CLUES series

About CLUES
CLUES is an international scientific series covering PhD studies, scientific reports of contract research, conference proceedings, etc., in the fields of culture, history and heritage which have been written by, or were performed under the supervision of members of the research institute CLUE+. However, relevant studies carried out by other organisations appealing to a broadly interested readership in culture, history and heritage are also invited to submit their manuscripts to the series. All manuscripts to be submitted are expected to be of the highest scientific standards and to present data of international relevance.

A main topic of research that will be covered by the series is how cultural production and exchange have developed in the last centuries in a context of the notion of creativity. The editorial board also looks forward to studies that deal with knowledge formation and its history with the interdisciplinary approach of the formation of normative orders as a leading question. A third topic is global history, heritage and memory, including history and heritage of the (post)colonial world, cultures and sacral geographies of religious groups as well as landscapes and memories of terror and violence. The fourth topic is landscape and heritage. Studies that concentrate on the identity of the Mediterranean world and the long-term development of European cities and landscapes are highly welcomed. In addition to these main topics studies on the economic and societal value of culture, history and heritage, the application of the digital humanities, religious studies as well as studies on the developing field of environmental humanities will be accepted.

Contributions should be written in English. Manuscripts in other languages will be accepted only as an exception.

Editorial Board CLUES:
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Submission details monographs
All manuscripts or proposals can be send to clue@vu.nl. Manuscripts should include a motivation letter, a letter of recommendation of a CLUE+ member, an abstract of no more than 200 words and a list of five keywords.

The author(s) will receive an e-mail from the editorial coordinator that the manuscript is being processed. The manuscript will be reviewed by the editorial board CLUES on topics like quality, relation to CLUE+ etc.

The author will receive an e-mail when a decision has been made. In case of approval of the proposal, the author will be invited to a meeting with a member of the editorial board, to discuss further procedures. After this meeting the author will adapt the manuscript according to the requirements of the series (see below).

The final manuscript will be checked by the editorial board and, if approved, will be send to Sidestonepress.

Submission details edited volumes
All proposals can be send to clue@vu.nl. Proposals should include a motivation letter, a letter of recommendation of a CLUE+ member, an abstract of no more than 200 words and include a list of five keywords and a list of contributions to the edited volume.

Articles in an edited volume should range from 5,000 to 8,000 words (including footnotes), although longer submissions may be considered after consultation with the editorial board.

The editor(s) will receive an e-mail from the editorial coordinator that the proposal is being processed. The manuscript will be reviewed by the editorial board of CLUES on topics like quality, relation to CLUE+ etc.

The author will receive an e-mail when a decision has been made. In case of approval of the proposal, the author will be invited to a meeting with a member of the editorial board, to discuss further procedures. After this meeting the author will adapt the manuscript according to the requirements of the series (see below).

The final manuscript will be checked by the editorial board and, if approved, will be send to Sidestonepress.

Peer review process
After the initial acceptance of a manuscript by the editorial board, the manuscript will be subjected to (anonymous) peer-review. Depending on the nature of the publication (monograph or edited volume) 2-3 peers will be asked to review either the entire manuscript of 2-3 peers are asked to review each individual chapter/paper. To qualify as a reviewer the reviewer has to have relevant expertise, no conflict of interest and should be able to perform the review within the time limits set by the editors. If a reviewer is accepted he/she will be provided with the manuscript (incl. images) and asked to fill out the peer-review form. The form contains various questions related to the quality and originality of the manuscript and concludes with a recommendation: Recommended without reservations; Recommended with minor changes; Not recommended without substantial revision; Not recommended.
Based on the outcome of the reviews the manuscript will be accepted or rejected by editorial board, or the author is asked to make certain changes in order to meet the recommendations by the reviewers.

Accepted manuscripts are subsequently forwarded to the Publisher, together with the review- forms, for publication in the CLUES series.

**Style and referencing CLUES series**

All manuscripts and edited volumes have to be written in the Chicago Style, following British spelling. With regard to bibliographic references you can choose between two basic documentation systems: (1) notes and bibliography and (2) author-date. Choosing between the two often depends on subject matter and the nature of sources cited, as each system is favored by different groups of scholars. For more details on Chicago Style, please visit [www.chicagomanualofstyle.org/tools_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

**Author instructions Sidestonepress**

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