

Virtus: author guidelines and information

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General information

In print since 1993, *Virtus. Journal of Nobility Studies* is an independent and multidisciplinary journal which appears once a year and contains contributions about the history of the nobility. *Virtus* aims to serve both academics and non-academics who are interested in the history and culture of the nobility.

The contributions – in Dutch or English – consist of articles or short contributions. All articles are reviewed by the editors and are subjected to double-blind peer review. Short contributions generally consist of small case studies and book reviews, and are only reviewed by the editors.

General instructions for manuscript preparation

- Manuscripts submitted should be based on original research, meaning that they have not been published elsewhere and are not under review for possible publication elsewhere.
- The manuscript should be sent to the editors as a MS Word document, following the standards set out below, but without any specific layout.
- Articles have a maximum length of 8000 words (including footnotes). Short contributions are limited to a maximum number of 5000 words, whereas book reviews should not exceed 2000 words.
- The text is divided into paragraphs by headers and sub headers. None of the headers or sub headers are numbered.
- Authors should refrain from using quotations as titles.
- Book reviews should have a title. In addition, the following information about the reviewed book(s) should be supplied: the name/names of the author/authors as mentioned on the title page; the complete title of the book; the series title; the series volume (in Roman numerals); place of publication; publisher; number of pages; existence of illustrations and index.
 - The use of capitals in English titles should be based on Dutch conventions.
 - Examples: Luc Duerloo, *Dynasty and piety. Archduke Albert (1598-1621) and Habsburg political culture in an age of religious wars* (Farnham: Ashgate Publishing Limited, 2012, xvi + 592 p., ill.); Coen O.A. Schimmelpenninck van der Oije, Frank Keverling Buisman, Marc V.T. Tenten and Fred J.W. van Kan, eds., *Adel en ridderschap in Gelderland. Tien eeuwen geschiedenis, Adelsgeschiedenis XII* (W Books: Zwolle, 2013, 384 p., ill., index).
- Book reviews do not have (foot)notes.
- Consistently use British English spelling (except in quotations and references).
- Longer quotations (three lines or more) should be displayed as a block quotation, without the use of quotation marks.

- Include (longer) quotations in a sparing and effective manner. Quotations in non-European languages should be translated (the original quotation should be included in a footnote).
- Abbreviations should be avoided in the main text.
- Authors who wish to publish in English are responsible for the translation or language editing by a native speaker. *Virtus* will only provide a final copy editing of the manuscript.

Specific conventions of Virtus

- Do not use bold for words in the main text.
- Make use of single instead of double quotation marks. Only in case of embedded quotations, double quotation marks are used.
- Make use of a comma in numbers above ten thousand (e.g. 9345, 19,345).
- Numbers until twenty, tens until hundred, thousands until twenty thousand, are given in words rather than in numerals (e.g. nineteen, hundred, twenty thousand, 25, 30,000).
- Do not use abbreviations (use for example instead of e.g.; et cetera instead of etc.; that is instead of i.e.; per cent instead of %).
- Use the long N-dash instead of a hyphen (– instead of -).

References

The way of referencing should conform to the standards of *Virtus*. Examples can be found below. Authors should refrain from addressing or expanding on new topics in the footnotes.

Books:

- H. Gollwitzer, *Die Standesherrn. Die politische und gesellschaftliche Stellung der Mediatisierten 1815-1918. Ein Beitrag zur deutschen Sozialgeschichte* (Göttingen, 1964), 298.
- Gollwitzer, *Die Standesherrn*, 191.
- Only the initials of the first name(s) should be given, even when mentioned on the title page.
- Include the articles when using the shortened reference.

Journal articles:

- G.E. Coolidge, “A vile and abject woman.” Noble mistresses, legal power, and the family in early modern Spain’, *Journal of Family History* 23 (2007), 195-214.
- Coolidge, “A vile and abject woman”, 214.
- In the case of multiple authors, the shortened reference only includes the surname of the first author. The names of the other authors are captured by the abbreviation ‘et al.’.
- If the note includes a reference to a note in the cited publication, refer to the page and include the number of the specific note in between brackets: Coolidge, “A vile and abject woman”, 196 (note 3).

Articles in a volume:

- J. Dronkers and H. Schijf, 'The transmission of elite positions among Dutch nobility during the 20th century', in: E. Conze and M. Wienfort, eds, *Adel und Moderne. Deutschland im europäischen Vergleich im 19. und 20. Jahrhundert* (Köln-Weimar-Wien, 2004), 65-82.
- Dronkers and Schijf, 'The transmission of elite positions', 80.
- The name/names of the editor/editors should be given, followed by 'ed.' or 'eds'.
- If the author of the article also is an (or the) editor of the volume, do not repeat the name, but instead use 'idem'.
- Include the articles when using the shortened reference.
- In case the date or place of publication is unknown, one should use the abbreviations s.l. (*sine loco*) and s.d. (*sine dato*).
- Only use 'Ibid.' in footnotes when referring to the same publication which is cited in the previous footnote.

