

# LIBELLI

## Libelli's Author Guidelines

Libelli has an open submission policy and welcomes manuscripts within the thematic [scope](#) of the series. Libelli is a peer-reviewed series, and contributions must satisfy the requirements for scientific publication. See our overview of the [peer-review process](#).

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### Publication fees

The Libelli series is published without any form of institutional support. Publishing in the series therefore incurs a publication fee:

- 50–65 pages (c. 17,500–22,750 words): NOK 55,000 excl. VAT
- 65–80 pages (c. 22,750–28,000 words): NOK 60,000 excl. VAT
- 80–100 pages (c. 28,000–35,000 words): NOK 65,000 excl. VAT

The publication fee covers editorial work, copyediting, typesetting, proofing rounds, cover design, publication in the digital formats, archiving, marketing, and indexing. The fee does not cover costs for use of illustrations or other copyright protected material.

Questions regarding publication fees may be directed to: [noasp@cappelendamm.no](mailto:noasp@cappelendamm.no)

### Manuscripts, general guidelines

- Authors may submit an excerpt that includes a draft of the manuscript's introductory chapter and one of the other chapters, or the completed manuscript.
- Manuscripts may be in Norwegian, Danish, Swedish or English.

- All co-authors' contributions to a jointly-authored manuscript must satisfy the criteria for genuine authorship. (Read more about authorship on [The Norwegian National Research Ethics Committees](#) website.)
- Manuscripts that do not comply with the requirements set forth in these author guidelines will be returned to the authors.
- Submissions should be sent via email to [noasp@cappelendamm.no](mailto:noasp@cappelendamm.no).

## What to include in a submission

- For each author: name, educational background/degree, institutional affiliation and position, address, telephone number, email address. Also include a short biographical text with research interests (3–5 lines in length) for each author.
- Abstract in English, between 150–250 words. The abstract should introduce the subject of the book and briefly describe its contents and main arguments. The abstract should be in italics and placed just before the book's introduction.
- 5–7 keywords in English that summarize the themes of the book should accompany the abstract.
- The complete manuscript should be between 50–100 pages (17,500–35,000 words) in length, including notes, bibliography, and illustrations.
- Send two versions of the manuscript: the original and an anonymized version.
- All text files must be in Word format.

## Manuscript standards and formatting

- Running text in font type 'Calibri', 12 pt. or similar.
- Heading size: 16 pt.
- Subheading size: 14 pt.
- Line spacing: 1 ½
- Superscript numbers should appear in sequential order (1, 2, 3, ...) throughout the text, and the corresponding notes placed as endnotes after the text.
- Illustrations should be numbered sequentially (1, 2, 3, ...), and captions should be placed directly under illustrations.
- Pages are to be numbered.
- Use flush left and jagged right margins.
- Do not indent the first line under a heading/subheading. Indent the first line of every new paragraph thereafter.
- Italicize: titles of artworks, titles of books and journals, foreign-language words and phrases.
- Place in quotation marks: titles of articles, titles of series (of an artwork, for example), titles of master's theses and doctoral dissertations, etc. (use the style of quotation mark consistent with the language the manuscript is written in).
- Use block quotes (offset from the main text with an indent and space above and below) for direct quotations over three lines in length (unless one continuous sentence). Block quotes should be single-spaced, with text in 10 pt. font size, and no quotation marks.
- Use single quote marks around a quote within a quote.
- Omissions within a quote are indicated by a bracketed ellipsis: [...]

- Use an n-dash, not a hyphen, between a range of numbers, for example page ranges, years, etc.

## References

Libelli follows the Chicago Manual of Style 'notes and bibliography' citation system with a full bibliography and notes in shortened form.

See Quick Guide: Shortened notes and full bibliography:

[https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)

## Illustrative material

- Authors are responsible for obtaining permission to use all figures, models, images, sound clips, videos, text extracts, illustrations, etc., in which third parties control copyrights. Model releases are generally required for photos of people. In clearing copyright-protected material, the rightsholder(s) must clarify which license the contribution can be shared under in addition to granting permission for the use in the publication. The publisher can provide assistance as well as a form to use for clearing third-party rights.
- Authors are also responsible for obtaining image files of suitable quality for publication/print. All costs in connection with illustrative material are born by the author(s).
- Illustrations are to be delivered in digital form, minimum 300 dpi, and A4 format or mail/fileflow.
- Number image files sequentially corresponding to the same numbers used in the captions, illustration list and the running text.
- Compile a separate list of illustrations and deliver it with your manuscript. The number of illustrations must be clearly noted.
- Elements of and format for an image caption: Ill. nr.: Artist's full name, title of the artwork. Medium, dimensions (height x width). Owner/location, photographer, rightsholder.