

## NAVODILA AVTORJEM

**1. ANNALES:** *Anali za istrske in mediteranske študije - Annali di Studi istriani e mediterranei - Annals for Istran and Mediterranean Studies* (do 5. številke: *Anali Koprškega primorja in bližnjih pokrajin - Annali del Litorale capodistriano e delle regioni vicine - Annals of the Koper Littoral and Neighbouring Regions*) je znanstvena in strokovna interdisciplinarna revija humanističnih, družboslovnih in naravoslovnih vsebin v podnaslovu opredeljenega geografskega območja.

2. Sprejemamo prispevke v slovenskem, italijanskem, hrvaškem in angleškem jeziku. Uredništvo ima pravico prispevke jezikovno lektorirati.

3. Prispevki naj obsegajo največ 24 enostransko tipkanih strani s po 30 vrsticami. Na levi pustite 3 do 4 cm širok rob. Zaželeno je tudi (originalno) slikovno gradivo, še posebno pa oddaja prispevka na računalniški disketi v programih za PC (osebne) računalnike.

4. Naslovna stran tipkopisa naj vsebuje naslov in podnaslov prispevka, ime in priimek avtorja, avtorjeve nazive in akademske naslove, ime in naslov institucije, kjer je zaposlen, oz. domači naslov vključno s pošto številko in morebitnim naslovom elektronske pošte.

Uredništvo razvršča prispevke v naslednje **kategorije**:

*Izvirni znanstveni članki* vsebujejo izvirne rezultate lastnih raziskav, ki še niso bili objavljeni. Dela pošlje uredništvo v recenzijo. Avtor se obvezuje, da prispevka ne bo objavil drugje.

*Pregledni članki* imajo značaj izvirnih del. To so natančni in kritični pregledi literature iz posameznih zanimivih strokovnih področij.

*Predhodno sporočilo* in *Gradiva* imajo ravno tako značaj izvirnih del.

*Strokovni članki* prikazujejo rezultate strokovnih raziskav. Tudi te prispevke uredništvo pošlje v recenzijo in avtor se obveže, da prispevka ne bo objavil drugje.

*Poročila* vsebujejo krajše znanstvene informacije o zaključenih raziskovanjih ali kratek opis strokovnih in znanstvenih knjig ali srečanj. Taki prispevki ne smejo presegati 5 strani.

*Mladinske raziskovalne naloge* morajo biti urejene kot strokovna dela.

*Komentarji* so namenjeni aktualnostim s strokovnega področja. Ne smejo presegati 2 strani.

*Obvestila* so namenjena društvenemu življenju. Obsegajo 1 stran.

5. Prispevek mora vsebovati **povzetek** in **izvleček**. Izvleček je krajši (cca. 10 vrstic) od povzetka (cca. 30 vrstic) in v nasprotju s povzetkom tudi ne vsebuje komentarjev in priporočil.

V *izvlečku* na kratko opišemo namen, metode dela in rezultate. Navedemo, čemu smo delo opravili ali napisali dokument. Na že objavljeno gradivo se sklicujemo le, če je to glavni motiv dela. Na kratko opišemo metode in

tehnike dela - kolikor je potrebno za razumevanje. Nove tehnike opišemo le, kjer se razlikujejo od že znanih. Če v delu ne opisujemo eksperimentalnega ali praktičnega dela, opišemo vire informacij. Rezultate in zaključke lahko združimo. Kar se da informativno navedemo le, kaj smo ugotovili oziroma odkrili.

*Povzetek* začnemo s stavkom, ki vsebuje glavno sporočilo dela. Stavki naj bodo popolni in ne predolgi. Pišemo v tretji osebi, le izjemoma uporabimo glagole v neosebni obliki. Uporabljamo pravilni strokovni jezik in se izogibamo slabše znanim kraticam. Ohraniti moramo osnovno informacijo in poudarke iz glavnega besedila. V povzetku ne sme biti ničesar, česar glavno besedilo ne vsebuje.

