GENERAL GUIDELINES

The following guidelines will apply to most publications by the KDVS. However, it is impossible to take into account all contingencies, and if the guidelines seem unsuitable for a particular publication, it is essential that the author or editor consult the KDVS's Editor before preparing a text. These guidelines are relevant for manuscripts submitted to the *Scientia Danica* series on the initiative of the authors and editors; other rules may apply for invited publications.

Table of Contents

Introduction

The Royal Danish Academy of Sciences and Letters (in Danish 'Det Kongelige Danske Videnskabernes Selskab, in the following KDVS) invites original manuscripts for publication by scholars and scientists who are resident in Denmark or who collaborate with or are in dialogue with Danish colleagues. Critical editions of original texts will also be considered for publication.

Language

KDVS publishes works in Danish and English, though for subjects where it is especially appropriate, publication in French and German may be considered. In collections, individual contributions may be in Norwegian or Swedish to suit particular subjects. Critical editions of texts in languages other than those mentioned here may be considered.

Copyright, acknowledgements and permissions to reproduce

It is the responsibility of the author(s) to settle all issues of copyrights and permissions to reproduce, and to provide relevant acknowledgements. The extent and costs of special features, especially illustrations, must be agreed to by the KDVS Editor.

Formatting

Manuscripts should be submitted in electronic form with the formatting of the text as close as possible to the format the author wants to see in the printed work, for example regarding italics, bold, subscript, superscript, capitals or small capitals; this can normally be transferred directly to the type setting. The text should preferably be submitted in Word or a Word-compatible format, for example Open Office or Rich Text Format (RTF), but Word is preferable due to its rigid definition of styles and its varied selection of available ASCII characters. The the Word/RTF version must be a pure text version, where the place of the illustrations can be indicated by insertion of the captions or legends. In addition, the entire manuscript – with correct characters and including illustrations inserted at or near where the authors would like them placed – must be submitted in pdf format. For the use of any other software the KDVS Editor must be

consulted beforehand. Image-files should be submitted separately and in a minimum resolution of 400 dpi (or as vector graphics - should not be converted to raster graphics), each image in a separate and clearly marked file that can be associated with a relevant caption.

Styles

The choice of typography is open, as *long as it is consistent in each of the text elements*. The most common is to use Word's pre-defined styles and Times New Roman, but one can define a range of styles that are particularly suitable for that specific manuscript.

The parts of the text

There are three main parts to any text: 1) preliminary matter, 2) main text, 3) end matter. The manuscript should be presented in this order:

I. Preliminary matter
1. Half-title
2. Abstracts/summaries
3. Title page
4. Author/editor details. Dedication (if any)
5. Table of contents
6. Lists of illustrations/tables/maps/abbreviations
7. Preface/foreword/acknowledgements

II. Main text

III. End matter
a. Appendices
b. Glossary, acronyms, et al.
c. Bibliography
d. Index

I. Preliminary matter

Half-title
Please provide a standard half-title on a separate page.

Abstracts, summaries

In *monographs* there should be a summary, normally in Danish and in English, though for some subjects a third language either instead of or in addition to Danish may be desirable. This should be agreed in advance with the KDVS Editor. The summary should not exceed 600 words. For *collective volumes* with several contributions, for example in symposium reports, there should be abstracts of max. 250 words for each contribution, outlining main features, stressing novel information and conclusions, and ending with the author's name, title, institutional and/or private postal address and email address. For editors of collective volumes and authors of monographs personal details are given separately after the title page (see below). Whether to include abstracts in both Danish and English (and/or a third language) depends on the subject of the volume and is a matter to be agreed in advance with the KDVS Editor.

Title page

The title page should contain the name(s) of authors or editors in the form in which they wish these to be used in bibliographic etc. references.

Author/editor details. Dedication

Please provide standard academic information about the author(s) or editor(s) on a separate page. If a dedication (as distinct from acknowledgements) is wanted, please supply it on this page.

Table of contents

The table of contents should be generated using Word's automated function. This should under no circumstances be combined with manual generation of the TOC. The table should contain the main divisions of the work, beginning with abstract. The aim is to provide a general orientation in the text; this can be defeated if the table is too detailed.

Lists of illustrations/tables/maps/abbreviations

These items may not be relevant for all publications.

