, do not use a space to separate each initial of names.**

### 3. Punctuation

- ✓ Punctuation should generally be put outside quotation marks unless the quote is a full sentence.
- ✓ A comma should appear before the final 'and'/'or' in a list of three or more items (e.g. truth, grace, and beauty). This is the so-called 'serial' or 'Oxford' comma.
- ✓ 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 (e.g. '[T]his is the best way', or so Smith said); 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 (any quotations of 40 or more words) 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 take an 's (e.g. Marcus's, Berlioz's), unless it refers to an ancient name (e.g. Moses' leadership, Sophocles' plays, Jesus' life).
- ✓ The plural of 860 is 860s, not 860's.
- ✓ Use en dashes (–) and not em dashes (—) in place of commas or parentheses, and set them off with a space on each side (e.g. Certain punctuation rules – for instance, the one about the en dash – differ across the board).
- ✓ Hyphenation is used where the first of two or more words is used adjectively (e.g. 'a tenth-century manuscript' versus 'in the tenth 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').
- ✓ *Tijdschrift voor Genderstudies* uses the Oxford English Dictionary. Since this dictionary is no longer available online for free, we recommend using <https://www.dictionary.com> to those who do not own a copy of the OED or do not have a subscription.
- ✓ We use en dashes, not hyphens, between years (e.g. 1876–1891) and page numbers (pp. 12–22).
- ✓ Do not use a comma after 'e.g.', 'i.e.', 'see', 'see also', etc. Please note that 'e.g.' means 'for the sake of an example' and 'i.e.' means 'that is'. As such, 'e.g.' is used to provide a list of examples, while 'i.e.' is used to explain, clarify, or rephrase a statement just made. Please note that 'cf.' means 'compare', not 'see'. Only use these abbreviations within brackets.

#### 4. Italics

- ✓ Italicise 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 single quotation marks. **This is extremely important, because these titles will be supplied with an appropriate DOI-link in the conversion to PDF.**
- ✓ Use Roman type for punctuation following italicised 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.

#### 5. Spelling

- ✓ For articles written in English, spelling should conform to British practice and follow the Oxford English Dictionary or <https://www.dictionary.com>. Commonwealth spelling (as given in the Oxford English Dictionary and its derivatives) is preferred (e.g. honour, defence, centre, travelling, etc.).
- ✓ For words ending in –ize or –ise, use the –ise form.
- ✓ Use the native form of the place name, except in some cases where the English form can be retained (e.g. Prague, Vienna, Florence, The Hague). When writing in Dutch, use the Dutch form of place names.
- ✓ Be consistent when spelling and transcribing foreign names (e.g. either 'Dostoyevsky' or 'Dostoevskii', but not both).

#### 6. Numbers & dates

- ✓ 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 (e.g. 50% – without a space).
- ✓ 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, not 1244–89.
- ✓ Use BCE/CE and not BC/AD when referring to early times.

#### 7. Abbreviations



- ✓ Only use abbreviations when strictly necessary.
- ✓ Use *c.* [not *ca.*]. Please note the use of italics.
- ✓ *b.* (year of birth/born), *d.* (died).
- ✓ Use full-stops/periods after *ad.*, *vols.*, *eds.*; and with *e.g.*, *i.e.*, *vol.*, *fol.*, *no.*, *ed.*, *vol.*, *pp.*, *trans.*, *Prof.*, and so on, but not after contractions such as *Mr*, *Dr*, and *Revd.*
- ✓ Avoid starting sentences and footnotes with abbreviations.