Volume in book series

- H.S. Sweetman, ed., *Calendar of documents relating to Ireland 1171-1307*, volume 4 (London, 1885), 255.
- Sweetman, ed., *Calendar of documents*, IV, 120-121.
- When dealing with long series of publications with different editors, it suffices to refer to the number of the specific volume (within that series), as well as its date and place of publication, and the name of the editor.

Archival sources and manuscripts

- Gelders Archief, Arnhem (GA), Archief Hof van Gelre en Zutphen (AHGZ), inv. 933, brief van Willem van den Bergh aan Jan van Nassau, 23 March 1580.
- GA, AHGZ, inv. 933, brief van Willem van den Bergh aan Jan van Nassau, 19 December 1579.
- Universiteitsbibliotheek Utrecht, Hs 17 A 13, Heraldische en genealogische aantekeningen, fol. 3v.
- The first reference should mention the place of the archive (e.g. National Archives, Kew).
- The names of the months should not be abbreviated, for example '19 January 1579'.
- Abbreviated folio as 'fol.', recto as 'r.', and verso as 'v.'

Online sources:

- When referring to online sources, consult and use the guidelines established by Modern Language Association (MLA) in *MLA Works Cited: Electronic Sources (Web Publications)*, see: <https://owl.english.purdue.edu/owl/resource/747/08/>

Graphs and Illustrations

- Graphs should be provided in separate files as Microsoft Excel files.
- Every publication (i.e. article or short contribution) in *Virtus* should include one or several illustrations. All the illustrations, with exception of the illustration on the cover, are black and white.
- As a rule of thumb, the number of illustrations in a publication is one per two thousand words.
- The authors themselves are responsible for the acquisition of the illustrations and for obtaining the necessary permissions to reproduce (copyright) material in (digital) print. Any related costs should be borne by the author.
- Illustrations should be (digital) photos or scans that have been acquired in a legitimate fashion.
- *Virtus* prefers illustrations that are not images of written or printed text.
- Digital images should be provided as .tif or .jpg files with a high resolution of at least 300 dpi.
- The file name of the image should consist of a consecutive number and a short title. In the manuscript, the file name should appear at the place of the illustration.
- The caption contains a description of the image (e.g. Tower of London) and, in between parentheses, additional information about the illustration, consisting of:
 - description (type, creator, date of production)
 - source (copyright owner, photographer)
- The illustrations should be sent to the editor together with the final version of the manuscript.

Abstract and short biography

- Authors of articles should include an abstract of not more than 200 words in the final version of their article.
- Authors of articles and short contributions also provide a short biography of not more than 100 words.
- Authors of reviews only mention their institutional affiliation and email address.

Editorial address

Manuscripts are preferably sent via email to the editors of *Virtus*: h.ronnes@uva.nl.

Upon receipt of the contribution, a note of confirmation will be sent to the author.

It is also possible to approach the editors with a proposal for a publication or with suggestions for a special issue.

Procedure

- Manuscripts are read by the editors after receipt.
- The editors decide about whether a publication is rejected, should be revised in order to qualify for peer review (in which case suggestions for revision will be given), or is ready for peer review (in this case, an anonymised version of the manuscript is sent to the reviewers).
- The peer reviewers' reports contain their assessments: the manuscript can be published; can be published after some light revisions; can only be published after thorough revision; cannot be published in its current state.
- The author receives a document from an editor containing the assessments of the peer reviewers.
- The author may revise his submission based on this document.
- In case an earlier-rejected article is resubmitted, this will be again subjected to the process of peer review.
- In any case, the editors decide whether or not the manuscript can be published.
- In conjunction with the author, the editor agrees on a definitive version (in line with the standards set out by *Virtus*), which will be sent to the editor-in-chief.
- The editor-in-chief checks the manuscript one last time prior to publication.
- The author receives the proofs of the article and has the possibility to correct typos and mistakes in the lay out. The corrected proofs need to be returned within a week.

Author's rights and obligations

- The author warrants and represents that text and images do not infringe upon any copyright, proprietary, or personal right of any third party.
- The author declares the absence of any conflict of interest.
- Contributions that have been approved do not necessarily have to be published in the next issue. The editors have the right to delay the publication and publish the contribution in a later issue.
- Authors of articles and short contributions receive two copies of the issues in which their contributions are published. Additional copies can be ordered from the publisher at a reduced price.
- The authors of book reviews do not receive offprints but do receive a copy of the contribution in PDF.
- The author retains copyright and grant *Virtus* right of first publication with the work simultaneously licensed under a Creative Commons Attribution-NonCommercial 4.0 International (CC BY-NC 4.0) that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal.