



# STEDELIJK STUDIES

## Guidelines for Authors

### Stedelijk Studies – Art History, Design, Theory

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[Stedelijk Studies Journal](#) is an open-access journal, set up as a purely peer-reviewed scholarly journal, currently opening up for a more global, critically engaged community, including artistic interventions. *Stedelijk Studies Journal* is published by the [Stedelijk Museum Amsterdam](#).

#### SUBMISSIONS

**Stedelijk Studies** accepts both solicited and unsolicited texts for consideration on a rolling basis throughout the year. Prior to developing a complete manuscript authors are asked to submit an abstract (300 words max.) with short bio (150 words max.) and 3-5 key bibliographic sources to the editors who will make a preliminary decision regarding the topic's relevance to the journal's aims and scope and will provide suggestions for developing the manuscript.

**Manuscripts and manuscript proposals and other editorial correspondence should be sent to:**

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Editor Stedelijk Studies

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**Stedelijk Studies will be peer reviewed.** If you would like a particular member of the Editorial Board to look at your manuscript please note this when you submit your manuscript, but do not send to them directly.

Manuscripts for initial review may be submitted with embedded low-resolution images, which facilitate the review process. When submitting a manuscript authors should include a statement indicating that the manuscript has not been published previously and is not being submitted for publication elsewhere. **Manuscripts must be under the 4.500 word count limit (excluding references and figure captions) before being considered for review.**



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The editorial process involves peer review of all submitted full-length articles, including those solicited by the editors. Generally each manuscript is reviewed by two members of the *Stedelijk Studies* editorial board and one external peer reviewer. **A request for a manuscript by a member of the editorial board is not a guarantee that it will be published.**

Authors are notified of acceptance, rejection or the need for revision within two months. Texts are judged on the basis of relevance to the aims and scope of the journal, originality, rigor of thought and the use of straightforward and precise prose. Texts should be condensed as much as possible and written to be accessible to the interested lay reader.

Most manuscripts require revision by the author before final acceptance. Revised manuscripts accepted for publication must be submitted as unformatted word-processed text without embedded illustrations or auto-formatted references and each illustration should be submitted as a separate high-resolution file (see the following section on submission requirements). After a manuscript is accepted, it is edited at the editorial office and returned to the author for approval prior to publication.

Submission of an article is taken to imply that it has not been previously published internationally and has not been submitted for publication elsewhere (this does not include commissioned translations). The author stays the owner of the copyright on his own work.

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## SUBMISSION GUIDELINES

### Submitting text

- Submit files in Word.
- Files can be e-mailed or sent via Wettransfer.
- Single-spaced, no paragraph indentations.
- Single space after full stop.
- Serial commas (e.g. one, two, and three).
- Use Times New Roman, 12 pts for text and Arial, 9 pts in illustration captions.
- Spelling should conform to American practice (-ize, not -izes) and follow the *Webster's English Dictionary*. If you wish to use British spellings, please agree to this in advance with your editor and follow the *Oxford English Dictionary*.
- Submit text with as little 'formatting' as possible. If you want a word to be italicized, *italicize* it in the manuscript. If you want a word to be bolded, set it in **bold** in the manuscript. The same goes for small capitals and other special formatting. Other than that, refrain from using layout.
- Artwork titles should be italicized and in the original language (English translation in parentheses, along with year of production).
- Quotations longer than one sentence should be separated from the text.
- Do not use Harvard style in-text referencing.
- **Be consistent when using references:**

- quotations within a sentence include the comma or final punctuation mark, e.g.  
Gerritsen said that "this was the best way."<sup>15</sup>

- quotations within a sentence do not include the semicolon or colon, e.g. Muslim actors have become the focus of a "double over-visibility":

- Only endnotes are allowed (Times New Roman, 10 pts). They may be submitted in the standard word-format as part of the text. **Keep their number and length limited.**
- Submit (end) notes using Arabic numerals (1, 2, 3, 4, 5, 6, 7, 8, 9...), single-spaced.
- **Endnote referencing as follows: Arendt, *The Origins of Totalitarianism*, 10-15. For texts by multiple authors: Zijlmans and van Damme, *World Art Studies: Exploring Concepts and Approaches*, 6.**
- Only use abbreviations when it is strictly necessary.
- Only numbers under 20 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.
- Be consistent in spelling and transcribing foreign names (for instance, either 'Dostoyevsky' or 'Dostoevskii', but not both).
- Use extra lines of space only when absolutely necessary.
- Use double quotation marks (" ") and inside that quotation grouping, use singles (' ') when needed.
- Add headings where relevant, making a clear distinction between heading levels.
- Subtitles/section headings in **bold**.



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- Submit tables, diagrams and figures in separate attached files. These should be numbered consecutively; indicate in the text where exactly you want the tables etc. to be inserted and incorporate in the main text on a separate line: 'Table #' and the desired caption text.
- Submit figures and diagrams separately in their original format and not as a Word file.
- Tables should be submitted as an Excel file. Use Arial, 8 pts for texts and use a standard layout.
- Please include a short bio (*in italics*) of no more than 150 words at the end of your text immediately before the References section.

