

INSTRUCTIONS TO AUTHORS

1. The journal ACTA HISTRIAE publishes **original** and **review** scientific articles from the sphere of humanities, historiography in particular. The basic geographic areas covered by this publication are Istria and Mediterranean Slovenia, as well as other topics related to the Mediterranean on the basis of interdisciplinary and comparative studies. All articles are reviewed. The review process is entirely anonymous.
2. The articles submitted can be written in the Slovene, Italian, Croatian or English language. The authors should ensure that their contributions meet acceptable standards of language.
3. The articles should be no longer than 36,000 characters (without spaces). They can be submitted via e-mail (ActaHistriae@gmail.com) or regular mail, with the electronic data carrier (CD) sent to the address of the editorial board. Submission of the article implies that it reports original unpublished work and that it will not be published elsewhere.
4. The front page should include the title and subtitle of the article, the author's name and surname, academic titles, affiliation (institutional name and address) or home address, including post code, and e-mail address.
5. The article should contain the **summary** and the **abstract**, with the former (max. 100 words) being longer than the latter (c. 200 words).
The *abstract* contains a brief description of the aim of the article, methods of work and results. It should contain no comments and recommendations.
The *summary* contains the description of the aim of the article and methods of work and a brief analysis or interpretation of results. It can contain only the information that appears in the text as well.
6. Beneath the abstract, the author should supply appropriate **(5–7) keywords**, as well as the **English (or Slovene) and Italian translation** of the abstract, summary, keywords, and captions to figures and tables.
7. If possible, the author should also supply (original) **illustrative matter** submitted as separate files (in jpeg or tiff format) and saved at a minimum resolution of 300 dpi per size preferred, with the maximum possible publication size being 12x15 cm. Prior to publication, the author should obtain all necessary authorizations (as stipulated by the Copyright and Related Rights Act) for the publication of the illustrative and archival matter and submit them to the editorial board. All figures, tables and diagrams should be captioned and numbered.
8. **Footnotes** providing additional explanation to the text should be written at *the foot of the page*. **Bibliographic notes** – i.e. references to other articles or publications – sho-

uld contain the following data: *author, year of publication* and – when citing an extract from another text – *page*. Bibliographic notes appear in the text. E.g.: (Friedman, 1993, 153) or (Friedman, 1993).

The entire list of sources cited and referred to should be published in the section *Sources and Bibliography* (starting with sources and ending with bibliography).

The author should list only the works and editions cited or referred to in their article.

In the section on *bibliography*, citations or references should be listed as follows:

Friedman, L. (1993): Crime and Punishment in American History. New York, Basic Books.

If you are listing *several works published by the same author in the same year*, they should be differentiated by adding a lower case letter after the year for each item.

E.g.:

(Friedman, 1993a) and (Friedman, 1993b).

If the bibliographic note appears in the footnote, it should be written in the same way.

If listed in the same bibliographic note, individual works should be separated by a semi-colon. E.g.:

(Friedman, 1993; Frost, 1997).

9. When **citing archival records** *within the parenthesis* in the text, the archive acronym should be listed first, followed by the record group acronym (or signature), number of the folder, and number of the document. E.g.:

(ASMI-SLV, 273, 7r).

If the number of the document could not be specified, the record should be cited *in the footnote*, listing the archive acronym and the record group acronym (or signature), number of the folder, and document title. E.g.:

TNA-HS 4, 31, Note on Interview between Colonel Fišera and Captain Wilkinson on December 16th 1939.

The abbreviations should be explained in the section on sources in the end of the article, with the archival records arranged in an alphabetical order. E.g.:

TNA-HS 4 – The National Archives, London-Kew (TNA), fond Special Operations Executive, series Eastern Europe (HS 4).

10. If referring to **newspaper sources** in the text, you should cite the name of the newspaper, date of publication and page:

(The New York Times, 16. 5. 2009, 3)

If the title of the article is also known, the whole reference should be stated *in the footnote*:

The New York Times, 16. 5. 2009: Two Studies tie Disaster Risk to Urban Growth, 3. In the list of sources and bibliography the name of the newspaper. Place, publisher, years of publication.

The New York Times. New York, H.J. Raymond & Co., 1857–.

11. The list of **sources and bibliography** is a mandatory part of the article. Bibliographical data should be cited as follows:

- Description of a non-serial publication – a book:

Author (year of publication): Title. Place, Publisher. E.g.:

Barth, F., Gingrich, A., Parkins, R., Silverman, S. (2005): One Discipline, Four Ways. Chicago, University of Chicago Press.

If there are *more than two authors*, you can also use et al.:

(Barth et al., 2005).

If citing an excerpt from a non-serial publication, you should also add the number of page from which the citation is taken after the year.

- Description of an article published in a **non-serial publication** – e.g. an article from a collection of papers:

Author (year of publication): Title of article. In: Author of publication: Title of publication. Place, Publisher, pages from-to. E.g.:

Rocke, M. (1998): Gender and Sexual Culture in Renaissance Italy. In: Brown, I. C., Davis, R. C. (eds.): Gender and Society in Renaissance Italy. New York, Longman, 150–170.

- Description of an article from a **serial publication**:

Author (year of publication): Title of article. Title of serial publication, yearbook, number. Place, pages from-to. E.g.:

Faroqhi, S. (1986): The Venetian Presence in the Ottoman Empire (1600–1630). The Journal of European Economic History, 15, 2. Rome, 345–384.

- Description of an oral source:

Informant (year of transmission): Name and surname of informant, year of birth, role, function or position. Manner of transmission. Form and place of data storage. E.g.:

Baf, A. (1998): Alojzij Baf, born 1930, priest in Vižinada. Oral testimony. Audio recording held by the author.

- Description of an internet source:

If possible, the internet source should be cited in the same manner as an article. What you should add is the website address and date of last access (with the latter placed within the parenthesis):

Young, M. A. (2008): The victims movement: a confluence of forces. In: NOVA (National Organization for Victim Assistance). <http://www.trynova.org/victiminfo/readings/VictimsMovement.pdf> (15. 9. 2008).

If the author is unknown, you should cite the organization that set up the website, year of publication, title and subtitle of text, website address and date of last access (with the latter placed within the parenthesis). If the year of publication is unknown, you should cite the year in which you accessed the website (within the parenthesis):

UP SRC (2009): University of Primorska, Science and Research Centre of Koper. Scientific meetings. http://www.zrs-kp.si/konferenca/retorika_dev/index.html (2. 2. 2009).

If there are more citations by the same author(s), you should list them in the alphabetical order of the authors' surnames and year of publication.

12. The **abbreviations** should *be explained* when they first appear in the *text*. *You can also add a list of their explanations at the end of the article.*
13. The title of a **review article** should contain the following data: author of the publication reviewed, title of publication, address, place, publisher, year of publication and number of pages (or the appropriate description given in Item 10).
14. The authors are sent the **first page proofs**. They should be returned to the editorial board within a week. It is not allowed to lengthen the text during proof-reading. Second proof-reading is done by the editorial board.
15. For additional information regarding article publication contact the editorial board.

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