## 8. Capitalisation

- ✓ In English, places, persons, days, and months take capitals; nationalities and nouns deriving from people or languages are capitalised (e.g. *Latinate*, the *Lombards*). In Dutch, days and months do not take capitals.
- ✓ In English, historical periods are capitalised (e.g. the *Middle Ages*, the *Reformation*). In Dutch, they are not.
- ✓ In English, nouns and adjectives of movements derived from personal nouns are capitalised (e.g. *Christian*, *Platonism*), but note: *biblical*, not *Biblical*; *satanic*, not *Satanic*. In Dutch, these words do not take capitals.
- ✓ In both English and Dutch, unique events and periods take capitals (e.g. the *Last Judgement*, the *Peasants' Revolt*).
- ✓ In both English and Dutch, capitalise references to particular parts of a book (e.g. *Chapter 1*; *Appendix 2*; *Part ii*, *Figure 8*).
- ✓ In English, official titles should be capitalised where the reference is to a specific person (e.g. the *archbishop of Canterbury*, but *Bishop Wilberforce*; the *secretary of state*, but *Secretary of State Albright*). Titles should not be capitalised where the reference is general (e.g. *The king was having trouble with the bishops*). In Dutch, official titles do not take capitals.
- ✓ 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. If unsure, use capitalisation.
- ✓ In both English and Dutch, seasons of the year are not capitalised (e.g. *in the spring of 1349*), nor are points of the compass (e.g. *north of England*, *northern England*), except when they indicate an official name (e.g. *South America*). In English, specific concepts also take capitals (e.g. *the Western world*). In Dutch, they do not.
- ✓ For titles of works in Dutch, use regular prose. For titles of works in English within the body of the article major words in titles of books and articles are capitalised:
  - Conjunctions, articles, and short prepositions are not considered major words; however, capitalise all words of four letters or more.
  - Capitalise all verbs (including linking verbs), nouns, adjectives, adverbs, and pronouns.
  - Capitalise both words in a hyphenated compound.
  - Capitalise the first word after a colon or a dash in a title.

Please note that, in the bibliographies of articles written in English, titles of books and articles **do not take** capitals except for the first word of the title and the first word after a colon or a dash in a title.

## 9. References

The Tijdschrift voor Genderstudies uses APA style Sixth Edition. Please consult the APA website or the [APA Style Blog](#) when unsure how to format a reference.

- ✓ References, including bibliographical citations, should be placed:
  - Within the body of the text. Use footnotes only to provide additional information. Do not add any footnotes to headings or the abstract.
  - In the bibliography at the end of the article.

### 9.1 In-text references

- ✓ Author, as well as publication date, is required (Chitty, 2002, p. 1) or (Chitty, 2002, pp. 1–3). Page numbers are only required when referring to one or more particular pages. **When referring to a range of pages, use an en dash (–), not a hyphen (-).**
- ✓ Place a semicolon between different publications (Chitty, 2002; Adams, 2014). Place a comma between different publications by the same author (Chitty, 2002, 2017; Adams, 2001, 2009, 2014).
- ✓ Number of authors:
  - One or two. First text citation (Chitty & Adams, 2005). Subsequent text citations (Chitty & Adams, 2005).
  - Three, four, or five. First text citation (Chitty, Adams, De With, & Johnson, 2001). Subsequent text citations (Chitty et al., 2001).
  - Six or more. First text citation (Chitty et al., 2003). Subsequent text citations (Chitty et al., 2003).

### 9.2 Bibliographical references

The complete bibliographical citation will only be provided in the bibliography.

- ✓ Before submitting, cross-check all references to make sure the bibliography is complete and reflects the references mentioned in the text.
- ✓ **Italicise the titles of books and journals. This is extremely important, because these titles will be supplied with an appropriate DOI-link in the conversion to the PDF.**
- ✓ For titles of works in English within the body of the article major words in titles of books and articles are capitalised. However, in the Bibliography, titles of books and articles do not take capitals except for the first word of the title and the first word after a colon or a dash in a title (see Section 8).
- ✓ Be complete, particularly in relation to titles of series and series numbers.
- ✓ Name both the publisher and the primary place of publication. **Only mention one place of publication.** Whether writing in Dutch or English, please make sure all the place names are written in the main language of the article.

- ✓ Arrange the bibliography by alphabet, surnames beginning with 'De' or 'Van der' (De Lange, Van der Biezen) go under D or V, respectively.

## 10. Examples of entrances in Bibliography

For specific Dutch and English examples, please see Section 10.1

### 10.1 Book

Author, A.A. (Year). *Title of work*. Location: Publisher.

