For authors

Guidelines & Submission

Research article

Research articles should be focused on politics in Belgium (Flanders/Francophone Belgium), the Netherlands and/or Luxembourg. The following requirements apply.

- A maximum of 10,000 words, including references, endnotes and bibliography
- Four components: title, abstract (including 5 keywords), body text and bibliography
- References should follow the APA-system, both in the body text as well as in the bibliography at the end of the manuscript.
- Titles and subtitles: do not use more than four levels including the chapter title, use Arabic numbers. Chapter numbers precede section numbering, e.g. chapter 3, first section becomes 3.1, subsection becomes 3.1.1, subsubsection 3.1.1.1.
- The number of endnotes should be kept to a minimum.
- Tables and illustrations are introduced in the text and only consist of Arabic numbers
- Articles are submitted in Word.
- The authors declare that the article has not been submitted to (or publicized in) an other journal.

Research articles can be submitted for review in English, Dutch or French. In case Dutch or French manuscripts are accepted for publications, they must be translated to English by the author(s). Required documents:

- Author contact details and biography:
  - Title of the article
  - Author(s') name(s) and affiliations
  - Contact details for the corresponding author (e-mail and postal address)
  - Exact number of words
- Article
  - Title
  - Abstract (100-150 words)
  - Keywords (3-5)
  - Article in full, incl. references

Research note

A research note is not a full academic paper but a presentation of interesting data on a current theme in Belgian or Dutch politics. It seeks to explain and contextualize a current political issue by providing empirical material in a straightforward way. As opposed to a full research article, a research note may follow a less strict outline but still needs to make a valuable contribution to the understanding of politics in the Low Countries. It is a descriptive paper with mainly societal and less academic ambitions. The role of the research note is thus not so much to add to a certain research field within political sciences, but to present data of high quality that can contribute to the popular debate on politics. Examples of data that can be presented are: results of an election survey, a discourse analysis, or a party survey.

A research note consists of a short contextualization and theoretical introduction to the data that are going to be presented. It is preferably between 3,000 and 4,000 words and otherwise adheres to the research article instructions regarding e.g., referencing and bibliographic information. Research notes are reviewed by the editorial board of the journal and can also be written on invitation by the editor or members of the editorial team. A research note is published once a year in the first issue of every volume.

PhD-review

In this section of the journal we want to give more attention to recent PhD-research in the Low Countries. On a yearly basis, in the second issue of every volume, we publish reviews on the most interesting PhD dissertations on politics in Belgium and the Netherlands.
Length: 1,400-2,000 words.

Literature review

Once a year a review article focuses on the academic evolutions within a certain research domain of political science in the Low Countries (e.g. political parties, elections, participation, gender, etc.) or within a research domain that is important for the understanding of Politics in the Low Countries.
Length: 6,000-8,000 words.

Submission

Articles, Research Notes, PhD Reviews and Literature Reviews can be submitted via Editorial Manager: www.editorialmanager.com/plc. Please see the Appendix to these instructions for more information about Editorial Manager.

Style Guide (short)

- Use as little formatting as possible for the text, and use only bold and italics to mark section headers.
- Tables can be inserted directly within the text with Insert > table. Images and illustrations (preferred format is: .jpg/jpeg) can be placed at the correct place in the text. They should have a minimum resolution of 300 dpi. Please note that most images from the Internet cannot be used because of their low resolution, and that the journal will be printed in black and white.
- Always ensure that previously published material (including images) is either free of use or that (written) permission for its use has been granted.
- Use British spelling (refer to the *Oxford English Dictionary* or the *Concise Oxford Dictionary*) and endings in -ise and -isation as opposed to -ize or -ization. Also, please use e.g. 'programme' as opposed to 'program', 'labour' as opposed to 'labor' and 'centre' as opposed to 'center'.
- Authors may use up to four levels of numbered section headings (e.g. 3, 3.1, 3.1.1, 3.1.1.1).
- Parentheses – ( ) – are used for simple interpolations, and square brackets – [ ] – for editorial notes or interpolations in quotations.
- Use single quotation marks ('…') for emphasis of words or terms in the text. *Example*: These 'illegal' actions will be dealt with. Use double quotation marks only for quotations from texts. *Example*: In his book he stated that "The conclusion is that the practice of the Court is inadequate."
  A quotation within a quotation is also put between double quotation marks ("…"). If a quotation is longer than 30 words, please leave out the quotation marks, indent the quotation on the left and insert an extra line between the lines above and below the quotation.
- Do not use serial commas – i.e. the comma before 'and' or 'or' in lists of three or more items, unless it is necessary for the sake of sense: 'red, white and blue'.
- Ellipsis: use three full stops spaced from the words on either side to indicate matter omitted from a quotation … like this. Do not use an extra full stop to indicate the end of a sentence before or after the ellipsis.
- Always put footnote numbers after the last punctuation mark.
  For example: … done.[9]

