

# Submission Checklist

Please find below a useful checklist of questions to answer that will help you ensure that your file is ready to submit for publication. Detailed instructions for each item can be found in the ‘For Authors’ section, published at [www.brepols.net](http://www.brepols.net). Please contact your publishing manager if you have any questions regarding this checklist.

## General

Is the material supplied complete and definitive (i.e. no comments or track changes), and is the order of the items clear?

Is the typescript accompanied by a full Table of Contents that lists all material to be included (including any acknowledgements, abbreviations, prefaces, index(es), appendices, etc.)?

Is the typescript accompanied by a pdf of the file (only needed if there are fonts that need to be checked, if the text contains non-roman script or special characters, or where you have particular layout requirements)?

Are all passages in non-roman alphabets (e.g. Greek, Arabic, Hebrew, etc.), special characters, and characters with diacritics written in a Unicode font?

Has the style sheet (full references, short references, or author-date system) of the series in which your volume will be published been followed consistently? Individual cases may sometimes require deviations from the rules. If this is the case, please discuss this with your publishing manager.

Is the professional affiliation, or a short biography of 15–30 words that includes the author’s professional affiliation and professional email address, been given for each contributor to the journal issue or edited volume? Has the same system been consistently applied for all articles (either affiliation or short biography)?

Are all articles accompanied by an abstract (80–130 words, in English) and 5–10 keywords? Please note that this is mandatory for journal issues, and recommended but not compulsory, for edited volumes. However, if abstracts are to be included in an edited volume, they should be consistently provided for all contributions.

## References and Bibliographies

Is a full bibliographic reference, incl. page ranges for articles and book chapters, provided for each source cited? Is an exact page reference provided for each quotation?



Has a uniform system of referencing and providing bibliographical information been provided (full references system, short references system, or author-date system) been followed throughout the book or journal issue?

Is the bibliography divided into the following sections, as appropriate: 'Manuscripts, Archival Sources, and Other Unedited Material', 'Primary Sources', and 'Secondary Sources'? Are all references listed alphabetically, by authors' surnames (for exceptions to this rule, please see the style guide)?

Are all abbreviations explained (either by being added to the first citation or else included in an abbreviations list)?

## Images

Is a full list of illustrations, listed by author for edited collections or by type (figures (incl. maps, charts, and graphs), tables, plates) for monographs, provided?

Are all illustrations submitted separately (not embedded in the typescript), with figures provided as high-resolution .jpeg or .tiff files; tables, charts and graphs in an editable format?

Are all image files clearly labelled?

Have the image rights been cleared and permission obtained to use the images for print publication and, if applicable, e-book?

Is each illustration (figure, table, plate) accompanied by a caption (added to the list of illustrations or to the image placeholder in the text)? Is the image title/description concise yet explanatory and descriptive of the content of the figure? For further details on formatting of captions, please check the style guide.

Is the copyright statement/permission (or other source acknowledgement) provided in the caption or in a separate photo credits section at the back of the book?

Are specific typesetting instructions (preferred size, black & white/colour, facing images, cropping, etc.) added to the list of illustrations or to the image placeholder in the text?

Are all comparable charts, graphs, and tables in the typescript consistent in their presentation? Does every column in a table have a column head and are all elements of a chart or graph clearly labelled? Are abbreviations in tables, charts, and graphs explained in the table notes or figure legend?

Are all illustrations (figures, tables, plates) mentioned in the text, with a clear in-text reference, and numbered in the order in which they are mentioned?