

## Guide for Contributors

**THE SLAVONIC AND EAST EUROPEAN REVIEW** receives a large number of manuscripts for consideration. Before the Editorial Board can make a decision on whether to publish, all material is reviewed by several specialist referees — the anonymity of all parties being strictly maintained. We try to keep the reviewing and publishing process running as swiftly and smoothly as possible, but it helps us a great deal if manuscripts are clearly presented and submitted in our house style. When submitting material for publication, please read and adhere to the following advice as closely as possible.

### Conditions

Material submitted to *SEER* must be original and not published, accepted for or under consideration for publication elsewhere. Permission to publish any and all copyright material must be already obtained by the author. The Editors' decisions are final.

Contributions are invited on all subjects related to the field of Slavonic and East European studies. The length of articles should normally be between 8,000 and 12,000 words, although contributions which fall outside this range may also be considered; other contributions (marginalia, obituaries and so on) should aim at a corresponding and proportionate brevity. Typescripts — in particular final versions accepted for publication — must be in the final state intended and in good English. You will be sent a proof version for checking, but corrections at this stage are prohibitively expensive and we will allow only essential emendations.

### Presentation of manuscripts

Manuscripts must be clearly typed on one side of the paper only, *double-spaced* with ample margins. Number pages consecutively. Footnotes must appear separately at the *end* of manuscripts, not on the same page as the note reference. Please use *underlining* to indicate italics. If your manuscript is accepted for publication you will be expected to provide an electronic version as well as the hard copy. Contributors unused to writing in English are strongly urged to have their material checked by a native English-speaker before submitting it to *SEER*.

## House Style

*SEER* adheres to a strict house style. Please follow it closely when submitting manuscripts. We take a great deal of care in preparing material for publication in *SEER*. All material undergoes a lengthy and thorough editing process, involving three proof stages and the attention of more than half a dozen specialist academics and editors. If your article is accepted for publication, we will ask you to help us by correcting any errors of style when sending your electronic version. Our style is based largely on the *MHRA Style Guide Second Edition* (Modern Humanities Research Association, 2008, [www.style.mhra.org.uk](http://www.style.mhra.org.uk)) and on the *New Oxford Dictionary for Writers and Editors* (OUP, 2005) and *New Hart's Rules*

(OUP, 2005). These will provide guidance on areas not covered in these notes. Please follow the main points below:

### Footnotes

References should be cited in footnotes. Please do *not* use the Harvard system of author and date, and do *not* append a bibliography: any ‘further reading’ to which you wish to draw readers’ attention should be mentioned in the text or footnotes at the relevant point, and work you cite directly is mentioned in footnotes in any case, so there will be no need for a bibliography. Use the following styles for references, paying close attention to punctuation:

#### *Books:*

Give: author/editor, title, edition number if relevant, no. of volumes if relevant, *place(s)* of publication (not publisher), year(s), volume number if relevant, page reference. For multi-volume works you *must* give the number of vols and their inclusive dates of publication, and cite the relevant volume (in Arabic numerals) and page reference. This is particularly important in the case of, for example, Complete or Collected Works, of which there may be several editions in existence. For editions of other writers’ work, please give the original author unless this is part of the title. After the title, please also give the editor, translator and so on. For places of publication in the USA, give also the two-letter postal abbreviation of the state (unless published in the city of New York).

A. McConnell, Tsar Alexander I, Paternalistic Reformer, New York, 1970, p. 27.

The Works of Thomas Nashe, ed. R. B. McKerrow, 2nd edn, rev. F. P. Wilson, 5 vols, Oxford, 1958–63, 3, p. 129.

Jane C. Sugarman, Engendering Song: Singing and Subjectivity at Prespa Albanian Weddings, Chicago, IL, and London, 1997, p. 108.

#### *Articles/chapters in books:*

For a chapter in a monograph, give: author, ‘chapter title’ in author’s surname, book title, place of publication, date, page span of chapter (specific page reference).

For a chapter in a multi-authored volume, give: author, ‘chapter title’ in editor, book title, place of publication, date, page span of chapter (specific page reference).

Pierre Hassner, ‘The Nation-State in the Nuclear Age’, in Hassner, Violence and Peace: From the Atomic Bomb to Ethnic Cleansing, trans. Jane Brenton, Budapest, London and New York, 1997, pp. 73–98 (p. 76).

