

# **GUIDELINES FOR CONTRIBUTORS TO**

## ***COLLOQUIA. JOURNAL OF CENTRAL EUROPEAN HISTORY***

■ Manuscripts, all editorial correspondence and books for review should be addressed to the editors, “Babeş-Bolyai” University, Institute of Central European Studies, Str. Kogălniceanu Nr. 1, 400084 Cluj, Romania. E-mail: [isce\\_colloquia@yahoo.com](mailto:isce_colloquia@yahoo.com)

■ Contributors must provide their names and affiliations and e-mail addresses with their papers.

■ Manuscripts should be in English, in the form of e-mail attachments in Windows, preferably in Word format. Please one and a half-space the body of the manuscript, and one-space the footnotes. Footnotes are our preferred referencing system. The reference is given in full at the first mention and in a reduced form thereafter. References must be styled consistently (see below). Ensure all notes are inserted in the text as superscript Arabic numerals using the ‘Insert"Footnote’ option from the menu bar. Please use the same font throughout, e.g. Times New Roman. Articles would normally be maximum 9,000 words in length, including the footnotes.

■ All articles must be accompanied by an abstract of not more than 200 words in length outlining the aims and subject matter. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, references and non-standard or uncommon abbreviations should be avoided.

■ Immediately after the abstract, the authors should provide a maximum of six keywords, avoiding general and plural terms and multiple concepts. These keywords will be used for indexing purposes.

■ Book reviews should contain the name of the author and book reviewed, place of publication, publisher, year of publication, number of pages and illustrations if the case, and ISBN number. Book reviews would normally be maximum 1,000 words in length.

### **REFERENCE STYLE**

We prefer lively prose and creative use of language, and clear phraseology with direct tenses. In general, the journal uses Ashgate style. It is important to note that all titles of books and articles which are not in English, German, French, Italian or Latin must be translated in English immediately after the titles in square brackets.

Quotations are permitted. Must be an exact reproduction of the original in both spelling and punctuation, even if this conflicts with the style of the rest of the article. Use single quotation marks for extracts of less than 50 words that appear within the text. Longer quotes should be set as a separate paragraph and without quotation marks. Notes or editorial comments within extracts should appear in square brackets and any omission should be indicated by three dots, with a space either side.

Detailed style of referencing is as follows:

## A. PUBLISHED SOURCES:

### 1. Books:

#### a) Books with a single author

On first mention of a book with a single author, you should give full details as follows:

- first name and surname of the author, followed by a comma
- title of the book, italicised,
- place of publication, publisher and date of publication in brackets, followed by a comma
- specific page numbers.

#### Examples:

Peter Burke, *The Historical Anthropology of Early Modern Italy: Essays on Perception and Communication* (Cambridge: Cambridge University Press, 1987), pp. 28–59.

Zsigmond Jakó, *Társadalom, egyház, művelődés. Tanulmányok Erdély történelméhez* [Society, Church, Culture. Studies on Transylvanian History] (Budapest: METEM, 1997), pp. 417–431.

Pompiliu Teodor, *Evoluția gândirii istorice românești* [The Evolution of Romanian Historical Thinking] (Cluj: Dacia, 1970), p. 13.

On subsequent mention (unless immediately following the first reference, in which case Ibid. will be used) you should use a short title:

#### Examples:

Burke, *The Historical Anthropology of Early Modern Italy*, pp. 28–59.

Jakó, *Társadalom, egyház, művelődés*, pp. 417–431.

Teodor, *Evoluția gândirii*, p. 13.

#### b) Books with several authors

On first mention of a book with several authors, you should give full details as follows:

- first name and surname of the authors separated with dash, followed by a comma
- title of the book, italicised
- place of publication, publisher and date of publication in brackets, followed by a comma
- specific page numbers.

**Note:** If the number of the authors is more than three, only the name of the first author will be cited followed by *et al.*

**Examples:**

Zsigmond Jakó – Radu Manolescu, *Scrierea latină în evul mediu* [The Latin Writing in the Middle Ages] (București: Editura Științifică, 1971), p. 156.

Mihai Bărbulescu et al., *Istoria României* [The History of Romania] (București: Editura Enciclopedică, 1998), p. 142.

On subsequent mention (unless immediately following the first reference, in which case *Ibid.* will be used) you should use a short title with the names of the authors:

**Examples:**

Jakó – Manolescu, *Scrierea latină în evul mediu*, p. 156.

Bărbulescu et al., *Istoria României*, p. 142.

**c) Books with several volumes:**

On first mention of a book with several volumes, you should give full details as follows:

- first name and surname of the author, followed by a comma
- title of the book, italicised
- the number of the volumes in Arabic numeral, place of publication, publisher and date(s) of publication all within brackets, followed by a comma
- the cited volume number in Arabic numeral, followed by a comma
- specific page numbers.

