

# Guidelines for contributors to

# MAPS IN HISTORY

(formerly known as *BIMCC Newsletter*)

Version 2022-11-15

*Thank you for following these Top Ten Guidelines*

1. Send your article/review to the Editor on time: 15 March, 15 July, 15 November are the deadlines for the May, September and January issues respectively.
2. Preferably by email to [editor@bimcc.org](mailto:editor@bimcc.org), with separate files for text (odt, doc, docx or txt format) and illustrations (png, tiff, jpg format).
3. Write to the correct length, i.e.
  - 1) maximum 6 000 words for a main article (shorter ones are welcome!)
  - 2) maximum 2 000 words for a book or exhibition review (again, shorter ones are welcome)
4. Use simple English structures: subject, verb, object ; and shorter rather than longer sentences.
5. Use British English spelling, e.g. *centre, colour, organise, metre*.
6. Use English punctuation, e.g. no space before semi-colon, question mark, etc.
7. Use full words rather than abbreviations, e.g. *cannot* rather than *can't*, *do not* rather than *don't*.
8. Use people's first and last names: *Jean-Louis Renteux* not *J.-L. Renteux*.
9. Sign your article (first name, last name, e-mail address) and send a picture of yourself.
10. Provide illustrations of adequate quality (at least 300 dpi) and a caption for each.

**This will really help your Editorial Committee.**

For more detail, read also the complete guidelines hereafter.

# 1. General guidelines

Authors contributing articles and other items to the Brussels Map Circle magazine, *Maps in History*, are encouraged to observe the following guidelines. This will facilitate the task of the Editorial Committee.

Formal presentation ‘standards’ have been adopted since 2005-2006. These are essentially based on the *Interinstitutional style guide* used by all European Union institutions, bodies and organisations to serve as a reference tool for written works, in order to avoid misunderstandings and confusion between people from different cultures, trying to communicate by means of the English language (<http://publications.europa.eu/code/en/en-000100.htm>).

Each article or item submitted for publication is reviewed by the Editor and the Editorial Committee, for readability, historical and factual accuracy, English language quality and adherence to our presentation standards. Major questions (e.g. on historical accuracy) are referred back to the author for change; minor corrections (e.g. spelling) are applied without referring back to the author.

*Maps in History* is usually limited to 40 pages, and includes a range of subjects and authors: articles on the history of cartography, book and exhibition reviews, reports on conferences and other events and news.

Using our current presentation standards, a full page of text comprises about 700 words. As we like to have many illustrations, especially maps, an average page has about 500 words.

The longest articles do not exceed **10** pages, i.e. in the order of **5 000 or 6 000** words maximum.

Book and exhibition reviews vary in length between half a page and two pages, depending on the importance of the subject and on the inspiration of the reviewer; maximum 2 000 words.

Contributions should be sent to the editor by e-mail to [editor@bimcc.org](mailto:editor@bimcc.org), with separate files for text (in odt, doc, docx or txt format) and illustrations (in png, tiff or jpg format).

Contributions should reach the editor by 15 March for publication in the May issue of *Maps in History*, by 15 July for the September issue and by 15 November for the January issue.

## 2. Illustrations

Each article should be accompanied by illustrations (at least one per page) and reference should be made to the figures in the text. A caption (starting with the figure number, e.g. *Fig. 1*) should be given for each illustration.

Apart from the cover illustration and the one on the centrefold (in A3 format), maps are preferably reproduced on half an A4 page; other illustrations are generally smaller.

*Maps in History* is published in full colour and coloured illustrations are thus preferred. Illustrations should have a sufficient resolution for publication (minimum: 300 dpi – dots per inch).

All illustrations should be either free of copyright (this is often the case with reproductions of old maps) or works made by the author. Third-party material under copyright can only be reproduced with explicit permission from the owner.

## 3. Text presentation guidelines

The following guidelines should be applied consistently throughout any article, and throughout the whole publication except in quotations, where the original style should be kept.

### **English**

British, rather than American, English should be used, e.g. *centre, colour, realise, travelling, practice, metre*, etc. (See: [http://en.wikipedia.org/wiki/American\\_and\\_British\\_English\\_differences](http://en.wikipedia.org/wiki/American_and_British_English_differences)).

Quotations, titles, etc. in a different language should be followed by an English translation [between brackets].

### **References to books and sources**

In book reviews:

- book title [and English translation if appropriate], author name, city and publisher, publication year, number of pages, number of illustrations (black/white or colour, maps), type of binding, size, ISBN, price and currency.

Publications cited in footnotes should contain the information that will allow readers to locate them. For formatting, *Maps in History* in general follows the [variety of the Turabian citation style](#).

- For books: author's first and last name, title (in italics), city and publisher, publication year, page(s) referred to. Example: Katie Kitamura, *A Separation* (New York: Riverhead Books, 2017), 25-27.
- For journal articles: author's first and last name, title (between quotes), journal name (in italics), volume, issue, date, page(s) referred to. Example: Ashley Hope Pérez, 'Material Morality and the Logic of Degrees in Diderot's *Le neveu de Rameau*,' *Modern Philology* 114, no. 4 (May 2017): 874.

