CLUES series

About CLUES
CLUES is an international scientific series covering PhD studies, scientific reports of contract research, conference proceedings, etc., in the fields of culture, history and heritage which have been written by, or were performed under the supervision of members of the research institute CLUE+. However, relevant studies carried out by other organisations appealing to a broadly interested readership in culture, history and heritage are also invited to submit their manuscripts to the series. All manuscripts to be submitted are expected to be of the highest scientific standards and to present data of international relevance.

A main topic of research that will be covered by the series is how cultural production and exchange have developed in the last centuries in a context of the notion of creativity. The editorial board also looks forward to studies that deal with knowledge formation and its history with the interdisciplinary approach of the formation of normative orders as a leading question. A third topic is global history, heritage and memory, including history and heritage of the (post)colonial world, cultures and sacral geographies of religious groups as well as landscapes and memories of terror and violence. The fourth topic is landscape and heritage. Studies that concentrate on the identity of the Mediterranean world and the long-term development of European cities and landscapes are highly welcomed. In addition to these main topics studies on the economic and societal value of culture, history and heritage, the application of the digital humanities, religious studies as well as studies on the developing field of environmental humanities will be accepted.

Contributions should be written in English. Manuscripts in other languages will be accepted only as an exception.

Editorial Board CLUES:
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Prof. Dr. K. Kwastek
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Submission details monographs
All manuscripts or proposals can be send to rae.hermans@vu.nl. Manuscripts should include a motivation letter, a letter of recommendation of a CLUE+ member, an abstract of no more then 200 words and a list of five keywords.

The author(s) will receive an e-mail from the editorial coordinator that the manuscript is being processed. The manuscript will be reviewed by the editorial board CLUES on topics like quality, relation to CLUE+ etc.

The author will receive an e-mail when a decision has been made. In case of approval of the proposal, the author will be invited to a meeting with a member of the editorial board, to discuss further procedures. After this meeting the author will adapt the manuscript according to the requirements of the series (see below).

The final manuscript will be checked by the editorial board and, if approved, will be send to Sidestonepress.

Submission details edited volumes
All proposals can be send to rae.hermans@vu.nl. Proposals should include a motivation letter, a letter of recommendation of a CLUE+ member, an abstract of no more than 200 words and include a list of five keywords and a list of contributions to the edited volume.

Articles in an edited volume should range from 5,000 to 8,000 words (including footnotes), although longer submissions may be considered after consultation with the editorial board.

The editor(s) will receive an e-mail from the editorial coordinator that the proposal is being processed. The manuscript will be reviewed by the editorial board of CLUES on topics like quality, relation to CLUE+ etc.

The author will receive an e-mail when a decision has been made. In case of approval of the proposal, the author will be invited to a meeting with a member of the editorial board, to discuss further procedures. After this meeting the author will adapt the manuscript according to the requirements of the series (see below).

The final manuscript will be checked by the editorial board and, if approved, will be send to Sidestonepress.

Peer review process
After the initial acceptance of a manuscript by the editorial board, the manuscript will be subjected to (anonymous) peer-review. Depending on the nature of the publication (monograph or edited volume) 2-3 peers will be asked to review either the entire manuscript of 2-3 peers are asked to review each individual chapter/paper.
To qualify as a reviewer the reviewer has to have relevant expertise, no conflict of interest and should be able to perform the review within the time limits set by the editors. If a reviewer is accepted he/she will be provided with the manuscript (incl. images) and asked to fill out the peer-review form. The form contains various questions related to the quality and originality of the manuscript and concludes with a recommendation: Recommended without reservations; Recommended with minor changes; Not recommended without substantial revision; Not recommended.

Based on the outcome of the reviews the manuscript will be accepted or rejected by editorial board, or the author is asked to make certain changes in order to meet the recommendations by the reviewers.

Accepted manuscripts are subsequently forwarded to the Publisher, together with the review-forms, for publication in the CLUES series.