**Example:**

György Györffy, *Az Árpád-kori Magyarország történeti földrajza* [The Historical Geography of Hungary in the Age of the Árpáds] (4 vols, Budapest: Akadémiai Kiadó, 1963–1998), vol. 3, pp. 35–41.

On subsequent mention (unless immediately following the first reference, in which case *Ibid.* will be used) you should use a short title not forgetting the cited volume number:

**Example:**

Györffy, *Az Árpád-kori Magyarország*, vol. 3, pp. 35–41.

**d) Edited volumes**

On first mention of an edited work, you should give full details as follows:

- name(s) of editor(s) separated with dash, followed by ed.(s) in brackets and comma
- title of work in italics

- place of publication, publisher and date of publication all within brackets, followed by comma
- specific page numbers.

**Examples:**

John Bossy (ed.), *Dispute and Settlements. Law and Human Relations in the West* (Cambridge – London – New York: Cambridge University Press, 1983), pp. 3–4.

Jacques Le Goff – Roger Chartier – Jacques Revel (eds.), *La Nouvelle Histoire* (Paris: Retz – C.E.P.L, 1978), p. 16.

Ionuț Costea et al (eds), *Orașe și orășeni. Városok és városlakók* [Cities and Burghers] (Cluj-Napoca: Argonaut, 2006), p. 26.

On subsequent mention (unless immediately following the first reference, in which case Ibid. will be used) you should use a short title:

**Examples:**

Bossy (ed.), *Dispute and Settlements*, pp. 3–4.

Le Goff – Chartier – Revel (eds.), *La Nouvelle Histoire*, p. 16.

Costea et al (eds), *Orașe și orășeni*, p. 26.

**e) Source publication**

On first mention of a published source, you should give full details as follows:

- title of work in italics, followed by comma
- ed. followed by name of editor
- the number of the volumes in Arabic numeral if is the case, place of publication, publisher and date of publication all within brackets, followed by comma
- the cited volume number in Arabic numeral, followed by a comma
- specific page numbers.

**Examples:**

*A kolozsmonostori konvent jegyzőkönyvei (1289–1556)* [The Records of the Convent of Cluj-Mănăstur], ed. Zsigmond Jakó (2 vols, Budapest: Akadémiai Kiadó, 1990), vol. 1, pp. 63–67.

*Urkundenbuch zur Geschichte der Deutschen in Siebenbürgen*, eds Franz Zimmermann et al. (7 vols, Bucharest: Verlag der Akademie der Republik Rumänien, 1892–1991), vol. 6, p. 84.

On subsequent mention (unless immediately following the first reference, in which case Ibid. will be used) you should use a short title not forgetting the cited volume number:

**Examples:**

*A kolozsmonostori konvent jegyzőkönyvei*, vol. 1, pp. 63–67.

*Urkundenbuch*, vol. 6, p. 84.

#### **f) multimedia books**

Volumes in electronic form should be cited as the printed books mentioning electronic type (CD–ROM, DVD) used.

#### **Examples:**

Pál Engel, *Magyarország világi archantológiája 1301–1457. Középkori Magyar geneológia* [The Secular Archontology of Hungary 1301–1457. Medieval Hungarian Genealogy] *CD–ROM* (Budapest: Arcanum Digitéka, 2001).

## **2. Articles**

#### **a) Articles in edited volumes**

On first mention of an edited volume you should give full details as follows:

- first name and surname of author, followed by comma
- title of article between single inverted commas, with comma following closing inverted comma
- in followed by the name of editor, ed. in brackets and comma
- title of work in italics
- place of publication, publisher and date of publication all within brackets, followed by comma
- first page-last page of article
- specific page numbers.

#### **Examples:**

István György Tóth, ‘The Missionary and the Devil: Ways of Conversion in Catholic Missions in Hungary’, in Eszter Andor – István György Tóth (eds), *Frontiers of Faith. Religious Exchange and the Constitution of Religious Identities 1400–1750* (Budapest: Central European University–European Science Foundation, 2001), pp. 79–88, especially pp. 80–84.

Konrad Gündisch, ‘Sistemul urban medieval din Transilvania. Geneză și dezvoltare’ [The Medieval Urban System from Transylvania. Genesis and Development], in Ionuț Costea et al (eds), *Orașe și orașeni. Városok és városlakók* [Cities and Burghers] (Cluj-Napoca: Argonaut, 2006), pp. 49–64, especially p. 52.

On subsequent mention (unless immediately following the first reference, in which case *Ibid.* will be used) you should use a short title:

#### **Examples:**

Tóth, 'The Missionary and the Devil', p. 86.

Gündisch, 'Sistemul urban medieval din Transilvania', p. 52.

