

Submission Guidelines

Contributions to the journal should be sent to: <East Central Europe> Pasts, Inc., History Department, Central European University, Nador utca 11, Budapest V, Hungary 1051. Email: ECE@CEU.HU

Manuscripts should be written in English, French or German. The text must be grammatically correct and in good literary style. Submitted manuscripts should be double-spaced (including footnotes, which should appear at the bottom of the page). The file name should include the author's name and an abbreviated title.

The text should be sent to the Editor-in-Chief by email, or on CD. Submissions must include an abstract or summary of the article in not more than 250 words. The abstract should appear after the author's name and affiliation on the first article page. Four to eight keywords should be provided and placed below the abstract.

Articles should consist of 7500-10000 words (book reviews: 1000-2000 words, review essays 2500-4000 words). Articles should be complete, including all necessary footnotes, bibliographical references, tables, et cetera. Articles should be original work and may not have been published previously. Simultaneous submission of identical work to other journals is not acceptable.

Authors of accepted articles receive proofs for proofreading. These must be returned promptly within the period requested, and the publisher reserves the right to charge authors for changes to proofs other than corrections of compositor's errors. The page proofs are read by the editor.

Style Considerations

1. Spelling and transliteration

Either American spelling or British spelling is acceptable; for non-native speakers we recommend the former. American and British spellings should not be mixed. See also the note on punctuation in quotations (section 2 below). Where both -ise and -ize spellings are possible, the latter should be used, e.g. in "standardize", "italicize", "realize"; but note that exercise, circumsise, compromise and many other words must be spelled with -ise. For transliteration from Cyrillic, use the Library of Congress romanization table: WWW.LOC.GOV/CATDIR/CPSO/ROMAN.HTML

2. Quotations

Quotations of more than four lines shall be set as indented text in smaller type and line spacing, should not be preceded and followed by quotation marks, and they should be single-spaced. British and American styles are both acceptable: British style uses single quotation marks for the first level of quotation and double quotation marks for quotations within quotations. American style uses double quotation marks for the first level of quotation and single quotation marks for quotations within quotations. Note that in British-style quotations, punctuation appears outside the quotation marks, unless an entire sentence is being cited; in American-style quotations, punctuation appears within the quotation marks.

3. Footnotes

Notes will be typeset as footnotes rather than endnotes. They should be numbered consecutively, double-spaced, and in the same font size as the main text. A note number may be used only once: sub-numbering of notes (e.g. note 30a) is not acceptable.

4. Non-Roman Scripts and Non-English Accents

Use of Cyrillic and Greek quotations is allowed. In non-English texts, diacritical marks should be used as appropriate (e.g. in German, umlauts should always be used where required, rather than spelling

with an extra 'e'; however, the Ringel-ß may be rendered by "ss"). Capitalized letters in French should not be accented.

5. *Inclusive Language*

Gender-inclusive language should be used; e.g. "the reader" must generally be referred to as "he or she" or "she or he" (not "he/she" or "she/he"); "humanity," "people", etc. should be used rather than "man" as a generic term.

6. *Subheadings* should be flushed left, in boldface, and unnumbered.

7. *Bibliographic References in Text and Notes*

Use the following system, in combination with a separate bibliography. Examples:

- References in text: (von Rad 1975: 57), (Reploh 1969; Rohrbaugh 1987: 103–19), (Dewey 1989: 1 n. 2).

- The appended, separate bibliography should use the following style:

Books

- 1 author: Brown, J. G. *History of Florida*. Syracuse, N.Y.: Houghton Mifflin Company, 1945.
 2 authors: Frydman, R. and A. Rapaczynski. *Privatization in Eastern Europe: Is The State Withering Away?* Budapest: Central European University Press, 1994.
 1 editor: Dixon, Marlene, ed. *Nicaragua under Siege*. San Francisco: Synthesis Publications, 1985.
 2 editors: Dixon, Marlene and John Lennon, eds. *Nicaragua under Siege*. San Francisco: Synthesis Publications, 1985.

Articles

Sheehan, Jonathan. "Enlightenment, Religion, and the Enigma of Secularization: A Review Essay." *The American Historical Review*, 108 (2003) 4, 1061-1080. [vol (year) issue, article pages]

8. *Tables and illustrations*

Tables must be numbered and accompanied by a caption. (e.g. Table 3, Agricultural Production 1935-45). Where necessary, include source and/or credit.

Illustrations and photos should be submitted in TIFF or JPG format, scaled at 100%, resolution at least 300 dpi (600 dpi is preferred). Number the files and clearly mark the spot where the photo should be inserted ("insert ill. 2"). Provide the captions at the very end of the article. Obtaining the copyright for the illustration, if relevant, is solely the responsibility of the author. Photocopies or scans from books are not acceptable, since they will reproduce very poorly. For art images, captions should include the artist's name (if relevant/known), title and/or description of the artwork, year of the artwork, year or time period (if known), medium, size, and archival location.

Electronic Submission

1. In any word processor: save and send the file in RTF format or Word DOC format. Use a unicode font, preferably Gentium Unicode (free download from <http://www.brill.nl/uploadedFiles/Gentium.zip>) . If you need to use other fonts, always send them along with the text file.
2. Formatting: keep this to an absolute minimum. Use italics only in your files to format the text which has to be typeset as italics. Indent paragraphs with a single tab.