6. Avtorji so dolžni definirati in pripisati ustrezne **ključne besede** (pod izvlečkom) članka. Zaželeni so tudi **angleški (ali slovenski) prevodi** ključnih besed, podnapisov k slikovnemu in tabelarnemu gradivu. Priporočamo se še za angleški (ali slovenski) prevod povzetka, sicer bo za to poskrbelo uredništvo.

7. V besedilu se po možnosti držimo naslednjih poglavij:

1. Uvod.
2. Pregled dosedanjih objav.
3. Materiali in metode (Dokazni postopek).
4. Rezultati.
5. Razprava ali diskusija.
6. Zaključek (Sklepi).
7. Zahvala - če avtor želi.
8. Priloge - če je potrebno.
9. Literatura (Viri, Bibliografija).
10. Povzetek (Summary).
11. Izvleček.
12. Ključne besede (neobvezno).

8. Ločimo **vsebinske** in **bibliografske opombe**. Vsebinske opombe besedilo še podrobneje razlagajo ali pojasnjujejo, postavimo jih *pod črto*. Z bibliografsko opombo pa mislimo na citat - torej sklicevanje na točno določeni del besedila iz neke druge publikacije (navedemo tudi točno stran, kjer je citat objavljen) ali na publikacijo (članek) kot celoto (točne strani, kjer smo besedilo prevzeli, ne navajamo).

Bibliografsko opombo sestavljajo naslednji podatki:

Avtor, leto izida in - le če citiramo točno določeni del besedila - tudi navedba strani.

Celotni bibliografski podatki citiranih in uporabljenih virov so navedeni v poglavju *Literatura* (Viri, Bibliografija).

Primer citata med besedilom:

(Grafenauer, 1993, 11).

Primer navajanja vira kot celote, brez citiranja: (Grafenauer, 1993).

Popolni podatki o tem viru v poglavju *Literatura* pa se glasijo:

Grafenauer, B. (1993): Miti o "Istri" in resnica istrskega polotoka. V: Acta Histriae I. Koper, Zgodovinsko društvo za južno Primorsko, 9-52.

Če citiramo več del istega avtorja iz istega leta, poleg priimka in kratic imena napišemo še črke po abecednem vrstnem redu, tako da se viri med seboj razlikujejo. Primer:

(Grafenauer, 1993a); (Grafenauer, 1993b).

Bibliografska opomba je lahko tudi del vsebinske opombe in jo zapisujemo na enak način.

Posamezna dela ali navedbe virov v isti opombi ločimo s podpičjem. Primer:

(Gombač, 1996; Grafenauer, 1993b).

**9. Pri citiranju arhivskih virov** navedemo najprej arhiv, nato ime fonda ali zbirke in signaturo. V članku navajamo kratico arhivskega vira v oklepaju med besedilom. Kratico pa razložimo v poglavju o virih na koncu prispevka.

Primer navajanja arhivskega vira v oklepaju med besedilom: (PAK. RAG, 1)

Primer navajanja arhivskega vira v poglavju o virih: PAK. RAG - Pokrajinski arhiv Koper, Rodbinski arhiv Gravisi, a. e. (arhivska enota) 1.

Podobno poskušamo ravnati pri uporabi časopisnih virov.

**10. Poglavje o literaturi in virih** je obvezno. Bibliografske podatke navajamo takole:

- Opis zaključene publikacije kot celote - knjige:

Avtor (leto izida): Naslov. Zbirka. Kraj, Založba. Npr.:

**Verginella, M., Volk, A., Colja, K. (1995):** Ljudje v vojni. Druga svetovna vojna v Trstu in na Primorskem. Knjižnica Annales 9. Koper, Zgodovinsko društvo za južno Primorsko.