## Submitting visual materials

- Submit all images (named Fig 1, Fig 2, etc.) as separate attachments. Indicate their appropriate location in the text and incorporate, on a separate line: 'Fig. #' and the desired caption text.
- Only digital images are accepted. Digital images must have at least 300 dpi (dots per inch). Files with the formats TIF, EPS and JPG are suitable; PDF files will not be accepted. The production coordinator will determine the quality of the digital images.
- Large digital files cannot be sent by e-mail but must be sent by Wetransfer. Stedelijk Museum e-mail server allows a maximum of 10 MB per e-mail/attachment.

## Using links

- Offer alternative paths through your article. However, remember that articles can be published in Printing on Demand and they need to be suitable for paper version as well as for digital version.
- Files are linked together in various ways. We may also add links to your article once it has been submitted to us.
- If you would like to include video clips in your article, please provide us with an embed code and the particular location where the clip should appear.

## Notes: sample citations

The following examples are taken from the Chicago Manual of Style. We suggest reading these instructions carefully. Articles with notes, which don't meet the requirements, have to be resubmitted.

## **Book**

### One author

1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

2. Pollan, *The Omnivore's Dilemma*, 3.



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## Two or more authors

1. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.
2. Ward and Burns, *The War*, 59–61.

## Editor, translator, or compiler instead of author

1. Matthias Krüger and Philippe Cordez (eds.), *Werkzeuge und Instrumente* (Berlin: Akademie Verlag 2012).
2. Krüger and Cordez (eds.), *Werkzeuge und Instrumente*, 12.

## Chapter or other part of a book

1. John D. Kelly, "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War," in *Anthropology and Global Counterinsurgency*, eds. [of edited by] John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77-100.
2. Kelly in Kelly et al. (eds.), "Seeing Red," 81–82.

## Exhibition Catalogue

1. Howard Singerman ed., *Individuals: A Selected History of Contemporary Art 1945-86* exh. cat. (Los Angeles: Museum of Contemporary Art, 1986).
2. Singerman (ed.), *Individuals*, 1986.

## Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

1. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition.
2. Austen, *Pride and Prejudice*.

1. Philip B. Kurland and Ralph Lerner, (eds.), *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), accessed February 28, 2010, <http://press-pubs.uchicago.edu/founders/>.



2. Kurland and Lerner, *The Founders' Constitution*, chap. 10, doc. 19.

## **Journal article**

### Article in a print journal

1. Joshua I. Weinstein, "The Market in Plato's Republic," *Classical Philology* 104 (2009): 440.
2. Weinstein, "The Market in Plato's Republic," 452–53.

### Article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL.

1. Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115 (2009): 411, accessed February 28, 2010, doi:10.1086/599247.
2. Kossinets and Watts, "Origins of Homophily in an Evolving Social Network," 439.

### Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL. If no author is identified, begin the citation with the article title.

1. Daniel Mendelsohn, "But Enough about Me," *New Yorker*, January 25, 2010, 68.
2. Mendelsohn, "But Enough about Me," 69.
1. Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote," *New York Times*, February 27, 2010, accessed February 28, 2010, <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.
2. Stolberg and Pear, "Wary Centrists Posing Challenge in Health Care Vote."



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## Thesis or dissertation

1. Mihwa Choi, "Contesting Imaginaires in Death Rituals during the Northern Song Dynasty" (PhD diss., University of Chicago, 2008).
2. Choi, "Contesting Imaginaires in Death Rituals during the Northern Song Dynasty."

## Website

A citation to website content can often be limited to a mention in the text or in a note ("As of July 19, 2008, the McDonald's Corporation listed on its website . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

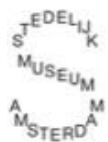
1. "Google Privacy Policy," last modified March 11, 2009, <http://www.google.com/intl/en/privacypolicy.html>.
2. "McDonald's Happy Meal Toy Safety Facts," McDonald's Corporation, accessed July 19, 2008, <http://www.mcdonalds.com/corp/about/factsheets.html>.

## Blog entry or comment

Blog entries or comments may be cited in running text ("In a comment posted to The Becker-Posner Blog on February 23, 2010, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. There is no need to add pseud. after an apparently fictitious or informal name. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)

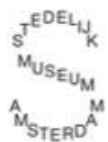
1. Jack, February 25, 2010 (7:03 p.m.), comment on Richard Posner, "Double Exports in Five Years?," The Becker-Posner Blog, February 21, 2010, <http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html>.
2. Jack, comment on Posner, "Double Exports." Becker-Posner Blog, The. <http://uchicagolaw.typepad.com/beckerposner/>.

## **End of document**

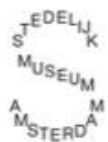


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