Author, A.A., & Author, B.B. (Year). *Title of work*. Location: Publisher.  
(Please note use of commas between two or more authors.)

Author, A.A., Author, B.B., & Author, C.C. (Year). *Title of work*. Location: Publisher.  
(Please note use of commas between two or more authors.)

Editor, A.A. (Ed.). (Year). *Title of work*. Location: Publisher.

Editor, A.A., & Editor, B.B. (Ed.). (Year). *Title of work*. Location: Publisher.

When a book has **more than seven** authors or editors, mention the first six, follow with an ellipsis, and finish with the last author or editor:

Author, A.A., Author, B.B., Author, C.C., Author, D.D., Author, E.E., Author, F.F., . . . Author, Z.Z.  
(Year). *Title of work*. Location: Publisher.  
(Please note use of commas between two or more authors.)

Note: **Only take the first location listed** (e.g. *New York: Routledge.*, not *New York & London: Routledge*).

- **English:** Renkema, J. (1995). *Schrijfwijzer. Handboek voor duidelijk taalgebruik* (3rd ed.). The Hague: Sdu.
- **Dutch:** Renkema, J. (1995). *Schrijfwijzer. Handboek voor duidelijk taalgebruik* (3e ed.). Den Haag: Sdu.
- Hill Collins, P. (2000). *Black feminist thought: Knowledge, consciousness and the politics of empowerment*. New York: Routledge.

Volumes and editions:

- **English:** Gregg, L.W., & Steinberg, E.R. (Eds.). (1980). *Cognitive processes of writing constraints* (3rd ed.). Hillsdale: Erlbaum.
- **Dutch:** Gregg, L.W., & Steinberg, E.R. (red.). (1980). *Cognitive processes of writing constraints* (3e ed.). Hillsdale: Erlbaum.
- **English:** Gregg, L.W., & Steinberg, E.R. (Eds.). (1980). *Cognitive processes of writing constraints* (Vol. 1). Hillsdale: Erlbaum.
- **Dutch:** Gregg, L.W., & Steinberg, E.R. (red.). (1980). *Cognitive processes of writing constraints* (1e deel). Hillsdale: Erlbaum.

### 10.2 Chapter or entry in a book

Author, A.A. (Year). Title of chapter or entry. In B.B. Editor (Ed.), *Title of book* (pp. xxx–xxx). Location: Publisher.

- Schrover, M., Van der Leun, J., Lucassen, L., & Quispel, C. (2008). Introduction: Illegal migration and gender in a global and historical perspective. In M. Schrover, J. van der Leun, L. Lucassen, & C. Quispel (Eds.), *Illegal migration and gender in a global and historical perspective* (pp. 9–37). Amsterdam: Amsterdam University Press.
- Flower, L., & Hayes, J.R. (1980). The dynamics of composing. Making plans and juggling. In L.W. Gregg & E.R. Steinberg (Eds.), *Cognitive processes of writing constraints* (pp. 31–50). Hillsdale: Erlbaum.

### 10.3 Article in journal

Author, A.A., Author, B.B., & Author, C.C. (Year). Title of article. *Title of Periodical*, xx(yy), pp–pp.

Author, A.A., Author, B.B., & Author, C.C. (Year). Title of article. *Title of Periodical*, xx(yy), pp–pp.  
doi:xx.xxxxxxxx

- Flower, L., & Hayes, J.R. (1981). A cognitive process theory of writing. *College Composition and Communication*, 32, 365–387.
- Scott, J. (1991). The evidence of experience. *Critical Inquiry*, 17(4), 773–797.

*Tijdschrift voor Genderstudies* recommends including an article's DOI if available. **Please note the correct formatting of the DOI number:**

- Motamedi, M., Merghati-Khoei, E., Shahbazi, M., Rahimi-Naghani, S., Salehi, M., Karimi, M., . . . Khalajabadi-Farahani, F. (2016). Paradoxical attitudes toward premarital dating and sexual encounters in Tehran, Iran: A cross-sectional study. *Reproductive Health*, 13(1), 102.  
doi:10.1186/s12978-016-0210-4

### 10.4 Magazines and newspaper articles

#### (Online) Magazine article

Author, A.A., Author, B.B., & Author, C.C. (Year, Month). Title of article. *Title of Magazine*, xx(yy), pp–pp.