References

A complete alphabetical list of references should be added at the end of the article (titled: 'References'). Referencing style should be as follows:

I.   Books

Author, *Title*, Edition, (Place of publication,) Publisher, Year, Page.

Examples: J.H. Baker, *An Introduction to English Legal History*, 4th ed., London, Butterworths, 2002, p. 419-421.

H. Fraser & R. Joyce, *The Federation House: Australia's Own Style*, Sydney, Lansdowne Press, 1986.

II.   Articles

Author, Title of article (between single quotes), *Periodical*, Volume, No., (Month and) year, Periodical pages.

Examples: R.A. Goldthwaite, 'The Florentine Palace as Domestic Architecture', *American Historical Review*, Vol. 77, No. 4, 1972, pp. 977-1012.

M. Koskenniemi, 'Faith, Identity, and the Killing of the Innocent: International Lawyers and Nuclear Weapons', *LJIL*, Vol. 10, 1997, p. 154.

J. Donelly, 'Human Rights in the Next Century', 1985 *Journal of World Politics*, p. 75.

F. Ox, 'Federalism and International Law', 1966 (July) *Civis Mundi*, p. 34.

K. Avruch & P. Black, (1987). A 'Generic' Theory of Conflict Resolution: A Critique. *Negotiation Journal*, 3(1), 87-96. doi: 10.5553/TIJRJ/258908912018001001002. (*)

* if a DOI is available, please add it to the reference.

III.   Contributions in compilations and edited volumes

Author, Title of article (between single quotes), *in* Editor's name (Ed.), *Title Volume*, (Place of publication,) Publisher, Year, Page.

Example: M. Akehurst, 'Humanitarian Intervention', *in* H. Bull (Ed.), *Intervention in World Politics*, Oxford, Oxford University Press, 1979, p. 99.

IV.   Newpaper articles

Author, Title of article (between single quotes), *Paper*, Date, Page.

Example: A. Lewis, 'The War Crimes Tribunal Works', *International Herald Tribune*, 31 July 1995, p. 5.

V.   Websites

Retrieved from www.sustainability.com/library (last accessed 1 January 2013).

Retrieved from http://ssrn.com/abstract=1870727 (last accessed 1 January 2013).

Example: Children's Commissioner (2015). *Protecting children from harm.* Retrieved from https://www.childrenscommissioner.gov.uk/wp-content/uploads/2017/06/Protecting-children-from-harm-full-report.pdf (last accessed 1 April 2018).

Only add 'http://' when a website does not start with 'www.' If possible, mention when the website was last visited: (last accessed (date)).

- Where there are several works cited for one author, cite single-authored works first in chronological order.
- Works written by the same author plus one other person should be listed next, in alphabetical order of their second authors, and then chronologically.
- Alphabetise works with no known author by their title; use a shortened version of the title in the parenthetical citations within the body of the text.
- Place of publication: only one place of publication should be listed. Do not include country and state details; only list the city or town in which the work was published.

Numbers and Dates

Dutch and English styles differ in small but important ways. Please note the following.

1.   Do not use 'Second World War' or 'First World War', but use 'World War II' or 'World War I' respectively;

2.   Do not use 'sixties', or 'seventies' but always use '1960s' or '1970s';
3.   The use of 'jus' may only be used in a quotation (if that is the way it is printed in the original). In all other instances, use 'ius'.
4.   Dates are represented as follows: day-month-year (full).
Example: 1 April 2019 or Monday 1 April 2019
Days of the week and months have an initial capital.
Do not use superscript 1st, 2nd, 3rd or 4th. But: 1st, 2nd, 3rd, 4th.
5.   Interpunction in the English number format is different from Dutch. Please note: the thousand separator is a comma, the decimal separator is a full stop.
Example: 1,059.65
6.   Do not shorten inclusive numbers, but write these in full (not 20-4 or 130-3, but 20-24 or 130-133).