Maps should be cited following a similar convention:

- For separately printed maps: author's first and last name, title (in italics), city and publisher, publication year. Example: E. Wichmann, *Europa* (Jena: Johann Carl Ausfeld, 1803).
- For maps from a printed book or atlas: author's first and last name, title (between quotes), in: atlas' author, title (in italics), city and publisher, publication year, page(s) where the map is found. Example: Gerónimo de Chaves, 'Hispalensis conventus delineatio' in: Abraham Ortelius, *Theatrum Orbis Terrarum* (Antwerp: Christophe Plantin, 1579), 17v-18r.
- For manuscript maps: author's first name and name, title (in italics), city, year; institution where it is kept, shelfmark. Example: Juan de la Cosa, [untitled planisphere] (El Puerto de Santa María, 1500); Museo Naval, inv. 257.

Reference numbers in superscript in the text, after a punctuation sign, e.g.

... in the first half of the sixteenth century.<sup>2</sup>

## Punctuation

- English rules apply (e.g. no space before semi-colon, question mark, etc.)
- A comma is not required before *etc.* if there is no series involved: *They discussed milk products etc., then turned to sugar*
- Horizontal ellipsis: ... ; continental practice uses the ellipsis in the same way as the word *etc.* is used in English; this should be avoided.
- Dashes:
  - use em dash (—) instead of -- to set off a word or phrase that interrupts the flow of a sentence, such as an example, a clarification, etc. For example: *Portraits — usually photographic — of British and ...*
  - en dash (–) is approximately half the length of an em dash (—) and is used to separate two equal components of a word, and to join inclusive numbers such as subsequent years or page numbers: *map-maker, 1995–96.*
- Avoid awkward breaking and hyphenating: insert a protected space key or a non-breaking space (U+00A0, illustrated by ♦) to prevent group of characters from being split at the end of a line: No♦23, p.♦25, 100♦000, M.J.♦M.♦Smith, Fig.♦7
- Upper-case characters should be typed with accents (e.g. *État*).

## Quotations

- Scientific names, publication titles, non-English words and phrases, etc: *italics*, no quotation marks.
- Actual quotations, bizarre names: single quotation marks: 'abcdef'
- Use British-style quotation marks i.e. single '...' rather than the American-style "..."
- If a word or part of a quotation is omitted from the text, it should be replaced by three dots (ellipsis): 'Xxxxx ... xxx'.
- underlining (*lorem ipsum*) should be avoided, as it may be mistaken for a link
- for emphasis, use **bold type** instead

## Conventions for numbers etc

- *one, two ... nine, 10, 11 ...*, but use numbers whenever giving ranges e.g. *7 to 12*
- *first, second ... ninth, 10th, 11th* (with 'th' not in superscript)
- Numbers: decimal point, non-breaking space as separator for thousands, etc (e.g. *2 500 000.00*)

- Per cent: in text, spell out 'per cent'; otherwise (e.g. in tables) use '%' with a non-breaking space following the figure: 15 %.
- Scale 1:10 000 000 (with a colon)
- Date: 1 January 2001, 1991–93 (not 1991–1993, except for dates of a person's birth and death), 1646–1716, ca 1999 or c. 1999
- Prefer 1 - 4 May 2008 instead of 1-4 May 2008
- Century: should preferably be spelled out (eighteenth century). In general, it is better to give precise dates than to quote the century.
- Era: the year number can be followed by BCE (Before Common Era) or CE (Common Era), with a non breaking space in between: 5 BCE, rather than 5BCE.
- Time: 14.30, 15.30 - 16.30
- Price: EUR 25.50 (or ISO 4217 three-letter currency abbreviation e.g. USD, GBP, CHF, etc.)
- 'No' is a symbol for 'Number' and does not take a final full point, but does take a plural 's'. No (capital letter N, small letter o, no dot), e.g. *Regulation No 2546, Nos 27 to 38*
- Units of measurement: 10 km, 5 cm, 100 m<sup>2</sup>
- Dimensions (height × width): 12.6 × 21.0 cm (U+00D7 multiplication sign ×, not the 'x' letter)

### **Names and titles**

- Titles are normally not used in *Maps in History*, only people's first and last names.
- Prefer first name in full rather than abbreviated: *Jean-Louis Renteux* instead of J.-L. Renteux.
- If titles are used, they are abbreviated as follows: *Ms, Miss, Mrs, Mr, Messrs, Dr, Drs* (without dot) and *Prof.* (with a dot).
- Addresses normally include the country name, except for large cities, e.g. London, Paris, Brussels.
- Telephone numbers include the international prefix: *Tel. +32 2 123 45 67*
- Web sites: *www.bimcc.org* (or in case of an URL not comprising 'www': *http://gallica.bnf.fr/*)
- Use *Saint Petersburg* instead of St. Petersburg
- Companies: *co., inc.* (with a dot), *Ltd* (no dot).

### **Abbreviations**

- Illustrations are referred to using Fig. numbers e.g. Fig. 3
- Write all Latin abbreviations in roman, e.g.; et al.; et seq., ibid.; i.e.; NB; op. cit., c.
- Page abbreviations: p. 250, pp. 7-13. Avoid abbreviations in a phrase: use *On page 289 we can [...] in place of On p. 289 we can [...]*
- Editorial abbreviations: *vol., chap., cont., Fig. 5*
- Avoid using the § sign, which means *section* in English, but *paragraph* in other languages. The French use of the paragraph symbol (*l'article 3 § 1*) is incorrect in English.
- Using the ampersand (&) in titles, headings or the main body of text should be avoided. Reserve it for corporate names when it is part of a company's legal designation. Also in such colloquialisms as *R&D*.

