

## **Editorial Guidelines**

Please send your manuscript to the Südost-Institut, Landshuter Straße 4, D-93047 Regensburg, or via e-mail to: [suedosteuropa@suedost-institut.de](mailto:suedosteuropa@suedost-institut.de)

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Manuscripts may be written in German or English language.

In order to be accepted for publication, your manuscript should abide by the following guidelines. These guidelines have been designed to avoid extra work, misunderstandings, and unnecessary formatting, and will help us proceed with the editing and publishing of your work in a timely, cost-efficient manner.

An invitation to contribute an article is an indication of our interest in the topic, but should not be taken as a guarantee that it will be published. All submissions will be peer-reviewed and this process will be carried out by the editorial office.

### ***Length of journal contributions:***

Approx. 60,000 characters (incl. spaces and notes) / 9,000 words.

### ***Abstract:***

The contribution has to be accompanied by an *abstract in English* of no more than 150 words.

Secondary sources are to be cited within the footnotes, not as a bibliography. The form of the notes is described below, and applies to both German and English manuscripts.

### **First mentioning of a title:**

N. B. Surnames are to be formatted in SMALL CAPITAL LETTERS (under Format -> Characters), and NOT in CAPITAL LETTERS.

#### ***a) Monographs***

First Name SURNAME [if several authors, then use a / between each name], Title. Subtitle. Place of publication [up to three places: divide by a comma. More than three places: first place et al.] Year of publication (Series title, no.), page indication [without „p.“ and „pp.“].

Example:

Ljubomir S. KOSIER, Statistika Jevreja u Jugoslaviji i Bugarskoj. Zagreb, Beograd, Ljubljana 1930, 9.

Alan J. B. WACE / Maurice S. THOMPSON, The Nomads of the Balkans. An Account of Life and Customs among the Vlachs of Northern Pindus. London, New York 1914.

*Work of more than one volume:*

First Name SURNAME, Title. Subtitle, Vol. 1 [etc.; when title of single volume is mentioned: Vol. 1: Title]. Place Year, page indication.

Example:

Dénes WILDNER, Ortslexikon der ehemaligen Gebiete des historischen Ungarns. Vol. 1: Das Namenmaterial der Komitate im 20. Jahrhundert. Ed. by Ralf Th. GÖLLNER. München 1996 (Studia Hungarica, 44), 25.

*Work published within a series:*

First Name SURNAME, Title. Subtitle. Place Year (Series title, no.), page indication.

Example:

Corinna R. UNGER, Ostforschung in Westdeutschland. Die Erforschung des europäischen Ostens und die Deutsche Forschungsgemeinschaft, 1945-1975. Stuttgart 2007 (Studien zur Geschichte der Deutschen Forschungsgemeinschaft, 1), 18-20.

*Edited works:*

First Name SURNAME [more than one: divide by /, more than three: first mentioned author et al.] (ed., more than one: eds.), Title. Subtitle. Place [up to three places: divided by a comma. More than three places: first place et al.] Year (Series title, no.), page indication (if applicable).

Example:

Christoph CONRAD / Jürgen KOCKA (eds.), Staatsbürgerschaft in Europa. Historische Erfahrungen und aktuelle Debatten. Hamburg 2001.

### ***b) Journal article***

First Name SURNAME, Title, *Name of the Journal in italics* Annual no. (Year), issue (if applicable) (preceded by „n.“), page nos. of whole article, indication of page reference.

Example:

Mark WELLER, Die Verfassung Kosovos und der Schutz der Minderheiten, *Südosteuropa* 56 (2008), n. 1, 115-156, 120.

### ***c) Contribution to collective volume***

First Name SURNAME, Title, in: First Name SURNAME [more than one: divide by /] (ed., more than one: eds.), Title. Subtitle. Place [up to three places: divide by a comma. More than three places: first place et al.] Year, page nos. of whole article, indication of page reference.

This applies also with references of a different language (i. e. for example when citing German titles in an English language article, do not use the abbreviation Hg., but stay with ed.).

Example:

Holm SUNDHAUSEN, Grundzüge des Staatsangehörigkeitsrechts in den Balkanländern und Rumänien, in: Christoph CONRAD / Jürgen KOCKA (eds.), Staatsbürgerschaft in Europa. Historische Erfahrungen und aktuelle Debatten. Hamburg 2001, 193-215, 195.

### ***d) References to internet sources***

Identical to monographs or journal articles, but add:

„available at <Website>, date of access.“

You may also add the date of access to all websites (if it is identical) following the first internet reference, for example:

„All cited internet sources were accessed on April 16, 2009.“

Examples:

Gregor LAPAJNE, Vloga državnega zbora RS v procesih odločanja na ravni EU in v pripravah na predsedovanje EU, diplomsko delo, Univerza v Ljubljani, Fakulteta za Družbene Vede 2007, 71-72, available at <<http://dk.fdv.uni-lj.si/diplomska/pdfs/lapajne-gregor.pdf>>, 23.07.2008.

Linkskandidat Türk wird überraschend neuer Präsident Sloweniens, *DW-World*, 17.11.2007, available at <<http://www.dw-world.de/dw/article/0,2144,2899978,00.html>>, 23.07.2008.

