

PREPARING AN ENGLISH-LANGUAGE MASTER-COPY FOR PRINTING

The publisher and series editor would like to ask you to incorporate the below guidelines and instructions into the preparation of your proofread camera-ready master-copy for the printing. We also recommend that you consult, on further aspects of the preparation of your manuscript for publication, the relevant specialized literature.¹

Our style guide for English-language manuscript corresponds roughly to that of the submission guidelines of the journal *East European Politics and Society*.

While we suggest following the below guidelines in the composition of your master copy, you may use other styles and referencing systems that are commonly used in scholarly publications in your field. However, we do require that

- you use a uniform format throughout your text,
- you apply your chosen format consistently and carefully, and
- your references include complete information on your sources.

You may, for instance, use a scholarly book from an established, commercially active academic press as a model, and only consult the below guidelines and literature concerning technical aspects, and specific issues in style.

¹ Such as, for example, University of Chicago Press Staff, eds., *The Chicago Manual of Style*, 15th edn (Chicago: University of Chicago Press, 2003), available at: <http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/about.html>; Diana Hacker, *Pocket Style Manual*, 3rd edn (New York: St. Martin's Press, 2000). There exists a large amount of similar books.

1 Some Technical Aspects

This document itself is, in some regards, an example for how your final manuscript should approximately look like.

Paper Format

Please, submit in DIN-ISO A4. In Word, enter “File – Page setup –Paper” and choose “A4.” Apply to whole document. Note that the finished book size will, however, be in A5, i.e. half the size of A4.

Margins

In Word, enter “File – Page Setup – Margins” and choose for the top, bottom and sides margins of at least 2 cm (symmetric). Apply to whole document.

Layout

In Word, enter “File – Page Setup – Layout – Headers and Footers,” and choose “different odd and even.” Apply to the whole document.

Font Size

Chapter Heading: 18-point. Heading of contribution in collected volume: 16-point. Normal text: 14-point. Footnotes: 12-point. Longer quotes (in separated text blocks): 13- or 12-point.

Paragraph Line Spacing

Normal text: multiple 1.3. Footnotes: multiple 1.1. Go to menu “Format – Paragraph – Line spacing,” and choose under “Spacing” – “multiple” and under “at” – “1.3” or “1.1.” Spacing before and after paragraphs: 0 pt.

Font

We recommend, but do not insist on, “Arial” for both the main text and footnotes (but not for the header’s texts).

Page numbers

Please take into account the standard four title and publishing information pages plus perhaps an additional sheet for a dedication, at the beginning of the book. These four to six pages at the start of book's body will be created not by you, but by the publisher. Thus, your master copy should begin on page five – or on page seven, if you want to include a dedication. Usually, it will start with the list of contents with all the page numbers for all the chapters given.

Like in this document, the page numbers should be placed on the outside of the header of the page. To do this, you should, as mentioned, first set „different odd and even“ under “File – Page Setup – Layout.” Second, insert page numbers *not* by using the function “Page Numbers” under “Insert,” but by entering the header directly by way of going, in Word, to “View – Header and Footer,” and then using the function “Format Page Number” (in order to let your manuscript start on page 5 or 7, and not on page 1) and then the # button to insert the page number first for the odd pages (starting with 5 or 7), and then for the even pages (starting with 6 or 8). The programme should apply the correct page numbers automatically, if you have formatted the layout and page-numbering correctly before. The first page of your final manuscript to be submitted should have either the number 5 or the number 7 on it.

Numbers of even pages are always aligned to the left, and of uneven to the right. Page numbers should have the same size and font as the normal text (like in this document). In this book series, we do not need the footer at all.

Header's Text

Like in the present document, insert, via “View – Header and Footer,” into the header of the even pages your name (aligned to the left), and of the odd pages a very short main title of your book (aligned to the right). Use capital letters only, the font-size 12-point, and the font “Bookman Old Style” or “Book antiqua.” Circa eight empty spaces should separate your page number (14 pt font-size) from your header's texts (12 pt font-size), like in this document.

If you like and have the technical skills to do so, you may also insert the

book's very short title in the header of the even pages, and, from chapter to chapter, your respective chapters' titles into the header of the odd pages, as it is done in many academic books. In collected volumes, you may insert the respective contributors'/s name/s in the header of the even pages, and the respective contribution's title in the header of the odd pages. However, this is an option only.

Section Breaks in Monographs

While it does not always work reliably, you may still want to try to use, in Word, the "Break"-function under "Insert." Use it always *after* having inserted all the page numbers (via "View – Header and Footer – #").

