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. Articles should be long **up to 36,000 characters without spaces** (including notes, literature and sources). The authors should ensure that their contributions meet **acceptable standards of language**. We draw special attention to **the consistent use of punctuation marks** (e.g., quotation marks), which should be uniform and unified throughout the text. **Literal citation** should be visually uniform throughout the text. The editorial board has the right to additionally proofread the articles or request additional proofreading by the authors. If the article is not linguistically accurate, the editorial board has the right to reject it.

When submitting the article, the author guarantees that **the article is his original work,** that it has **not been published elsewhere,** that he **will not submit it to another journal or publish it elsewhere,** namely **by signing the Copyright Agreement.** The editorial board **regularly reviews articles against plagiarism.**

3. The article should contain **the abstract** (up to 100 words) and **the summary** (up to 250 words). *The abstract* contains a short description of the aim of the article, methods of work and original results. The abstract should not contain comments or recommendations.
The summary contains a description of the aim and methods of work and summarizes the analysis or interpretation of the original results.
The abstract can contain only the information that appear in the manuscript.

4. Beneath the abstract and the summary, the authors should supply appropriate **keywords (5–7). English and Italian translations** of the title, subtitle, abstract, summary and keywords are also required, if the article is in Slovene. *The summary* is always in English (if the article is in Slovene) or in Slovene (if the article is in a foreign language). *The abstract* is always in the language of the article and in Italian. Exceptions are articles in Croatian, which have the abstract in Slovene and Italian and a summary in English.
Linguistically appropriate translations must be provided by the author himself, if he is unable to do so, the editorial board will provide the translations for a fee.

5. If possible, the author should also supply (original) **illustrative matter** submitted as separate files (jpeg, png, tiff format) and saved at a minimum resolution of 300 dpi per size preferred. 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 before the publication of the article. All figures, tables and diagrams must be subtitled with the obligatory indication of the source and sequentially numbered and placed in the text accordingly.

6. *Footnotes* **providing additional explanation to the text** should be written *at the foot of the page*. **Bibliographic notes** are put in parentheses in the main text. Bibliographic notes are quotations – i.e. references to other to a specific part of the text from another publication.

They contain the following data: *author, year of publication* and – when citing a specific part of the text – *page*.

(a) Citation of sources / literature in the text

General citation of the work of *one author*: (Lampe, 2021)
Exact citation of the page where the written is accessible: (Lampe, 2021, 143)

General citation of the work of *two authors*: (Oman & Darovec, 2018)
Exact citation of the page where the written is accessible: (Oman & Darovec, 2018, 91)

General citation of the work of *three or more authors*: (Udovič et al., 2019)
Exact citation of the page where the written is accessible: (Udovič et al., 2019, 570)

If we cite *several works by the same author from the same year*, in addition to the surname and the abbreviation of the name, we also write the letters in alphabetical order, so that the sources differ from each other: (Bajc, 2017a; 2017b).

If we cite several works by different authors, individual works or citations of sources in the same note are separated *by a semicolon*: (Darovec, 2011; Bajc, 2017; Lampe, 2021; Horvat, 2019; Udovič et al., 2019). If necessary, we add also the number of pages of citations.

Summarizing and literally quoting

- if we summarize someone else's thought *in our own words*, we state the thought without quotation marks and we state the author of the thought. Example:

More about this can be found in the book *Vendetta and Koper* (Darovec, 2021).

- if we *literally quote a thought in the text* as written by the author, then we put that thought in quotation marks, without using italics. Example:

"In order to avoid conflicts, the villagers preferred not to talk about what was going on in the camp" (Lampe, 2021, 149).

- if there is a *literal quotation that is longer than 4 lines*, we move it to a new line and we do not use quotation marks, but we put the text in italics. At the end of the quote, we add a source. Example:

Glede Avstrije se je v razpravi zavzel, da je potrebno do nje voditi bolj razumno in preudarno politiko in prenehati s hujskanjem množic in uličnimi manifestacijami. Glede Slovanov je sicer sprejemal znano stališče, da naj bi jih avstrijske oblasti uporabljale v borbi proti Italijanom, vendar se mu je zdel po drugi strani način postopnega asimiliranja Slovanov z namenom, da bi tako ohranili italijanski značaj tega območja, zastarel; Slovanom ni odrekel pravice do lastnega razvoja in obstoja.
(Žitko, 2015, 864)

(b) Citing archival records

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. Example:

(ASMI-SLV, 273, 7r).

The abbreviations should be explained in the section *Sources and literature* in the end of the article. Example:

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

If *the number of the document cannot 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. Example:
TNA-HS 4, 31, Note on Interview between Colonel Fišera and Captain Wilkinson on December 16th 1939.

(c) Citing newspapers

When quoting articles in *a newspaper*, we cite *the same as a bibliographic source* (author, year, page). Example:

(Udovič, 2021, 35)

In case *the author of the article in the newspaper is not known*, instead of the author we quote the name of the newspaper, the date of publication and the page. Example:

(The New York Times, 11. 5. 2021, 26).

If the author is not known, but the title of the article in the newspaper is known, we put the full bibliographic note in the footnote (below the line), indicating *the newspaper, date of publication, title of the paper and page number*. Example:

The New York Times, 16. 5. 2009: Two Studies tie Disaster Risk to Urban Growth, 3.