Preface/foreword/acknowledgements
These items may not be relevant for all publications.

II. Main text

Page layout
The main text should have an unjustified right-hand margin and hyphens must *never* be used to divide words. Everything except footnotes and tables should be double-spaced.

Chapters/sections. Headings
Please use either 'chapter' or 'section' for subdivisions according to usage in the discipline. But be consistent throughout the volume. Please divide chapters, papers, etc., by means of sub-headings, and *if necessary* by sub-sub-headings. Chapters may be numbered if appropriate for the work. Number the sub-headings, using Arabic numerals and, for sub-sub-headings, decimals.

Footnotes
Notes should normally be placed as footnotes, not as endnotes. Please use *only* Word's footnoting system with its automated numbering, setting of font and line spacing. Footnotes to headings or titles should be avoided as far as possible.

Key words
Up to ten key words that indicate the main subjects of the paper or the book should be listed alphabetically under the abstract or the summary.

Spelling, grammar
Except in quoted matter, you may use either British or US conventions. It is desirable to use one or the other consistently throughout, also in collections of papers, but it is at any rate essential that each *part* of the text (typically articles or separately authored chapters or sections) should be consistently either British or American.

 Possessives of names ending in sibilants (including silent ones) are generally spelled with apostrophe s (Price's; Leibniz's; Thomasius's; Descartes's; Charlevoix's).

Jesus and Moses are exceptions (in Jesus' name), as are names of more than one syllable with an unaccented ending pronounced -eez (Thucydides').

Please be consequent with the use of either serial or Oxford comma in enumerations.

Quotations

Prose quotations longer than about sixty words and any verse quotations should be set off from the surrounding text by indenting. Shorter quotations should run on in the text within double quotation marks. Quotations within quotations should be in single inverted commas. The final stops of quotations should be placed before the closing quotation marks when a whole sentence is quoted. When a sentence contains quoted matter which is not in itself a sentence, the point comes outside the quotation. If editorial or explanatory material is inserted in quotations or translations, such material should generally be in square brackets. Apostrophes and quotation marks with the same function throughout the text should be the same. An omission marker can be given without brackets or in parentheses or square brackets, for example … or […], and is normally separated with a blank from the quoted words, except where it is part of a word. In texts on linguistics, The Leipzig Glossing Rules https://www.eva.mpg.de/lingua/pdf/Glossing-Rules.pdf should be used in quotations other than English.

Translations

Quoted material should normally be translated into the language of the contribution. Translations should be placed in footnotes unless they are the direct subject of discussion, in which case they may be placed in square brackets after the translated text. For lengthy translations an appendix may be appropriate.

Abbreviations

Abbreviations such as 'etc.', 'e.g.', 'i.e.', 'viz.', 'cf.' should preferably not be used in the text and only sparingly in footnotes. 'Idem', 'ibid.' and 'op. cit.' are best avoided entirely.

Numbers

Generally speaking in the humanities and many social sciences, the style of the running text is to spell out numbers up to 100, unless the reference is to specific quantities or measurements (as for example in 'the legal rate of interest was 5%', '75 m or more above sea level', 'collection no. 45', '37 degrees Centigrade'); but write 'fifth century', not '5ᵗʰ century'; and 'some thirteen years elapsed between Beccaria's main work and his work on torture'. Note that '1740s' – as in 'the great war of the 1740s' – is plural and should not have an apostrophe. Pairs of numbers, other than teens, should in general be elided; thus 31–9 and 1740–8, but 11–19. In general elision is not used in texts from the natural sciences and some social sciences. Here the tradition in the field should be followed. All units in the *Système internationale* (SI) should be abbreviated without a final stop: kg (not kg.), m^3 (not $m.^3$), etc.

Parentheses

Parentheses (not square brackets) should be used within parentheses, unless where special conventions apply, for example in biological nomenclature. Square brackets should generally be used to insert editorial or explanatory material in quotations or translations. Specific norms also apply in certain disciplines, e.g. phonetics and phonology.

Hyphens and dashes

Please distinguish between hyphens and dashes. The *hyphen* is the shortest and is used (a) to join separate words into a compound word (e.g., post-modern), and (b) to divide words between lines. The *en-dash* is longer than the hyphen and is used *without spacing around it* to indicate a range (e.g., pp. 2–10; 1618–48; January–February). With spacing, the en-dash may be used to indicate a strong parenthetical passage (e.g., 'In the Thirty-Years War – as in so many wars – the displacement …'). The *em-dash* is completely avoided.

