

# Author Guidelines

## GENERAL

FORUM+ publishes Dutch and English contributions that result from original research in the arts. Aside from the traditional scientific articles, the editorial staff welcomes various types of contributions, such as artistic contributions, visual and reflective essays, podcasts, audiovisual contributions, and interviews. FORUM+ also publishes reviews or review/essay hybrids. This is how FORUM+ aims to provide a platform for the multiplicity of manifestations that shape research in the arts.

FORUM+ exclusively publishes **original contributions**, i.e. contributions that have not been published elsewhere in the same form or language.

FORUM+ is recognised as a peer-reviewed journal by the Flemish Academic Bibliography for the Social Sciences and Humanities ([VABB-SHW](#)).

All contributions are subjected to peer review. They are assessed by the editorial staff as well as an advisory editor with relevant and specific expertise in the field. The editorial board may accept a contribution provided that the author realises a number of improvements. FORUM+ encourages open dialogue between author and editor and trusts that a constructive interchange enhances the publication's overall quality. Feedback may be given through a report addressed to the author, an email, or a conversation.

## 1. LENGTH

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- A short contribution contains 1,500 to 2,500 words, notes included.
- A long contribution contains 3,000 to 6,000 words, notes included.
- A review contains 1,000 to 1,500 words.
- An artistic contribution comprises six A4 pages (i.e. three spreads): 210 x 297 mm + 3 mm bleed.

## 2. FORMAT AND PROCEDURE

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Contributions to FORUM+ are sent digitally to [redactie@forum-online.be](mailto:redactie@forum-online.be).

**Text files** (doc, docx, rtf – no pdf) follow the [template](#) available on the website, which means:

- make italics and other such adjustments through function keys, no separate font;
- make indentations through tabulators, not an accumulation of spaces;
- use pagination and disable automatic hyphenation;
- use single spacing and Times New Roman size 12.

**Artistic contributions** or their outlines can be sent in pdf format, provided that the text and the images are also supplied in additional, separate files.

- Images should be of decent size and quality (preferably 210 x 148 mm, 300 dpi, in jpg or tiff format).
- An artistic contribution should at least include: a title, a short introduction, and the author's biography (see 3. below) delivered in text format.

**Podcasts or audiovisual contributions** are submitted in an audio or video format and are published online on the FORUM+ website

- In addition to the audio or video file, an article or box text should be submitted in text file to accompany the media files in the printed version of our journal.
- A podcast or audiovisual contribution should at least include: a title, a short introduction, a box text and the author's biography (see 3. below) delivered in text format.

### 3. TITLE, ABSTRACT, KEYWORDS, BIOGRAPHY, AND LEADS

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Authors are asked to provide the following additional information alongside their contribution. Authors can download and use the [template](#) from the website. For reviews, only a main title and email address is required.

- A title and subtitle. Review titles can contain, but cannot be limited to the title of the reviewed medium. Titles follow normal capitalization rules and are left-aligned.
- A short introduction (abstract) of 50 to 75 words – preferably in both Dutch and English.

More and more often, Flemish theatre is confronted with the accusation that it is 'too white' at all possible levels: from its internal organization to the choice of actors and the repertoire. In this contribution, Erwin Jans makes a plea for reading non-western theatre texts. He looks into several Arabic adaptations of Oedipus, situating them in a wider cultural and political context, thus enabling them to shine a new light on the western adaptations as well.

- Approximately 3-5 keywords.
- Approximately 3 biographic lines about the author (in third person), affiliation, and email address. No titles are mentioned in the biography.

Wendy Morris is a Belgian-based visual artist and animated film-maker. Morris has a doctorate in the arts from LUCA School of Arts and the University of Leuven (KUL, Belgium). She is a professor in contemporary arts at KUL and teaches artistic research at LUCA in Brussels.  
[wendy.morris@luca-arts.be](mailto:wendy.morris@luca-arts.be)

- 2 or 3 leads per article: a (part of a) sentence that is singled out typographically from the text, compelling the reader's attention.

### 4. LANGUAGE AND PREFERRED SPELLING

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Articles can be provided in Dutch or English. FORUM+ places great importance on **inclusive language use** and pays specific attention to this during the editing process. For specific tips, you can visit [this website](#).

Dutch contributions are written using the preferred spelling as outlined in the latest editions of *Woordenlijst Nederlandse Taal* or *Van Dale*. English contributions use [British spelling](#) (not American spelling), as outlined by Oxford Dictionaries.

### 5. SUBTITLES AND PARAGRAPHS

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- For longer texts, the use of subtitles is recommended. Subtitles are not numbered.
- Indent the first line of a new paragraph.