V zgornjem primeru, kjer je avtorjev več kot dva, je korekten tudi citat:

(Verginella et al., 1995)

Če navajamo določeni del iz zaključene publikacije, zgornjemu opisu dodamo še številke strani, od koder smo navedbo prevzeli.

- Opis prispevka v **zaključeni publikaciji** - npr. prispevka v zborniku:

Avtor (leto izida): Naslov prispevka. V: Avtor knjige: Naslov knjige. Izdaja. Kraj, Založba, strani od-do. Primer:

**Verginella, M. (1995):** Poraženi zmagovalci. Slovenska pričevanja o osvobodilnem gibanju na Tržaškem. V: Verginella, M. et al.: Ljudje v vojni. Druga svetovna vojna v Trstu in na Primorskem. Knjižnica Annales 9. Koper, Zgodovinsko društvo za južno Primorsko, 13-51.

- Opis članka v **reviji**:

Avtor (leto izida): Naslov članka. Naslov revije, številka. Kraj, Založba, strani od-do. Primer:

**Gombač, B. (1996):** Osvoboditev Trsta maja 1945. Annales 8/96. Koper, Zgodovinsko društvo za južno Primorsko - Znanstveno-raziskovalno središče Republike Slovenije Koper, 141-150.

- opis ustnega vira:

Informator (leto izporočila): Ime in priimek informatorja, leto rojstva, vloga, funkcija ali položaj. Način pričevanja. Oblika in kraj nahajanja zapisa. Primer:

**Baf, A. (1998):** Alojzije Baf, r. 1930, župnik v Vižinadi. Ustno izporočilo. Magnetofonski zapis pri avtorju.

- opis vira iz internetnih spletnih strani:

www. home page ustanove (leto-mesec izpisa): celoten naslov podstrani. Primer:

**www.zrs-kp.si (2000-07):**

<http://www.slo-istra.com/koper/zrs/zrs.html>

Članki so razvrščeni po abecednem redu priimkov avtorjev ter po letu izdaje, v primeru da gre za več citatov istega-istih avtorjev.

**11. Tiskarski znaki** za poudarke naj bodo:

podčrtano za **polkrepko**,

valovito podčrtano za *ležeče*.

Računalniški zapis naj vključuje ustrezne oznake za bold in *italics*.

**12. Kratice** v besedilu moramo razrešiti v oklepaju, ko se prvič pojavijo. Članku lahko dodamo tudi seznam uporabljenih kratic.

**13. Pri ocenah publikacij** navedemo v naslovu prispevka avtorja publikacije, naslov, kraj, založbo, leto izida in število strani (oziroma ustrezen opis iz točke 10).

**14. Prvi odtis prispevkov** uredništvo pošlje avtorjem v **korekturo**. Avtorji so dolžni popravljen gradivo vrniti v treh (3) dneh. Besedilo popravljamo s korekturnimi znamenji, ki jih najdemo na koncu Slovenskega pravopisa (1962), Ljubljana, ali v: Slovenski pravopis 1. Pravila (1990). Ljubljana, SAZU-DZS, 13-14.

Širjenje obsega besedila ob korekturah ni dovoljeno. Druge korekture opravi uredništvo.

**15. Uredništvo** prosi avtorje, naj navodila vedno upoštevajo. Ob vseh nejasnostih je uredništvo na voljo za vsa pojasnila.

UREDNIŠTVO

## INSTRUCTIONS TO AUTHORS

**1. ANNALES:** *Annals for Istran and Mediterranean Studies - Anali za istrske in mediteranske študije* (up to No. 5: *Annals of the Koper Littoral and Neighbouring Regions - Anali Koprškega primorja in bližnjih pokrajin*) is a scientific and research interdisciplinary review covering the humanities, sociology and natural science in the area as stated in the review's subtitle.

2. Articles (papers) written in Slovene, Italian, Croatian and English languages will be accepted. The Editorial Board reserves the right to have them linguistically revised and corrected.