### **b) Articles in journals**

On first mention of an article in journal, you should give full details as follows:

- first name and surname of author, followed by comma
- title of article between single inverted commas, with comma following closing inverted comma
- title of journal in full, and italicised, followed by comma
- the volume number in Arabic, slash, the number of the volume in Arabic, date of publication in brackets followed by colon and the cited pages in Arabic number.

#### **Example:**

Valery Rees, 'Devotional Matters in the Life of Beatrix of Aragon, Queen of Hungary', *Colloquia. Journal of Central European History*, 12/1–2 (2005): 5–22, especially 7–10.

On subsequent mention (unless immediately following the first reference, in which case *Ibid.* will be used) you should use a short title:

#### **Example:**

Rees, 'Devotional Matters', pp. 7–10.

### **In general:**

Avoid using *op. cit.*, *art. cit.* and *idem* in footnotes. *Ibid.* is the only acceptable Latin term.

#### **For example:**

<sup>1</sup> Eamon Duffy, 'The Conservative Voice in the English Reformation', in Simon Ditchfield (ed.), *Christianity and Community in the West: Essays For John Bossy* (Aldershot: Ashgate, 2001), pp. 87–105.

<sup>2</sup> *Ibid.*, p. 88.

## **B. UNPUBLISHED DISSERTATIONS AND THESES:**

On first mention of unpublished dissertations and theses, you should give details as follows:

- first name and surname of author, followed by comma
- title of unpublished dissertation or thesis italicised, followed by full stop
- type of dissertation or thesis, followed by comma, Manuscript, name of department and institution where defense had been, followed by full stop
- the city and the year of defense.

#### **Example:**

Annamária Kovács, *Court, Fashion and Representation: The Hungarian Illuminated Chronicle Revisited*. PhD Dissertation, Manuscript, Department of Medieval Studies, Central European University. Budapest, 2001.

On subsequent reference this will become:

**Example:**

Kovács, *Court, Fashion and Representation*: Chap. 3.

## **C. PRIMARY SOURCE CITATIONS:**

### **1. Archival references:**

Primary source citations must include the archival location, including the town and, if necessary, the country where an archive is located, at first use. Each major series within an archive should have a separate abbreviation. Use f. for folios, p. for page numbers (of manuscripts only), r. and v. for recto and verso. For official sources mention department, branch, file number, year and month in this order. In case materials are in a private collection, the name and location of the collection should be mentioned. In case recorded oral materials stored in audio archives are being used, the location of the recordings should be specified. In other cases, the name and location of the oral informant should be clearly stated if possible.

**Examples:**

Budapest, Magyar Országos Levéltár [Hungarian National Archives], D no. 185.328/1860, f. 1r.

Vienna, Österreichisches Staatsarchiv, Haus-, Hof- und Staatsarchiv, Informationsbüro, BM no. 7274/1860, f. 2v.

Paris, Archives Nationales, P1354, no. 800, f. 1r.

### **2. Manuscripts in libraries:**

Manuscript citations must include the location, and then the name of the library.

**Example:**

Rome, Biblioteca Apostolica Vaticana, MS Chigi E. VI. 182, perg. 40.

## **D. ILLUSTRATIONS:**

Figures and tables should be presented on separate sheets at the end of the article, in either TIFF or JPEG format, with their position within the text clearly indicated on the page where they are introduced. Images should be provided in grayscale and at a minimum of 300 dpi. Illustrations should be supplied with captions and numbered consecutively: for example, Figure 1, Figure 2, Figure 3, and so on. Distinguish between figures (diagrams) and tables

(statistical material) and number them in separate sequences, i.e., Figure 1, and Table 8. Include a mention of each figure or table in the text itself (for example ‘as shown in Figure 2’). Artworks should be of sufficient quality to be reproduced in the journal. If they are larger than the print area of the journal, please ensure that all details and text in the artworks are sufficiently large so that they remain legible when reduced to the actual size of the journal. Photographs should be black and white prints. Please obtain permission to reproduce any figures or photographs that are not your own copyright.

## **E. INTERNET CITATIONS:**

### **Example:**

The Sentencing Project. 2006. “New Incarceration Figures: Growth in Population Continues,” December.  
(<http://www.sentencingproject.org/PublicationDetails.aspx?PublicationID=430>),  
accessed on 4 January, 2007.

## **Useful abbreviations and contractions:**

- vol., vols followed by a space before the number
- p., pp. followed by a space before the number
- ed. eds for editor/s
- f., fs for folio/s followed by a space before the number
- lower case (vol. 1, not Vol. 1, or vice versa)
- spaces after characters (vol. 1, p. 1)
- no spaces between initials (A.N. Author)
- use of ‘pp. x’ for book references but ‘: x’ for journal references.