Signs that are not letters

Complicated formulas in mathematical texts should be written with the use of the Equation Function in Word or in the *Inline math mode* with LᴬTₑX, which includes features designed for the production of technical and scientific documentation with formulas. LᴬTₑX is available as <u>free software</u>. Simple chemical formulas can be written

with the help of raised and lowered script in Word, but more complex formulas may be written with special software, inserted in Word or reproduced as illustrations. Formulas should be correctly shown in the pdf file and highlighted in colour.

The International Phonetic Alphabet (IPA) should be used for phonetic transcriptions.

Letters that are not part of the Latin alphabet

It should be indicated if the manuscript contains letters that are not unambiguously used in the ASCII and Extended ASCII system, such as Greek characters and Cyrillic, Hebrew or Arabic characters. Some of these characters may require special software, as is certainly the case with characters in various Chinese languages, Japanese, Amharic, Inuit, Sanskrit, Singhalese, Thai, Vietnamese, etc. Please make sure that non-Latin characters and signs that are not letters are correctly shown in the pdf file and highlighted in colour.

Diagnostic keys and other formal setup of text that is not a table

Diagnostic keys and other formal setup of text, as used for example for identification in systematic biology, should as far as possible have their own specially designed format, rather than the text being formatted with repeated hitting of the space bar and the tabulator key. Therefore, never press the space bar repeatedly for lay-out of the text; use formatting.

Bibliographic references in the text

In texts from the natural sciences, linguistics and many social sciences, references in the text or the footnotes should use the established author/date system. In the text the author's surname and the year of publication should be set in parentheses (e.g., Bohr, 1923; alternatively, Bohr 1923); if the author is mentioned in the running text, only the year is set in parentheses ('… as Niels Bohr stressed (1923) …'). If there is more than one author of the same surname in the bibliography, initials should be included. For publications with two authors, please use (consistently) either the ampersand (&) or 'and' between the surnames; for more than two authors, the first two surnames should be followed by 'et al.'. If references to distinct publications appear identical in the text, they should be distinguished with a letter after the year.

In texts from the humanities and social sciences close to the humanities, references should use either the author/date system as described above or the author/title system, as follows: On first mention, the commonly used full name (resp. conventionally used initials) and title plus year of publication should be given (e.g., John Locke, *An Essay concerning Human Understanding*, 1689; John Maynard Keynes, 'Newton, the man', in Keynes, *Essays in Biography*, 1963, pp. 310–23; Quentin Skinner, 'Meaning and understanding in the history of ideas', *History and Theory* 8 (1969): 3–53); on subsequent mentions, just surname and abbreviated but readable title (Locke, *Essay*; Keynes, 'Newton'; Skinner, 'Meaning and understanding'). This procedure should be used for each chapter/section/essay in a book. It should be uniform for all contributions to collections.

References should *not* be made in the text with a continuous system of numbers referring to a numbered list of references in the order in which the references are mentioned in the text.

Illustrations

The approximate placing of illustrations, diagrams or similar matter should be given in the text file of the manuscript, for example by inserting the caption or legend at the end of the paragraph where each illustration belongs. Each illustration should be submitted in a separate file in a format (TIFF, PNG, etc., rather than JPG), with a minimum resolution of 400 dpi (or as vector graphics – should not be converted to raster graphics) to be suitable for printing and marked in such a way that it can be associated with its legend. In manuscripts with many or complicated illustrations, please take extra care to place the illustrations and tables so that the pdf-file indicates the intended general design of the text and illustrations.

Legends for images, diagrams or tables

The placing of legends to be printed under images or tables must be clearly indicated as near as possible to the images or tables in question. Legends should not be placed elsewhere in the manuscript, such as at the end of chapters or sections. Please use Word's automated caption format. Legends must also be inserted with the illustrations or tables they belong to in the pdf file. The same designations should be consistently used throughout the manuscript (Fig. or Figure, Tab. or Table or other designations).

III. End matter

Appendices
Not relevant in all publications.

Glossary, acronyms, et al.
Not relevant in all publications.

