

Author Guidelines

You have been invited to write a 70-100-page (30,000-40,000-word) survey article to be published as a single issue in *Brill Research Perspectives*. We have asked you to write the article because you are an expert on the subject and should be able to write it with authority. For this reason, we will not tell you what you should or should not include. These Guidelines are merely to help point you in the right direction in what concerns scope, level, and purpose.

Please construct your article as a short monograph containing a Table of Contents, Parts (including an Introduction and a Conclusion or Perspectives) and a list of references/bibliography. Articles may be illustrated (permissions to be secured by the author) with photographs, graphs, maps, and/or drawings.

Your article should provide an overview of the subject, taking into account recent scholarship, and provide a discussion of the most important publications on the subject. The target audience should be more advanced scholars unfamiliar with the subject as well as graduate students. Readers should be able to use the article as the starting point for researching the subject and be able to continue further research from there using the (hyperlinked) bibliography to get to the most important sources.

Your article should not be a dry, objective summing up of literature, and you should feel free to have the essay reflect your own ideas and *perspectives* on the subject as long as the outcome is a balanced overview of methods, theories, and approaches. Arrange your survey around major themes rather than on single works, explain very subject-specific terminology, but remember that your reader should have an advanced level of knowledge in the broader subject area that gives this BRP series its title.

By reading your article, your audience may expect to benefit from an overview of, critical commentary on, and unique analysis of the subject and of the current state of scholarship in that area, to be directed to the essential sources, and to get ideas for new directions of research. Imagine yourself to be the reader of other issues in this series, reading into a

related, possibly adjacent field of research with which you are not familiar enough to be able to find your way easily in the vast body of literature on the subject.



Your article will be peer reviewed. The purpose of the review is to solicit constructive feedback on your article in order to optimize its coverage and manner of presentation. You are expected to take this feedback into consideration, but we do not require you to adopt all points mentioned by the reviewer.

Brill will optimize the discoverability of the article to ensure that it is read and cited. These critical survey articles belong to the most-cited type of articles and will ensure visibility for years to come.

At all times, feel free to contact the journal editor or your contact at Brill if you have any questions or concerns.

General Instructions for Manuscript Preparation

A professional typesetting firm will be composing your manuscript according to our house style, so your manuscript needs to have only the minimum of formatting completed when you submit it. Please clearly mark headings, quotations, paragraphs, insertion points for illustrations and/or tables, and footnotes. However, the manuscript should be ready for publication when you submit the final, revised version after peer review. The proofing process is meant to be used only to correct typos that might be introduced during typesetting, not to copyedit or rewrite your manuscript.

Make sure that paragraphs are clearly distinguishable either by a blank line or by indentation.

If you use headers, make sure these are recognizable as such. If you have more than one level, there should be a clear and consistently used distinction between levels. Please avoid numerical levels such as 1.1.1.3.

Use footnotes rather than endnotes. Endnotes will be typeset as footnotes. Footnote numbering may be either consecutive or non-consecutive as you deem most suitable for the length of your submission. However, consistency is paramount.

Quotation marks:

1. Single quotation marks (‘ ’) are used to distinguish words, concepts, and short phrases.
2. Double quotation marks (“ ”) are used for direct quotations of fewer than 25 words, which run within the text. Double quotation marks are also used for the titles of articles from journals of reference works.
3. 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 side.



Citations

Brill strongly recommends that references be submitted according to the *Chicago Manual of Style*, *The Oxford Manual of Style*, or one of the other citation styles listed below, which are commonly used in various fields of study. Consult your Editor-in-Chief or your main contact at Brill about the journal’s preferred style of citation. Please be consistent throughout the entire manuscript when using a particular style.

- *Chicago Manual of Style*, 16th edition (<http://www.chicagomanualofstyle.org>)
 - *The Oxford Style Manual*, ed. & comp. R.M. Ritter. Oxford: Oxford University Press, 2003
 - *The Bluebook*: www.legalbluebook.com/
 - Harvard / MLA: www.mla.org/style (author-date systems)
-
- ✓ To facilitate organization, management, and consistency, the following reference programs are recommended: <http://endnote.com/> and www.refworks.com. It is highly recommended to supply an endnote or refworks file with your final manuscript when available.
 - ✓ When citing URLs, please make sure always to include the date of last access.
 - ✓ When DOIs of cited publications are available, please include them.
 - ✓ A numbered list of references must be provided at the end of the paper. The list should be alphabetical, and only one reference per reference number should be used. During production, we will use these references to create links to the cited articles if they are available on the Internet. It is, therefore, very important that you supply as complete a reference as possible and that it is structured in the exact manner requested by your journal.

Article Structure

Your article should be structured as a short-form monograph and, as such, should contain the following elements:



- Abstract and Keywords
- Title page: Title as agreed with the editor-in-chief and the publisher at Brill with names of all authors and their affiliations as they should appear in the published version.
- Table of Contents
- Parts
- List of References

If you would like to add acknowledgements, please do so with a section following the last part of the text but preceding the List of References.

Illustrations

- Submit all illustrations as separate electronic files. Do not embed illustrations in the text.
- Acceptable file types are tiff, jpeg, and eps.
- Color or black-and-white images available only in hard copy should be scanned with a minimum resolution of 300 dpi (dots per inch) and at 10 cm by 15 cm.
- Maps and graphs (line drawings) should be scanned with a minimum resolution of 600 dpi at the size of reproduction.
- Number the files according to the number of the illustration: i.e., Illustration 1 should be illustration 1 in the List of Illustrations, in the caption with the illustration, in the running text, in the file name, etc.
- Placement of Illustrations: 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; exact placement can be determined only 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.
E.g., [PLACE ILLUSTRATION 1 HERE]

Permissions

Please ensure that you have secured permission to use all approved illustrative or other 3rd-party materials – whether re-drawn or not.

Consecutive Numbering of Parts

All manuscript pages, footnotes, equations, and references should be labeled in consecutive numerical order. Illustrations and tables should be cited in text in numerical order.

Abstract

Each article must be accompanied by an abstract at the time of submission. This will be used as the article's summary for the online journal version. The abstract will also appear in various online and printed abstract journals. Furthermore, abstracts improve the discoverability of the article in search engines such as Google Scholar. The abstract should describe the principal themes of the article and identify the target readership. The length should be no more than 120 words.

Keywords

Please provide between 4 and 6 keywords that accurately describe the main themes of your article. Keywords will improve the discoverability of your article in Brill and Internet search engines.