### **Second citations:**

From the second reference onwards please use short references, according to the scheme:

SURNAME, Short title, page indication.

Examples:

KOSIER, Statistika Jevreja, 9.

WENTURIS, Zur Diskussion um die neugriechische Identität, 317.

CONRAD / KOCKA (eds.), Staatsbürgerschaft in Europa.

### **Additional guidelines:**

In English language titles all words are to be capitalized except articles, prepositions, abbreviations, and conjunctions such as *and* and *or*, i. e. for example,

Manja KLEMENČIČ, A Star Pupil Playing It Safe in the EU. An Inside View of the First Slovenian EU Council Presidency;

Ronald ROBINSON, Non-European Foundations of European Imperialism. Sketch for a Theory of Collaboration, in: Roger OWEN / Bob SUTCLIFFE (eds.), *Studies in the Theory of Imperialism*.

Additions to place names are to be added by an abbreviation divided from the place name by /, i. e.

Frankfurt/M., Usti/L., Marburg/L., Berkeley/Ca., Chicago/Il., Washington/DC.

### **Abbreviations:**

IDEM, EADEM

Ibid. (references indicating the same title in two footnotes following one another)

f. (for the following page); but do not use ff. - instead, indicate the exact page numbers.

ed., if more than one: eds.

### **Page indications:**

Without the abbreviation ‚p.‘ or ‚pp.‘, except in the case of works with a date (like newspapers) or of archival materials (please differentiate between documents paged pagewise [p.] or foliowise [fol.]).

### **Indication of second and other editions:**

Superscripted and preceding the date of publication. Example: Göttingen <sup>3</sup>1996.

### **Transliteration:**

Bibliographical references of sources in the cyrillic alphabet are to be transliterated according to the Slavic philology rules.

When referring to Greek language literature please indicate both author and title in Greek script (the names of the authors will then be transliterated by the editorial office), whereas the places of publications should be accompanied by English (German/French/Italian) place names (if applicable).

***Footnotes:***

Footnotes should be placed at the bottom of the page, and numbered from 1 onwards. The automatic functions referring to footnotes of most Windows word processing software will allow an easy conversion to our type-setting program. The footnote numbers must be placed in the text where relevant and following the correct punctuation, for example outside the quotations marks when citing a direct quotation. Generally the footnote numbers are to be placed directly after any punctuation in your text (comma, semicolon, period etc.). If the reference concerns a single word or phrase, the footnote number follows directly after the last word of the text to which the note refers, without adding a space.

Please do not place notes within tables or beneath illustrations, but rather beneath the main text on that page.

All footnotes should begin with a capital letter, and end with a period.

***Omissions:***

Should you wish to add some clarifying comment within quotations, please place it in [square] brackets; if the comment is lengthy, then it should end with your initials. Omissions within a quotation are indicated by three periods in square parantheses [...].

***Illustrations and graphs:***

Please add illustrations and graphs in a printable format (300 dpi in the size they should be printed) as a separate document. Illustrations must be void of any copyright by a third party. Should the illustrations be placed at a specific place within the text, please mark the text accordingly.

***Acceptable Methods of Submission***

Manuscripts may be submitted per e-mail attachment (Word for Windows or compatible formats). Manuscripts may also be sent via regular mail, but must include an electronic version on CD ROM or USB stick.

We encourage you to request confirmation of your submission from the editorial office.

## Book Reviews

Monographs and collective volumes are eligible for review. Journals shall be reviewed only if the first issue of a new series is published, or if there is any other reason for presenting a journal for the first time. Suggestions concerning significant new publications are very welcome!

### *Length:*

Up to 6,500 characters / 1,000 words, if a monograph is reviewed; collective volumes with many relevant contributions up to 8,500 characters / 1,300 words.

### *Contents:*

Please clearly differentiate between the summary of the contents and your commentary/critique. Contents, sources, argumentation and thesis of the reviewed work must be identifiable, critically discussed, and placed in the wider research context. The length of the contents and the commentary/critique should be proportionally adequate.

### *Indication of the reviewed title:*

**First Name SURNAME, Title** [translation of title]. Place: Publisher Year (if applicable: Series title, no). Page no. (Roman and Latin no. of pages), ISBN, price (if known)

or for collective volumes:

**Name SURNAME (ed.), Title** [translation of title]. Continue same as above.

### **Example:**

**Darja ZAVIRŠEK / Jelka ZORN / Liljana RIHTER / Simona ŽNIDAREC DEMŠAR (eds.), Ethnicity in Eastern Europe: A Challenge For Social Work Education.** Ljubljana: Fakulteta za socialno delo 2007. 276 pp., ISBN 978-961-6569-09-5, € 29,90

### *Citations:*

Reviews generally do not feature footnotes. Should they still be deemed necessary, the same rules apply as for the notes of a scientific research contribution. If titles of single contributions within a collective volume or journal are mentioned in the review, then the titles should appear within quotation marks, each time adding the page nos. in parentheses. Text quotations are to be referenced putting the page nos. in parenthesis. The full names of contributing authors to collective volumes (except the editor of the volume mentioned in the publication's title) should, in order to make them easily intelligible within the text, formatted in SMALL CAPITAL LETTERS (**and not** CAPITAL LETTERS).

### *Deadlines for the compilation of review manuscripts:*

Three months.