Author, A.A., Author, B.B., & Author, C.C. (Year, Month). Title of article. *Title of Magazine*, xx(yy).  
Retrieved from <http://xxxxxxxxxxxxxxxx>

#### (Online) Newspaper article

Author, A.A. (Year, Month Day). Title of article. *Title of Newspaper*, pp. xx.

Author, A.A. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved from  
<http://xxxxxxxxxxxxxxxx>

#### No author:

Title of article. (Year, Month Day). *Title of Newspaper*, pp. xx.

### **10.5 Source on CD-ROM or disk**

- Rooseboom, H. (1996, March 2). Reve houdt uitverkoop in *Het Boek van Violet en Dood. Literom* [CD-ROM], Available: Biblion Uitgeverij: Literom.

### **10.6 Technical and research reports**

Author, A.A. (Year). Title of work (Report No. xxx). Location: Publisher.

Author, A.A. (Year). Title of work (Report No. xxx). Retrieved from Agency name website:

<http://xxxxxxxxxxxxx>

In Dutch, use the word 'rapport': Author, A.A. (Year). Title of work (Rapport nr. xxx). Location: Publisher.

For specifics, please see section 8.03 of the *Concise Rules of APA Style Sixth Edition*, or email your contact at the journal.

### **10.7 Meetings and symposia**

Symposium:

Contributor A.A., Contributor, B.B., Contributor, C.C., & Contributor, D.D. (Year, Month). Title of contribution. In E.E. Chairperson (Chair), *Title of symposium*. Symposium conducted at the meeting of Organisation Name, Location.

Paper presentation or poster session:

Presenter, A.A. (Year, Month). Title of paper or poster. Paper of poster session presented at the meeting of Organisation Name, Location.

### **10.8 Doctoral dissertations and master's theses**

Available from a database service:

Author, A.A. (Year). *Title of doctoral dissertation or master's thesis* (Doctoral dissertation or master's thesis). Retrieved from Name of database. (Accession or Order No.)

- **English:** Smith, F.N. (2009). Psychoanalysis revisited (**Doctoral dissertation**). Retrieved from Narcis. (374198)
- **Dutch:** Smith, F.N. (2009). Psychoanalysis revisited (**Proefschrift**). **Opgehaald uit** Narcis. (374198)

Unpublished:

Author, A.A. (Year). *Title of doctoral dissertation or master's thesis* (Unpublished doctoral dissertation or master's thesis). Name of Institution, Location.

- Smith, F.N. (2009). *Psychoanalysis revisited* (Unpublished doctoral dissertation). University of Utrecht, Utrecht.

## 11. Notes

- ✓ Submit footnotes, not endnotes.
- ✓ Use footnotes only to provide additional information. Do not add any footnotes to headings or the abstract.
- ✓ Note reference numbers should be located in the main text at the end of a sentence and **after** the punctuation (e.g. comma, period). If it is a dash, the number should follow the word before the dash. All endnotes 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 (1;2;3, not i;ii;iii)

## 12. Figures, tables, graphs

- ✓ Submit diagrams, figures, etc. in a separate file. These should be numbered consecutively; indicate in the text where exactly you want these to be inserted.
- ✓ 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.
- ✓ Diagrams, figures, and tables submitted in the original format have to be at least 300 DPI (dots per inch) and have 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 not intended for print and will therefore not be accepted.

## 13. Submitting visual materials

- ✓ 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. 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]**
- ✓ Supply captions in a separate Word file.

- ✓ *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.
- ✓ Photographs are printed in black and white but will be published in colour in the digital version of the journal.

### ***Rights***

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 *Tijdschrift voor Genderstudies* (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.