### 6. QUOTES AND QUOTATION MARKS

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- Double quotation marks "...":
  - For run-on quotes, terms, and new own terms
- Single quotation marks '...':
  - For a quote within a quote
  - For words or phrases emphasized by the author, but elaborate use is discouraged
- Italics:
  - For words or phrases in another language that are not considered loanwords (not recorded in Oxford Dictionaries)
- Quotes exceeding three lines in length are set in block quotations indented by 1 tab:

A block quotation is indented one tab from the left text margin. Block quotations are not surrounded by any quotation marks. Insert one blank line before and one after a block quotation. You should not end a paragraph with a block quotation. The text after the block quotation begins without indentation.

- Quotes that are not written in Dutch or English need to be accompanied by a translation set in an endnote.
- Own comments are added in square brackets [...], omissions are marked by round brackets (...).

## 7. ABBREVIATIONS

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- The body text should not contain any abbreviations. In the notes, common abbreviations are allowed (e.g., etc., i.e., ...).
- Dates and page ranges are abbreviated from the hundreds onward: so, 1609-21 and pp. 503-04. Abbreviation is not possible in following cases: 1989-2021 or pp. 71-79.
- Use the abbreviations BC and AD, without periods, to indicate dates. BC always follows the year, but AD may follow or precede the year (e.g. 400 BC, 500 AD, AD 450).

## 8. NUMBERS

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- Numbers below twenty, tens and round numbers above ten are written in full (e.g. fifty, hundred, three hundred, thousand, fifteen hundred, and so on).
- Exact numbers, objective and factual information (such as weight, measures, and dates) and numbers above twenty are written in numerals.
- Thousands have commas, decimals use periods (e.g. 12,000.99 or 2,500).
- Ordinal numbers are written in full (e.g. second, fourth, sixth, ninth, and so on).
- Write "early-nineteenth century", not "early-nineteenth-century" or "early nineteenth-century".
- Percentages are indicated using a number and the percentage sign % without a space (e.g. 25%).

## 9. TITLES, PROPER NAMES AND GEOGRAPHICAL NAMES: ITALICS AND CAPITALS

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Titles of books, magazines, productions, self-contained events etc. are italicized, as are words and concepts that are the subject of discussion, words in another language that are not loanwords (i.e., that are not included in the Oxford Dictionaries), and words that are not generally accepted.

- *Le nozze di Figaro, A Tale of Two Cities, Raga I, Zero Degrees, Hamlet, etc.*

The title of an article, a chapter, poem or story from a collection or anthology is written in double quotation marks, while the collection's title is italicized.

- "Ysrael" is a short story from the collection *Drown* by Junot Díaz.

Names of companies, societies, orchestras, organizations etc., both domestic and abroad, are **not** italicized:

- Flemish Opera, B'rock, Het Firmament, Les Ballets C de la B, The Orchestra of the Age of Enlightenment, Blauwe Maandag Compagnie, Académie Royale de Musique, The Opera of the Nobility etc.

Personal names are written in full the first time they are mentioned (first and last name), while the last name alone is used afterwards. In the Netherlands, "De" and "Van" in some last names are set in lower case when succeeding a first name, initials or another last name. In Belgium, however, legislation provides that "De" and "Van" must always keep the form cited in the birth register. Authors in the Netherlands mentioning Belgian names are requested to apply Belgian capitalization rules.

- Willem de Wolf (NL), Clara van den Broek (B),
- De Wolf, van den Broek

Foreign names are preferably written in their original language, unless an established translation is commonly used:

- Mark Antony
- Louis the Great

Foreign geographical names in English:

- For spelling of foreign geographical names that have a generally accepted English-language translation, see [The Concise Dictionary of World Place-Names](#) (third edition).
- If no English translation exists, the original name is used (local language).

## 10. ACRONYMS

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- Acronyms are written in capitals without periods, e.g. IAML, CEGESOMA.
- When introducing an acronym for the first time, the full name is added in round brackets. Inversely, the full name may be followed by the corresponding acronym in round brackets, e.g. IAML (International Association of Music Libraries) or International Association of Music Libraries (IAML).

## 11. BIBLIOGRAPHIC REFERENCES IN ENDNOTES

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FORUM+ uses endnotes, **not footnotes or in-text citation**. In book reviews, you can refer to the page number in the reviewed book in brackets. Keep following advice in mind:

- Use endnotes sparingly, only for bibliographical references (see 12. below) and for vital clarifications.
- Use the “endnote” function in your word processor.
- Remember that the endnote number always follows the punctuation mark.

FORUM+ applies the MLA style for bibliographical references in endnotes (*MLA Handbook*, 9<sup>th</sup> edition). Detailed examples are available through this weblink: [owl.purdue.edu](http://owl.purdue.edu).