Bibliography
All titles referenced in the text or notes should be given with full details in bibliographies (long subtitles may be omitted). Generally speaking, there should be a bibliography for the volume as a whole. In some collections it may be appropriate to have bibliographies at the end of each contribution and, if the work is divided into quite distinct themes, at the end of each thematic section, but this should be agreed in advance with the KDVS Editor.

Bibliographies should be in accordance with the conventions accepted within the particular field of research, though numerically arranged bibliographies (such as the ones created by using for example Word's endnote function) are not acceptable. Wherever possible the bibliography should be arranged alphabetically by the author's surname. For authors with 'non-Western' styles of names the conventions for the field in question should be followed and explained as necessary.

The names of publishers may be included if this is considered necessary; often this is not the case, especially in early (generally pre-1800) publications. But in either case there should be consistency throughout the volume. For online publications the DOI or the URL (with date of access) must be given.

In citing articles or chapters in edited volumes, the sequence of editor-name and title of the volume varies; in the natural sciences and many social sciences, the editor always comes first; in the humanities it is (still) often the other way round. Whichever system is used, be consistent. Where the author/date system is used in references in the text, in the bibliography the date follows the author name(s); where the humanities' system of referencing (author/title) is used, in the bibliography the date follows the place of publication.

In the natural sciences, titles of articles and parts of books are commonly without quotation marks (and question marks are rarely used), while titles of books or journals are often in italics; in the humanities titles of articles and parts of books are commonly with quotation marks but without italics. Please follow the convention of the particular field and be consistent. If publishers' names are included, they mostly precede the place of publication in natural science texts, while the order is the other way round in the humanities.

- An example of a bibliography in ecology could be:

Lind, E. M. & Morrison, M. E. (1974). *East African vegetation*. Longman, London.

Olson, D. M., Dinerstein, E., Wikramanayake, E. D., Burgess, N. D., Powell, G. V., Underwood, E. C., D'Amico, J. A., Itoua, I., Strand, H. E., Morrison, J. C., Loucks, C. J., Allnutt, T. F., Ricketts, T. H., Yumiko Kura, Lamoreux, J. F., Wettengel, W. W., Prashant Hedao, P. & Kassem, K. R. (2001). Terrestrial ecoregions of the world: A new map of life on earth: A new global map of terrestrial ecoregions provides an innovative tool for conserving biodiversity. *BioScience* 51: 933–938. https://doi.org/10.1641/0006-3568(2001)051[0933:TEOTWA]2.0.CO;2

Passalacqua, N. (2015). On the definition of element, chorotype and component in biogeography. *Journal of Biogeography* 42: 611–618. doi:10.1111/jbi.12473

- An example of a bibliography in history could be:

Larrère, Catherine. *L'Invention de l'économie au XVIIIᵉ siècle*. Paris, 1992.

Carruthers, Gerard. 'Jacobite unionism', in *Literature and Union. Scottish Texts, British Contexts*, ed. Gerard Carruthers and Colin Kidd. Oxford, 2018, pp. 123–46.

Döring, Detlef. 'Der Westfälische Frieden in der Sicht Samuel von Pufendorfs', *Zeitschrift für historische Forschung*, 26 (1999): 349–64.

Indices
The type and number of indices should be chosen as appropriate for the particular text and according to disciplinary custom: whether separate indices for names, concepts, places, etc., or one integrated index, or – in rare cases – no index at all. If in doubt, please consult the KDVS Editor. Names and terms to be indexed are to be marked with Word's index function and can be automatically converted to an index in the text file and used for printing. Remember! If there is more than one index, the marks at the indexed words should specifically indicate the different indices. The words marked for

indexing from different places in the text must be spelt exactly the same in order to be indexed the same way by the automatic conversion.

Proofs

Authors of papers accepted for publication will receive digital proofs; these should be returned promptly to the editor. Corrections other than of errors introduced *after* the submission of the manuscript will be charged to the author(s) insofar as the costs exceed 15% of the cost of typesetting.

After publication

Authors of monographs and editors of collections and text editions receive a total of 50 free copies. Authors are requested to provide addresses of up to 20 journals that are deemed likely to review the publication or note its appearance.

Manuscripts will be returned only upon request made before publication of the work. Original photos and artwork are returned upon request.