3. Articles should be written on max. 24 pages with double spacing and on one side of the sheet only. On the left side of each page, a 3-4 cm wide margin is to be left. Original photographs, drawings and tables are welcomed, as well as diskettes containing the texts, together with reference to the programme used.

4. Title page of typescript is to include title and subtitle of the article (paper), author's name, any (academic) titles and name of institution by which employed or personal address with eventual E-mail address.

Articles are arranged in the following eight **categories**:

*Original scientific papers* containing not yet published results of the author's own research. Such works will be reviewed by scientists chosen by the Editorial Board. Authors oblige themselves not to offer their material to any other journal or magazine.

*Review articles* bearing the character of original works. These are critical and detailed reviews of literature from various interesting fields of research.

*Preliminary communication* and *Materials* also bearing the character of original works.

*Professional papers* presenting results obtained through research. They too will be reviewed, and authors oblige themselves not to publish them elsewhere.

*Reports* include short scientific information on integral research work or a short description of scientific or specialist books or meetings of experts. Such articles are not to exceed 5 pages.

*Youth research compositions* are to be presented in the same way as research works.

*Explanatory comments* include topical issues from various fields of research and are not to exceed 2 pages.

*Notices* include news from various associations and should not exceed 1 page.

5. Articles should include both **summary** and **abstract**.

*Abstract* is the shorter of the two (with up to 10 lines) and does not include, in contrast to *summary* (with up to 30 lines), explanatory comments and recommendations.

*Abstract* is to contain a short description of the purpose and methods of the work and its results. Author should also state why the work has been carried out and why a document has been written about it. References to the already published material are made only if this is the

main purpose of the work. *Methods*: if necessary, work methods and techniques are to be briefly described (new techniques are to be stated only if differing from the already known ones). If no experimental or practical work is described, sources of information are to be given. Results and conclusions may be incorporated. Findings are to be presented as briefly as possible.

At the beginning of *summary* the essential points of the carried out work are to be presented. Sentences should be concise and not too long. The text is to be written in the third person; verbs may be used in impersonal form only exceptionally. The not so well known abbreviations are to be avoided. *Summary* is to retain the basic information from the main part of the text, and should not contain anything that does not appear in the main text itself.

6. Authors are obliged to define and state **key words** (below abstract) in their articles. **English (or Slovene) translation** of key words, texts accompanying figures and tables are welcomed, as well as English (or Slovene) translation of abstracts; if this is not convenient, the Board of Editors will provide for it.

7. Texts should include, if at all possible, the following chapters:

1. Introduction
2. Works published to date
3. Material and methods
4. Results
5. Discussion
6. Conclusions
7. Acknowledgements (if desired by author)
8. Supplements (if necessary)
9. References (Sources, Bibliography)
10. Summary
11. Abstract
12. Key words

8. Two kinds of *notes* are distinguished: those regarding the **contents** of the text, and those referring to **bibliography**. The first elucidate the text in even greater detail and are to appear *at the bottom of the page (under line)*. Bibliographical notes, which are to appear in brackets in the text itself, deal with quotations and refer to a precisely stipulated part of the text from some other publication (the page on which quotation appears is to be therefore stated as well) or to a publication (article) as a whole (in this case no page from which the text has been taken is to be stated).

Bibliographical notes are made up of the following details:

Author, year of its publication, and page (but only if a precisely stipulated part of the text is quoted).

The entire bibliographical data of the quoted and used sources are to be stated under *References* (Sources, Bibliography).

Example of quotation referring to a precisely stipulated part of the text: (Sommerville, 1995, 11).

Example of source quotation as a whole, with no citation: (Sommerville, 1995).

The entire data of this source are to be stated in the references and sources chapter as follows:

**Sommerville, M. R. (1995):** Sex and Subjection. Attitudes to Women in Early-Modern Society. London-New York-Sydney-Auckland, Arnold.