In a review, a full bibliographical reference to the reviewed book / CD / DVD / concert / exhibition / theatre, opera or dance performance should be detailed below the title. For books, include the ISBN. Links omit “https://”.

**Book:** Laver, Mark. *Jazz Sells: Music, Marketing, and Meaning*. Routledge, 2015.

**Article:** Brouwers, Toon. “Play Macbeth. Van de koude oorlog in Praag naar een sublieme catharsis in Antwerpen.” *Forum\* voor Onderzoek en Kunsten | for Research and Arts*, vol. 23, no. 2, 2016, pp. 36-45.

**Article on website:** Vande Veire, Frank. “I Love Art, You Love Art, We All Love Art. This is Love.” *Yang*, vol. 39, no. 2, 2003, pp. 169-182, [www.yangtijdschrift.be](http://www.yangtijdschrift.be). Accessed 6 Sept. 2016.

**Contribution in a collection of works:** Lesage, Dieter. “Art, Research, Entertainment.” *Teaching Art in the Neoliberal Realm. Realism versus Cynicism*, ed. by Pascal Gielen and Paul De Bruyne, Valiz, 2012, pp. 113-127.

**Edited book:** De bruyn, Els and Johan Pas, ed. *AND/AS. Art and/as Research at the Royal Academy of Fine Arts Antwerp*. Jap Sam Books, 2016.

**Archive resources:** Streuvels, Stijn. “Brief aan Emmanuel De Bom.” 22 Apr. 1927, Letterenhuis, S935/B.

**CD:** Van Loo, Bart. *Chanson: een gezongen geschiedenis van Frankrijk*, Klara, 2011.

**DVD:** *Pina: Dance, Dance, Otherwise We Are Lost*. Production Wim Wenders, Cinéart, 2011.

**Website:** *AP Hogeschool Antwerpen*. AP Hogeschool Antwerpen, [www.ap.be](http://www.ap.be). Last consulted 24 Apr. 2014.

**Online video:** “Marketplace 76 by Jan Lauwers & Needcompany.” *YouTube*, uploaded by NEEDcie, 10 Dec. 2012, [www.youtube.com/watch?v=Ywt0MlgNgyl](https://www.youtube.com/watch?v=Ywt0MlgNgyl).

**Exhibition:** *Heilige boeken*. Hendrik Conscience Heritage Library, Antwerp. 19 Sept. 2014 – 21 Dec. 2014. Exhibition.

**Theatre Performance:** *Beckett Boulevard*. By de KOE, by/with Peter Van den Eede, Natali Broods and Willem de Wolf. Bronks, Brussels. 23 Jan. 2017. Theatre.

**Opera:** *Parsifal*. By Richard Wagner, production Romeo Castellucci. La Monnaie Brussels. 20 Feb. 2011. Opera.

**Dance Performance:** *Hunter*. By Damaged Goods, chor. Meg Stuart. deSingel, Antwerp. 15 Jan. 2015. Dance.

**Personal interview:** Smith, Jane. Personal interview. 19 May 2014.

Month names longer than four letters are abbreviated: Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec., but: May, June, July

Bibliographical references already mentioned in a previous endnote can be referred to in abridged form:

- Lesage, pp. 114-115.
- De bruyn and Pas, p. 5.
- Van Loo, track 4.
- Wenders, 94'.

## 12. ILLUSTRATIONS

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To add visual appeal to FORUM+, authors of articles or essays are requested to provide at least two general, accompanying illustrations. Our designer eventually decides which illustrations will be used.

- All illustrations are to be supplied digitally (scan or digital photograph). Images should be decent in size and quality (preferably at least 210 x 148 mm, 300 dpi, in jpg or tiff format).
- The editorial staff trusts that authors order the chosen images and settle the copyright themselves. In case you do not personally own the image or its copyright or have not obtained permission by the copyright holder for open access publication, the image will not be considered. Images available on the internet are rarely of acceptable quality, or free of copyright.
- Images are accompanied by a brief caption containing the photographer, the source or the copyright holder.

For reviews, we urge the author to provide an image of the reviewed book / CD / DVD. Images that accompany a reviewed exhibition / concert / theatre, opera or dance performance may also be supplied, if feasible and relevant.

## 13. PUBLICATIONS ETHICS

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Publisher [AUP](#) and FORUM+ endorse the [COPE](#) (Committee on Publication Ethics) guidelines and will pursue cases of suspected research and publication misconduct (e.g. falsification, unethical experimentation, plagiarism, inappropriate image manipulation, redundant publication).

## 14. CONTACT

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Please contact our editorial staff if you have any further questions: [redactie@forum-online.be](mailto:redactie@forum-online.be)