Go to the start of your chapter. Choose for every new chapter under "Insert – Section break types" the function "Odd page." This will let this new section start on the next odd page. If the previous section (chapter) before this ended on an odd page, the program will automatically enter an empty page (without headers and page numbers) while continuing the page numbering correctly. These completely white and always even pages (but without the actual number on the page) may not be visible in your working file, but should appear in your final print preview.

If the Break function in your Word program does not work reliably, you will have to create such breaks manually, i.e. by using empty spaces for separating chapters from each other and inserting white pages, if possible.

Section Breaks in Collected Volumes

In collected volumes, use the sections breaks function in combination with the footnote-inserting function. That means that, in Word, you first insert the section breaks as described above. You may now make a distinction between larger chapters (parts) that should always start on an uneven (odd) page, on the one hand, and smaller sections (like individual contributions) that may start just on the next page, on the other hand. However, use in this case not the page break, but the section break, i.e. choose in "Insert – Break – Section break types" (and not "Page breaks") the function "Next page."

Then go again to "Insert" and enter the function "Reference – Footnotes

and Endnotes – Numbering” where you choose the option “Restart each section.” This way your footnote-numbering should start anew with footnote-number 1 in each new contribution to your collected volume.

If your break function does not work reliably, you could let the footnote numbering restart on every new page. This way you avoid continuous footnote numbering through all your collected volume’s contributions.

Page Breaks

You may use page breaks to make sure that subsections do not begin at the end of a page, to avoid empty lines at the beginning of the page, or for letting tables or pictures appear on new pages – as well as for other purposes. In Word, use under “Insert” the “Breaks” function.

Hyphenation

Enable the hyphenation function for, if possible, all the languages that are used in your document, or, at least, for the major language of your document. In Word, you find this function under “Tools – Language.”

Index

You may, as the very last step before submitting your book, create an index or various indexes as you find them in many academic books. Note, however, that in this case you need to be especially careful that the pages in your submitted PostScript or PDF document fully correspond to those in your working file, i.e. that the page numbers in the index(es) correctly state the pages where the respective words can be found. In any way, we do not require that you add an index. This is an option.

Embedding Font Types

All font types have to be fully embedded in the electronic document. In Word, for instance, under “Tools – Options – Save,” the function “Embed TrueType Fonts” should be enabled.

2 Some Suggestions on the Style of the Main Text

2.1 Non-English Words

Manuscripts must include all necessary diacritical marks in both the text and the footnotes. However, diacritical marks should, for technical reasons, not appear in the book's title or abstract.

In the text, words and names from a language with non-Latin letters should be spelled either in the original language, or in the below transcription system. In the latter case, these words and names must be transcribed carefully and consistently. Important: All font types have to be fully embedded in the electronic document. In Word, for instance, under "Tools-Options-Save," the function "Embed TrueType Fonts" should be enabled.

Transcription

If not using the original language, apply the following transcription rules for words in Cyrillic letters (examples are given in Russian language):

- я: ia (not ya) like in „iabloko“
- е: e (not ye) like in „edinstvo“
- ю: iu (not you) like in „iunost“
- ë: ë (not yo) like in „ëmkost“
- й: i (not y) for the short „i“ in „partiinost“
- ы: y (not yi) like in „stoly.“

Follow, in all other cases, the standard transcription rules, i.e.:

- | | |
|-------------|-----------------------|
| - ч = ch, | - ц = ts, |
| - ж = zh, | - з = z, |
| - ш = sh, | - ь (soft sign) = ' , |
| - щ = shch, | - ъ (hard sign) = " . |
| - х = kh, | |

2.2 Italics, Abbreviations, Dates, Quotations Signs

Use of Italics

Words from foreign languages that appear in the main text in Latin letters are, except for names of persons, put in italics. This rule does not apply within the bibliographic information in the footnotes. (However, when being parts of a book's or periodical's title, of course, all words - foreign or English - are put in italics.)

Acronyms

Abbreviations or acronyms may be used in footnotes and text. Their first mention must be in spelled-out form: Popular Movement for the Revolution (MPR).

Dates

Use one standard form for dates uniformly in both your footnotes and the text, such as, for instance: 8 May 1945.

Quotation Marks

Put quotation marks either mostly outside or mostly inside commas and periods. If there are quotation marks within quotation marks (for instance, within quotations or within journal titles), use “...” for the outer and ‘...’ for the inner quotation marks. Use a uniform format for the quotation marks, i.e. one of the following options consistently: «...», or “...”, or "...", or "...”.

