

Detailed Submission Guidelines with Citation Examples

Only original research articles based on the study of archival sources will be accepted that reflect knowledgeable assessment of secondary literature and deliver new findings. Their publication is preceded by and subject to double-blind peer review; two independent reviewers recommend the manuscript either for publication or for handing back to the author for necessary additions and/or amendments, or else reject the text as a whole.

Submitting the Manuscript

Your contributions should be composed using a word processor, saved in a .doc or .rtf format and sent via e-mail on the e-mail address of the Executive editors (marginalia@seznam.cz). Please include a brief abstract (4–5 sentences) and a list of keywords in English (translation into Czech will be provided by the editors).

Include information about yourself, i.e. name, degree, affiliation, and e-mail address.

Images and artwork (if any) may be included continuously in the text proper or (more preferably) right after it; they will be printed in grayscale only and in limited number.

If enclosing images, make sure their resolution is at least 300 dpi and send them separately from the text file as stand-alone files.

By submitting their manuscripts for publication in the *Marginalia Historica* journal, the authors agree for their texts to be, subsequently upon publication, made accessible also in the online version of the journal.

Layout

The use of italic, bold or underlined type should be limited to a necessary minimum (such as when the meaning would otherwise be ambiguous). If the manuscript consists of more than one level of headings, make sure you use appropriate hierarchical style in the word processor. Avoid text boxes completely, use the (single) Enter key only for separating consequent paragraphs. Do not use page numbering. Use Times New Roman typeface with 1.5-line spacing and (for the main body of text) in 13pt size.

Please submit your contributions in .doc or .rtf format (.xls for tabular data). Do not include separate list(s) of bibliography, use continuously numbered footnotes for all references (in 10pt size). Avoid using headers and footers.

The author of the article is required to obtain (and provide along with the manuscript) permissions from third parties for using and publishing any images or other items subject to copyright; otherwise, no such items will be published.

Size of Submitted Texts

All submitted contributions (studies) should fall within the range of 20 up to 40 standard pages (1,800 characters per page), they have to include footnotes along with an abstract (4 to 5 sentences) and keywords in English. For book reviews, the size should not exceed 6 standard pages, for book annotations 2 to 3 standard pages. The customary size of conference or exhibition etc. reports (published in sections *Muzea a výstavy*, *Didaktika*, *Kronika* and *Historie stále živá*) is around 3 to 5 standard pages unless arranged otherwise with the Executive editors.

Text Revision

Both language and minor stylistic adjustments can be made by the editors to the submitted texts. All of those changes are then referred back to the author for acknowledgement, usually via e-mail in a modifiable .pdf format. The authors are encouraged to mark and/or correct these proofs either using Adobe Acrobat tools or e-mailing a detailed description of suggested corrections, or, if need be, mark the document in hand and send the printouts back by regular mail or scanned by e-mail.

You are kindly asked to observe the **following rules** throughout the submitted text:

Exact quotes from sources and literature are to be enclosed in German-style curved double quotation marks, i.e. „...“ (do not use the English style), and in italics including the marks. For embedded quotes inside a quoted text, use single curved marks ‚...‘. Omitted sections within a quoted text should be indicated by a three-dot ellipsis (in the form of a single character) in square brackets, i.e. [...].

The use of **italics** is mandatory for bibliographical titles of books and/or journals.

Use **hyphen** (i.e. the shortest one as provided by word processors) only in these instances: compound surnames (Robert Baden-Powell), compound adjectives (Czech-German border), some proper names taken from foreign languages (Alma-Ata), or in grammatical forms such as *well-known* or *father-in-law*.

For all other cases, stick to using an **en-dash** including for indicating a range of pages or years (in both these cases, avoid spaces), e.g.

p. 121–147

1939–1945

When separating two parts of a sentence or for a parenthesis, however, the dash is to be separated by spaces.

Avoid double and multiple **spaces**.

Make sure every **footnote** ends with a dot.

The numbered indication of a footnote should be inserted right after the punctuation symbol (without a space and using superscript).

Within one section (chapter), the first line of every **paragraph** beside the initial one should be left-indented by a standard Tab key increment.

Spelling

When referring to a **day** or a decade, use the (British) English style, such as *23 February 1915* or *late 1930s*, respectively.

Throughout the text proper, try to use as few abbreviations as possible (while reserving them for footnotes in the first place). The first mention of an **institution** or a **person** (excluding personal middle names) should be in a full, non-abbreviated form, such as *Society for the Protection of Ancient Buildings (SPAB)* or *John F. Kennedy*, respectively. Subsequent mentions should be abbreviated to *SPAB*, *Kennedy* for the sake of space while avoiding informal acronyms for persons such as *JFK*. Make sure the form and style of abbreviations is consistent throughout the text.

Referring to **pages** should have the usual Latin-based form of *(see) p. 235*, *pp. 235–265* for a page range, while *p. 145ff.* indicating a sequence of following pages, etc. The abbreviation *cf.* as well as *see also* is advised for referring to a related text or document.

Avoid using **academic degrees** excessively unless needed.

Citation Guidelines

The method of citation and abbreviation must be coherent and consistent throughout the submitted text.

After the first (full) bibliographical footnote reference, use only initials for the author's first name and the shortened form of the title. When referring to one source in subsequent footnotes, use the abbreviation *Ibid.*

Use Arabic numerals for referring to various issues of **journals**, **anthologies**, and/or **proceedings**; use Roman numerals for multi-volume **monographs** and/or **editions**.