**Style and referencing CLUES series**

All manuscripts and edited volumes have to be written in the Chicago Style, following British spelling. With regard to bibliographic references you can choose between two basic documentation systems: (1) notes and bibliography and (2) author-date. Choosing between the two often depends on subject matter and the nature of sources cited, as each system is favored by different groups of scholars. For more details on Chicago Style, please visit [www.chicagomanualofstyle.org/tools_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

**Author instructions Sidestonepress**

Please use the author instructions of Sidestonepress which are attached to this document.
Author-instructions Sidestone Press

1. Text

- Texts and images are submitted separately. Please strip the text of automatic lay-out styles, EndNote coding and images. Please use .doc format, not .docx format.

- A hard-return should only be used at the end of a paragraph or at the end of a title. A space should only be used (single!) between two words; not for any other purpose. Do not use the TAB-key to alter the lay-out of the manuscript.

- Please use the following lay-out coding:

  `<h1>`  Chapter title
  `<h2>`  Paragraph heading
  `<h3>`  Subparagraph
  `<h4>`  Sub-sub-paragraph
  `<caption>`  Caption to figures and tables
  `<quote>`  Quote

- Please use the code at the beginning of the paragraph; not at the end.

- If a quote contains multiple paragraphs: use the code for each new paragraph.

- Please remove all blanc lines in the manuscript except at the location of a figure (see example below).

- Please submit all chapters together in a single .doc document.

- Please indicate the location of a figure like this:

  `<<fig. 2>>`
  `<caption>Figure 2: map of the research area.</caption>`

- Tables should be kept in the .doc file at their original location

- References / bibliography: all titles in the bibliography should be immediately below each other, separated by only one hard-return.
2. Figures

For a good printing-result, the use of images of sufficient quality is necessary. Images of inferior quality will be rejected. Make sure to use the right resolution when storing your image-files.

For raster-images in grey-scale (e.g. black/white photographs), a minimum resolution of 600 dpi is recommended.

For raster-images in full-colour 300 dpi suffices.

Pure black&white images (bitmap), like technical line-drawings, maps and drawings of objects require a minimum resolution of 600 dpi but line-art a vector image is preferred.

NB: These values apply to the image in its final size. This means you cannot stretch a small 300 dpi-picture to full page-size!

Different kinds of file formats are available. Try to restrict the use of jpeg (or jpg) files to pictures only. For graphs, maps and technical drawings the use of an uncompressed file-type, such as tiff, or the use of vector-images, such as encapsulated postscript (.eps) or Adobe Illustrator (.ai), is recommended. Make sure that your vector-files are font-embedded. When in doubt, please do not hesitate to contact Sidestone for advice on technical matters.

Please indicate when a figure should be printed to an exact scale and make sure the image file is already in the correct dimensions.

Please name the image files consistent with the numbering in the manuscript.

Graphs

The use of graphs generated with e.g. MS Excel is common. Please make sure you export the graph to .pdf or .eps before submission.
3. Cover design

The cover of your book will be designed by Sidestone. Of course the author/editor will be consulted during this process and your input by means of ideas, sketches and suggested high-resolution photographs is highly appreciated. Please prepare an abstract of 200-300 words for the back of the cover.

4. Checks before submission

These checks may seem rather obvious but are absolutely necessary. The amount of time available for correction after the lay-out phase is restricted (1 hour per 100 pages is included) so it is of great importance to edit your manuscript thoroughly prior to submission.

- Have all images been deleted from the manuscript? (please leave tables in place)
- Are all captions of figures and tables in the text, in the right order?
- Are all image files numbered consistently in the file name and do they correspond with the cues in the text?
- Check the document for double spaces (use the ‘search-and-replace’ option: search for <space><space> and replace by <space>.
- Is the format of the captions consistent: fig. or figure; tab. or table; reference; end with a full stop.
- Does every footnote end with a full stop?
- Is the format of the bibliography consistent? (first names or not, italics, end with a full stop).