Longer Quotes

If your quotes are over three lines long, they should appear as separate, indented text-blocks in smaller font-size (12 or 13 points) and/or with smaller line spacing (e.g. 1.1). You may use other standards frequently found in academic books.

2.3 Headings

Align all headings to the left. New chapters should always start on the next page with an uneven page-number. As described above, use the function: Insert-Break-Section break type “Odd.” Sometimes though, this function does, as mentioned, not work reliably.

New sections may or may not start on the next new page. Use: Insert-Break-Page break.

Monographs

1. Chapter or parts headings: bold, 18 points, numbering with Roman or Arabic numbers (e.g. **IV, 4**), indent between the number and heading’s text, three empty lines between the heading and main text. Choose for every new chapter under “Section break types” the function “Odd page.”
2. Section headings: bold, 14 points, numbering with Arabic numbers (e.g. **V.2, 4.2**), one empty line between the heading and text; if not starting on a new page: two empty lines between the preceding text and heading.
3. Sub-section headings: after one empty line, in italics, 14 points, no numbering.

Collected Volumes

1. Chapter or parts headings: bold, 18 points, numbering with Roman or Arabic numbers (e.g. **IV, 4**), indent between the number and heading’s text, three empty lines between the heading and main text. Choose for every new chapter under “Section break types” the function “Odd page.”
2. Headings of contributions: contributors’/s name/s in italics, 14 points; the heading itself: bold, 16 points, no numbering, two empty lines following. Use “Insert” – “Break” – “Section break type” -- “Next page.”
3. Sections headings: bold, 14 points, numbering with Arabic numbers (e.g. **2.**), one empty line between the heading and text; if not starting on a new page: two empty lines between the preceding text and heading.

4. Sub-section headings: after one empty line, in italics, 14 points, no numbering.

In more extensively structured master copies, this format may be varied. Refer to the standard academic style guides, or other scholarly books' format.

3 Some Suggestions on the Style of the References

In *monographs*, footnotes should be numbered consecutively throughout the text. Footnotes will appear on the same page as their corresponding number. The first time any reference is mentioned, give full bibliographic information. When referring later to the same source, use a short form according the examples given below.

In *collected volumes*, the footnote numbering should start anew in every contribution. First, insert section breaks between the contributions. Use, in Word, either: Insert-Break-Section break type “Next page,” or (when starting a new chapter or part): Insert-Break-Section break type “Odd.” You may interpret all your collected volume contributions as separate chapters. In that case, each contribution should start on an uneven page.

Second, adapt footnote numbering to the collected volume format. Use: Insert-Reference-Numbering “Restart each section.” Note that if you forget to insert all section breaks, the program will leave the numbering of footnotes between these contributions continuous.

The references should appear at the bottom of the respective page as text-blocks uniformly separated from the footnote number by an indent (see footnote in this information sheet and other documents for this series).

The full titles of the books, journals and newspapers quoted appear in italics. You do not have to use any of the following abbreviations in your citation: „p.,” „pp.,” „op. cit.,” „loc. cit.,” or „vol.“ You may use „no.“ to indicate that the following number concerns the journal’s issue in that particular year, if no volume number for the journal is available (this should avoid confusion about volume and issue numbers). Otherwise, we would recommend quoting from, for instance, a journal’s volume 11, issue 4 as „11:4.“

The translator must always be noted in this first citation.

Use italics for book- or journal-titles in the footnotes, and for foreign words whether in the main text and notes, but not for titles of foreign journal-articles, book-chapters, or conference/working-papers, and also not in information on foreign publishers when referring to a non-English book.

3.1 Books

1. Marc Bloch, *Feudal Society* (Chicago: University of Chicago Press, 1961), 10-15; Semen Reznik, *Krasnoe i korichnevoe: Kniga o sovet-skom natsizme* (Washington, D.C.: Vyzov, 1991), V-VI. [The latter are Roman page numbers within the foreword of the book which is, in this case, not included in the page numbering of the main text body with Arabic numbers.]

Use the edition you are actually citing. It is only necessary to cite original editions in addition to the ones used if that is important for your text.

If the book, chapter, or article has more than one author, give the *full* names of all the authors. Use the original language of the reference. Titles in languages that do not use a Latin alphabet must be transcribed or quoted in the original language.