(d) Citation of oral sources

Oral sources in the text are cited *in the same way as a bibliographic source* (informant, year of transmission). Example:

(Hopkins, 2021)

In case we do not want / are not allowed to use the name of the informant or we do not know

it, because the data was collected anonymously, *we can use a pseudonym*. Example:

(Informant 1, 2021)

7. Chapter *Sources and literature* is a **mandatory part of the article** and is **uniformly arranged in alphabetical order of authors' surnames and by year of publication**, in case of several citations of the same author(s). In the chapter we list all and only those sources and literature that we used in the text.
Bibliographic data are listed as follows:

(a) Description of a *non-serial publication – a book*:

- **Author's surname, author's name (year of publication):** Title. Collection. Place, Publisher.

Udovič, Boštjan (2013): Zgodovina (gospodarske) diplomacije. Ljubljana, Založba Fakultete za družbene vede.

- *If there are two authors*: **Surname of the first author, name of the first author & name and surname of the second author (year of publication):** Title. Collection. Place, Publisher.

Example: **Klabjan, Borut & Gorazd Bajc (2021):** Ogenj, ki je zajel Evropo: Narodni dom v Trstu 1920–2020. Ljubljana, Cankarjeva založba.

- If there are *three or more authors*, we list all authors:

Example: **Darovec, Darko, Kamin Kajfež, Vesna & Martina Vovk (2010):** Among the monuments of Izola: art history guide to the cultural heritage of Izola. Koper, Annales Press.

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

Author's surname, author's name (year of publication): Title of article. In: Author/editor of the book: Title of the book. Place, Publisher, pages from–to.

Example: **Muir, Edward (2013):** The Anthropology of Venice. In: Dursteler, Eric (ed.): A Companion to Venetian History. Leiden – Boston, Brill, 487–511.

If there are two or more authors of the article or two or more authors/editors of the publication, the authors are listed according to the same principle as in point (a).

(c) Description of an article from *a serial publication* (from the journal):

Author's surname, author's name (year of publication): Title of the article. Journal title, year,

issue, pages from–to.

Example: **Faričić, Josip & Lena Mirošević (2014):** Artificial Peninsulas and Pseudo-Islands of Croatia. Annales, Series Historia et Sociologia, 24, 2, 113–128.

If there are two or more authors of an article, we list the authors according to the same principle as in point (a).

    (d)   Description of *the archival source:*

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

    (e)   Description of the article *in the newspaper*:

-    If *the author of the article in the newspaper is known*, we state as follows:

Author's surname, author's name (year of publication): Title of the article. Newspaper title, year, number, date of issue, page from–to.

Example: **Udovič, Boštjan (2021):** Merklova si je za naslednika osebno želela Scholza. Reporter: informativni tednik, 14, 40, 4. 10. 2021, 32–36.

-    If *the author of the article in the newspaper is not known*, we list only the newspaper:

Newspaper's name. Place, publisher, period of publication.

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

    (f)   description of *the oral source*:

Informant's surname, informant's name (year of transmission). Manner of transmission. Form and place od data storage.

Example: **Žitko, Salvator (2021).** Oral testimony. Dictaphone recording held by the author.

Under the EU's *General Data Protection Regulation* (GDPR), authors are responsible for the information they provide. If the author does not have permission to publish personal data, or does not have this data because it was not collected, or does not want to publish the names of informants due to the sensitivity of the data, *he may use a pseudonym*.

Example: **Informant 1 (2021).** Oral testimony. Dictaphone recording held by the author.

(g)   description *of the source from the internet*:

-    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:

Author's surname, author's name (year of publication): Title of the article. Web address (last access: year-month-day).

Example: **Zupančič, Rok, Kočan, Faris & Iris Ivaniš (2020):** Policy Recommendations for Bosnia-Herzegovina. http://www.repast.eu/wp-content/uploads/2021/02/D6.16-BosniaHerzegovina-PolicyRecommendations.pdf (last access: 2022-03-15).

-    If *the author is unknown*, you should cite the organization that set up the website/the holder of the website

Website holder (year of publication): full title of the subpage / article. web address (last access: year-month-day).

Example: **OECD (2021):** Slovenia Economic Snapshot. https://www.oecd.org/economy/slovenia-economic-snapshot/ (last access: 2022-03-15).

If we cite a bibliographic item that we acquired online, but there is a printed version, we cite it as printed source and not as an online source.

8.   The abbreviations should be explained in parentheses when they first appear in the text. Abbreviations should be avoided in the title, abstract, summary and keywords.

9.   In book reviews, we cite in the title of the article the author of publication, title, place, publisher, year of publication and number of pages.

10.   The editorial board sends the first layouts of the articles (.pdf) to the authors for **proofreading**. The authors are obliged to return the corrected material within three days or in agreement with the editorial board. Corrections are entered by the authors in .pdf format in the form of comments or with proofreading marks, which can be found at the end of Slovenski pravopis (2001), Ljubljana, ZRC SAZU, 24–25.
Corrections are intended for **minor technical and grammatical corrections**. Expanding the text and major interventions in the text during are not allowed. Other corrections are made by the editorial board.

11.   The Editorial Board reserves the right **to reject the articles that are not edited in accordance with the instructions for authors.**

12.   For additional information regarding article publication contact the editorial board.