If a number of works *by the same author from the same year* are quoted, letters in alphabetical order are to be stated apart from the author's surname and abbreviation of his first name, in order that the sources are clearly divided between each other. Example:

(Sommerville, 1986a); (Sommerville, 1986b).

Bibliographical note can also be a part of the note referring to the contents and is to be written in the same way, i.e. in brackets within the note referring to the contents.

Separate works or source quotations under the same note are to be separated with semicolon. Example: (Sommerville, 1986b; Counce, 1994).

**9. When quoting archive sources**, the archive is to be stated first, then the name of the fund or collection and shelfmark. The abbreviation of archive source is to be stated in brackets in the text of the article. The abbreviation is to be explained in the references chapter at the end of the article.

Example of citing archive source in brackets in the text itself: (ASV. CSM, 240).

Example of citing archive source in the reference chapter: ASV. CSM - Archivio di Stato di Venezia. Cinque Savi alla Mercanzia, fasc. 240.

Review sources are to be stated in the same way.

**10. The references and sources** chapter is compulsory. Bibliographical data are to be stated as follows:

- Description of **integral publication**:

Author (year when published): Title. Volume - Collection. Place of publication, published by. Example:

**Counce, S. (1994):** Oral History and the Local Historian. Approaches to local history. London and New York, Longman.

If there are *more than two authors*, the work can be also cited as:

(Matthews et al., 1990, 35)

If a specific part from an integral publication is quoted, the page numbers from which the quotation has been taken are to be added to the above description.

- Description of the **article (paper) in integral publication** - e.g. text in a collection of scientific papers: Author (year of its publication): Title of the paper. In: Author of the book: Title of the book. Volume - Collection. Place of publication, published by, pages from - to. Example:

**Matthews, R., Anderson, D., Chen, R. S., Webb, T. (1990):** Global Climate and the Origins of Agriculture. In: Newman, L. F. (ed.): Hunger in History. Food Shortage, Poverty, and Deprivation. Oxford-Cambridge, Blackwell, 27-55.

- Description of **article in certain review**: Author (year of its publication): Title of article. Name of review, its number. Place of publication, published by, pages from - to.

Example:

**Sluga, G. (1996):** Identity and Revolution: The History of the "Forty Days" of May 1945. Annales 8/96. Koper, Zgodovinsko društvo za južno Primorsko - Znanstveno-raziskovalno središče Republike Slovenije Koper, 125-140.

- description of personal communication:

Informant (year when communication was given): Name and surname of informer, year of birth, function or position held. Manner of the testimony's presentation. Form and place where record was made. Example:

**Baf, A. (1998):** Alojzije Baf, 1930, priest at Vizinada. Personal communication. Tape recording at author's place.

- description of source from the Internet websites:

www. home page of institution (year-month when registered): full address of sub- page. Example:

**www.zrs-kp.si (2000-07):**

<http://www.slo-istra.com/koper/zrs/zrs.html>

If the same author(s) is (are) cited a number of times, the articles are to appear in alphabetical order of the authors' surnames and year of publication.

**11. Printer's marks** for accentuations are to be as follows:

underlined for **semi-bold**,

undulatory line for *italics*.

Computer notation is to include suitable marks for bold and *italics*.

**12. Abbreviations** in the texts are to be explained in brackets when appearing for the first time. A list of used abbreviations can be added to the article.

**13. When assessing a publication**, its author, title, place, publishing house, year of publication and page numbers (or appropriate description from Item 10) are to be stated in the title of the article.

**14. First copies** of printed articles will be sent to authors for **proof-reading**. Authors are obliged to return them in three (3) days. No new sentences are allowed to be added during proof-reading. The second (printing) proofs will be read by the Editorial Board.

**15. Authors** are kindly requested to consider these instructions at all times. In case of any indistinctness, please do not hesitate to contact the review's Editorial Board.

EDITORIAL BOARD

**KAZALO K SLIKAM NA OVITKU**

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