Use of Capital Letters

In English publications, common practice is to use title capitalization. In Eleven publications we use title capitalization in titles as well as all levels of (sub)headers.
Besides that, avoid capitalization as much as possible. In general, do not capitalize words like state, state parties, members, contracting parties, treaty.
The following words should always be capitalized: Article, Chapter and Section, when followed by a number, and resolution, treaty, draft, when referring to a specific text.

Appendix Editorial Manager

Instruction letter for submitting an article

Go to http://www.editorialmanager.com/plc/default.aspx. The page should look as follows:
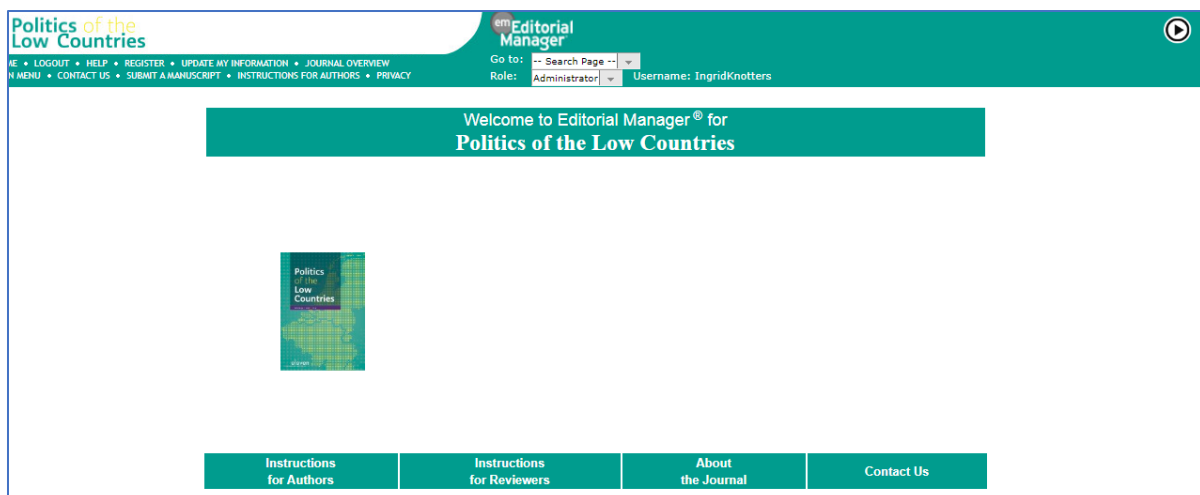
1. If you do not have an Author Login already, click on 'Register Now'. Editorial Manager will send you a username and password;
2. After having received your username and password, you can now log on by typing in your username and password and by clicking on 'Author Login';
3. Click on 'Submit New Manuscript';
4. Please go through the indicated steps;
5. The last step entails attaching the files which comprise your article.
    a. Upload the article: Choose 'Manuscript' and then click on 'Choose File'. Click on 'Attach this File' and then on 'Next';

     b.   Upload the title page: Choose 'Title page' and then click on 'Choose File'. Click on 'Attach this File' and then on 'Next';

6. If you would like to upload any images, choose 'Figure', choose 'Manuscript', click on 'Choose file', 'Attach this File' and then on 'Next';

7. After each upload, you will see a file inventory. If you would like to remove a file, select the document and then click on 'Remove';

8. When you have uploaded all necessary files, click on 'Next';

9. In the following stage, Editorial Manager will convert the Word-file of your manuscript to a PDF. The original Word-document will remain accessible to you and the Managing Editor, but not to the peer reviewers. Click on 'Build PDF for my Approval' and then on 'Submission Waiting for Author's Approval';

10. Then, in this specific order, click on 'View Submission', 'Approve Submission' and 'OK';

11. Your article has been submitted. Click on 'Main Menu'. Your submission can be found under 'Submissions Being Processed'.

Thank you for uploading your article!