The second (and following) printing of a book is indicated by a superscript cardinal number before the date of publication: Erich MEUTHEN, *Das 15. Jahrhundert*, München² 1984.

Examples:

Monographs, memoirs, fiction, etc.

The first citation in full form – first name and surname (in upper case) of the author, title (in *italics*), place and date of publication. Multiple authors' names (up to three) are separated by a spaced en-dash:

1. Terrence CASSEY, *The Social Context of Economic Change in Britain*, Manchester 2002, p. 267.
2. Mark BURKHOLDER – Lyman JOHNSON, *Colonial Latin America: Fifth Edition*, New York 2004, pp. 45–52.

On second mention, the reference may read as follows:

3. T. Cassey, *The Social Context*, pp. 267.

4. *Ibid.*, pp. 45–52.

Dictionary and encyclopaedic entries

1. Entry *Macaulay*, in: Encyclopaedia Britannica, vol. IX, London 2010, p. 203.

Case study in an anthology/contribution

The first citation in full – first name and surname (in upper case) of the author, title (in *italics*), in: title of the anthology/miscellanea (together with the anthology series name if any), first name and surname of the anthology's editor(s), place and date of publication:

1. Tim FAUTH, *Zensur im Protektorat Böhmen und Mähren 1939–1941*, in: Propaganda, (Selbst-) Zensur, Sensation. Grenzen von Presse- und Wissenschaftsfreiheit in Deutschland und Tschechien seit 1871, Michal Anděl – Detlef Brandes – Alfons Labisch – Jiří Pešek – Thomas Ruzicka (eds.), Essen 2005, s. 180.

Further mentions may read as follows:

T. Fauth, *Zensur im Protektorat*, p. 213.

Study in a journal

The first citation in full – first name and surname (in upper case) of the author, title of the article (in *italics*), journal title (in extenso and not in *italics*) and issue of a particular year, date of publication, pages:

1. Peter HALL, *Social Capital in Britain*, British Journal of Political Science 2, 1999, p. 435.

Further mentions may read as follows:

P. HALL, *Social Capital*, p. 435.

Collections of archival documents, etc.

Use the abbreviation (ed.) for a single editor and (eds.) for multiple editors including if just one name is mentioned followed by *et al.*; this goes for most languages including Czech; publications in German commonly use *Hg.* and *Hgg.*, respectively.

If texts are numbered within the cited volume, they should be stated together with the page reference.

First citation in full – first name and surname (in upper case) of the editor (if known), collection title (in *italics*), place and date of publication, (pages and/or document number):

1. Detlef BRANDES (Hg.), *Der Weg in die Katastrophe. Deutsch-tschechoslowakische Beziehungen 1938–1947*, Essen 1994, p. 30.

Further mentions may read as follows:

Der Weg in die Katastrophe, pp. 120–128.

Chronicles

First citation in full – first and second name (in upper case) of the author, title (in italics), first name and surname of the editor(s) or translator(s), place and date of publication:

1. Jean FROISSART, *The Chronicles of Jean Froissart*, George C. Macaulay (ed.), New York 1911, p. 78.

Further mentions may read as follows:

The Chronicles, p. 120.

Master's theses, PhD theses, etc.

First name and surname (in upper case) of the author, title (in italics), place and date of submission. Type of thesis. Name of institution.

1. Anita R. HEWERDINE, *The Yeomen of the King's Guard 1486–1547*, London 1998. PhD thesis. London School of Economics, pp. 244–247.

Reviews

First name and surname (in upper case) of the review author, review title (in italics – state the full title including the reviewed book's bibliographical data excluding page count and ISBN, DOI, etc.), title of the periodical (in full) and issue within a particular year, date of publication, pages:

1. Kenneth H. WEILLER (rev.), *Linda K. Fuller, Sport, Rhetoric, and Gender: Historical Perspectives*, New York, 2006, Choice 4, 2007, p. 1377.

Archival sources

First state the name and location of the archives, the fonds title, the folder number, the item signature, followed by additional description of the item if necessary. In referring to boxes, folders, and items, however, follow the nomenclature of the given archives:

1. Dalhousie University Archives, Nova Scotia, Canada, Henry Davies Hicks fonds, box 15, f. 9, MS-2-511.

For multiple reference to one archives, state the abbreviation in the first mention, such as: National Archives (further referred to as NA).

Interview, private communication

First name and surname (in upper case) of the interviewee, personal communication, place and date of the interview (including day and month).

1. John Sheffield, personal communication, Norwich 23 November 2017.

Sources on-line

The fact of citing a web source has to be stated by the tag [online] in square brackets along with the date of access. The URL code (including the *http://* heading) is introduced by *Available:* and is neither underlined nor distinguished in colour:

1. *Notes for contributors* [online], 2014 [accessed 12 January 2016]. Available: <http://www.hiu.cas.cz/en/download/periodika/cch-pokyny-pro-autory-en.pdf>.

Citing digital sources (accessible via CD-ROM, etc.) follows the rules for citing printed sources, to which software or operation system name or version is added:

1. John McCONELL, Constitutional History, in: Canadian Encyclopaedia [CD-ROM], Macintosh version 1.1, Toronto 1993.

Digital articles, monographs, databases should follow this citation rule: (author), title, [type of digital medium], place and date of publication, (date of revision/modification), date of access, URL code:

1. John SMITH, Encyclopaedia of History [online], New York 1984 [accessed 11 April 2014]. Available: <http://www.germany.eu.net/history/html>.