2. Boleslaw Szczesniak, ed. and trans., *The Russian Revolution and Religion, 1917-1925* (Notre Dame, Ind.: University of Notre Dame Press, 1959), 175-79.
3. Manfred Weißbecker and Reinhard Kühnl in collaboration with Erika Schwarz, eds., *Rassismus, Faschismus, Antifaschismus: Forschungen und Betrachtungen gewidmet Kurt Pätzold zum 70. Geburtstag* (Köln: PapyRossa, 2000).

OR, if more than three authors/editors:

4. Alexander Dallin et al., eds., *Diversity in International Communism: A Documentary Record, 1967-63* (New York: Columbia University Press, 196), 24-26.

3.2 Chapters in Books

5. Eric J. Hobsbawm, „The Crisis of the Seventeenth Century,“ in Trevor Aston, ed., *Crisis in Europe, 1560-1660* (Garden City, N.Y.: Doubleday, 1969), 6.

OR:

6. G. W. F. Hegel, „The Philosophy of Fine Art,“ trans. F. P. B. Osma-ton, in *Theories on Comedy*, ed. Paul Lauter (Garden City, N.Y.: Doubleday, 1964), 351.

3.2 Reference to a Footnote

7. Robert A. Dahl, *Democracy and Its Critics* (New Haven, Conn.: Yale University Press, 1989), 164 n. 1.

3.3 Articles in Scholarly Periodicals

8. Simon Kuznets, „Economic Growth and Income Inequality,“ *Ameri-can Economic Review* 49 (March 1995): 22-24.

OR, if there is a volume and number, and not month for the issue:

8. Simon Kuznets, „Economic Growth and Income Inequality,“ *American Economic Review* 49:1 (1995): 22-44.
9. Veljko Vujačić, „Gennadiy Zyuganov and the ‚Third Road,‘“ *Post-Soviet Affairs* 12:2 (1994): 118-154.

(Note that here the original transcription in the article's title has to be used, and not „Gennadii Ziuganov“ according to the above transcription rules).

3.4 Newspaper Articles

10. „Head of Soviet Atom Power Plants and Five Others Penalized by Party,“ *New York Times*, 15 August 1986.
Or, if there is a specific author, begin with the name.

3.5 Unpublished Papers

11. Donna Eberwine, „The Bulgarian Presence in Nicaragua.“ (Paper presented at the conference „Eastern Europe's Involvement in Central America,“ Washington, D.C., 11-13 March 1986).

3.6 Primary Sources

If you are using primary archival sources, give the source according to the relevant cataloguing system, and the location of the archive. Newspapers, government documents, and unpublished sources must be identified as completely and precisely as possible. Use a uniform format throughout your references.

3.7 Subsequent Citations

Give last names and brief titles, not op. cit. or loc. cit., should be used. For example:

12. Bloch, *Feudal Society*, 233.

13. Hobsbawm, „Crisis,“ 7.
14. Kuznets, „Economic Growth,“ 23-26, esp. 25.
15. Ibid., 23.

3.8 WWW Sources

16. Ray Johns, „Academic Corruption in Ukraine,“ <http://www.fulbright.kiev.ua/newsletters/06/p04en.html> (as of 12 June 2003).
If necessary, like here, separate long WWW-addresses over two lines with the function “Shift-Return.” This will avoid that the words in your previous line are too far separated from each other.

3.9 Reference to an Idea in a Foreign Book

17. On scholarly concepts of *fashizm* in the post-war Soviet Union and early post-Soviet Russia, see, for instance, Iurii Galaktionov, *Ger-manskii fashizm kak fenomen pervoi poloviny XX veka: Otechest-vennaia istoriografiia 1945-90-kh godov* (Kemerovo: Kemerovskii gosudarstvennyi universitet, 1999).

3.10 Foreign Sources

When citing from a source in non-Latin letters with a Western author, try to find out the correct name of the author in Latin letters. It is frequently the case with Russian periodicals that two numbers for one and the same journal issue – the first referring to the issue’s number in that year and the second referring to the issue’s number since the journal’s foundation. Apply the following format:

18. On *neo-evraziistvo* (neo-Eurasianism), see Marlène Laruelle, „Pereosmyslenie imperii v postsovetskom prostranstve: novaia

evraziiskaia ideologiia," *Vestnik Evrazii - Acta Eurasica* no. 1(8) (2000): 5-18.

19. Alexander Galkin and Yuri Krasin, „Russische Wahlen in den Ruinen sowjetischer Modernisierung: Informationen zum Nachdenken,“ *Das Argument* 36:2(204) (1994): 199-209.

Regarding other issues in your manuscript's style, follow the rules outlined in the *The Chicago Manual of Style*.²

² University of Chicago Press Staff, *The Chicago Manual of Style*.