

INSTRUCTIONS TO AUTHORS

1. The journal ANNALES (*Annals for Istrian and Mediterranean Studies*, Ser. hist et soc.) publishes **original** and **review scientific articles** dealing with social and human topics related to research on *the history, culture and society of Istria and the Mediterranean*, as well as *comparative and intercultural studies* and *methodological and theoretical discussions* related to the above-mentioned fields.

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, while the editorial board has the right to have them language edited.

3. The articles should be no longer than 8,000 words. They can be submitted via e-mail (Annaleszdjp@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 Submission of the article implies that it reports original unpublished work and that it will not be published elsewhere.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. Except initials and acronyms type in lowercase.

5. The article should contain the **summary** and the **abstract**, with the former (c. 200 words) being longer than the latter (max. 100 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 **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 17x20 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 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 – should contain the following data: *author, year of publication* and – when citing an extract from another text – *page*. Bibliographic notes appear in the text.

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.

E.g.: Citation in the text:
(Blaće, 2014, 240).

E.g.: Reference in a text:
(Blaće, 2014).

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

Blaće, A. (2014): Eastern Adriatic Forts in Vincenzo Maria Coronelli's Isolario Mari, Golfi, Isole, Spiaggie, Porti, Citta ... *Annales, Ser hist. sociol.*, 24, 2, 239-252.

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.:
(Blaće, 2014a) and (Blaće, 2014b).

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

If listed in the same footnote, individual works or sources should be separated by a semicolon. E.g.:
(Kalc, 2010a, 15; Verginella, 2008, 37).

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 can 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:

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.

E.g.:

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.:

Darovec, D., Kamin Kajfež, V. & M. Vovk (2010): Among the monuments of Izola : art history guide to the cultural heritage of Izola. Koper, Annales Press.

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

(Darovec et al., 2010)

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.:

Muir, E. (2013): The Anthropology of Venice. In: Dursteler, E. (ed.): A Companion to Venetian History. Leiden - Boston, Brill, 487-511.

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

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

Faričić, J. & L. Mirošević (2014): Artificial Peninsulas and Pseudo-Islands of Croatia. Annales, Ser hist. et sociol., 24, 2, 113-128.

- 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.:

Žigante, A. (2008): Alojz Žigante, born 1930, priest in Vižinada. Oral history. 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](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 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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