Sheelagh Graham, ‘The Art of Suggesting More: Akhmatova and the Diaphoric Manner’, in Rosalind Marsh (ed.), Women and Russian Culture: Projections and Self-Perception, Oxford and New York, 1998, pp. 124–33 (p. 128).

#### *Articles in journals/periodicals:*

Give: author, ‘article title’, journal title, volume number, year, issue number if relevant, page span (specific page reference). For periodicals give periodical title and date (give place of publication only where confusion may arise). Note that we use a comma after the article title and no ‘in’, as opposed to the style for articles in books, above.

Nicole Christian, ‘Manifestations of the Eccentric in the Works of Vasilii Shukshin’, Slavonic and East European Review, 75, 1997, 2, pp. 201–15 (p. 207).

David Rieff, 'The Agency that Has Had a Bad War', Guardian (London), 10 June 1999, p. 19.

Note that only the London newspaper The Times has a definite article: otherwise New York Times, Daily Telegraph.

*Theses otherwise unpublished:*  
Follow this style:

Robert J. Fusillo, 'The Staging of Battle Scenes on the Shakespearean Stage', unpublished PhD dissertation, University of Birmingham, 1966, p. 33.

*Archival sources:*

Give details of location and archive, followed by title in single quotation marks or details of document. Note use of abbreviations used in reference to Russian archives, and see also 'Repeated references' below for abbreviating archive names.

London, Public Record Office, Foreign Office, FO 371, 43989, R20647, Minute by Pink, 25 December 1944.  
Gosudarstvennyi Arkhiv Rossiiskoi Federatsii, f. 1318, op. 1, d. 1, l. 1.

*Online sources:*

References to online publications should follow this sequence: author's name, title of item, title of complete work/resource, publication details (vol., issue, date), full address of the resource in angle brackets, date at which the resource was consulted (in square brackets), location of passage cited (in parenthesis):

Steve Sohmer, 'The Lunar Calendar of Shakespeare's King Lear', Early Modern Literary Studies, 5, 1999, 2 <<http://purl.oclc.org/emls/05-2/sohmlear.htm>. [accessed 28 January 2000] (para. 3 of 17).

For complete texts, or chapters from complete texts published online with original pagination, the full reference should be given before the online source. For example:

Davis McCombs, 'Star Chamber', in Ultima Thule, New Haven, CT, 2000, p. 4, in Database of Twentieth-Century American Poetry in Literature Online <<http://lion.chadwyck.co.uk>> [accessed 20 September 2000].

### **Repeated references**

Please give full reference as above for the first mention. You may use abbreviations for standard reference works (OED, PSZ). You may use *ibid.* (note full stop, not italic) for a repeated reference which immediately follows a reference to the same work, but *do not use op. cit.* For clarity in repeated references, *use a shortened form of the title or the author's name* or both, whichever is clearer.

*Books:* 1st reference: A. McConnell, Tsar Alexander I, Paternalistic Reformer, New York, 1970 (hereafter, Tsar Alexander I), p. 27.  
Repeated reference: Tsar Alexander I, p. 25; or, McConnell, Tsar Alexander I, p. 25.

*Chapter in book:* 1st reference: Sheelagh Graham, ‘The Art of Suggesting More: Akhmatova and the Diaphoric Manner’ (hereafter, ‘The Art of Suggesting More’) in Rosalind Marsh (ed.), Women and Russian Culture: Projections and Self-Perception, Oxford and New York, 1998, pp. 124–33 (p. 128).  
Repeated reference: ‘The Art of Suggesting More’, p. 130.

*Article in journal:* 1st reference: Nicole Christian, ‘Manifestations of the Eccentric in the Works of Vasilii Shukshin’ (hereafter, ‘Manifestations’), Slavonic and East European Review, 75, 1997, 2, pp. 201–15 (p. 207).  
Repeated reference: Christian, ‘Manifestations’, p. 210.

*Archival reference:* 1st reference: Gosudarstvennyi Arkhiv Rossiiskoi Federatsii (hereafter, GARF), f. 1318, op. 1, d. 1, l. 1.  
Repeated reference: GARF, f. 1318, op. 1, d. 1, ll. 78–79.

If, in an article with a large number of footnotes, a reference is not repeated until some time after its first mention, it may occasionally help the reader if you refer back to the original note, for example:

Christian, ‘Manifestations’ (see note 7 above), p. 210.

### **Non-English Titles**

Titles of non-English periodicals should be underlined and transliterated. There is no need to give a translation of the title, for example, Pravda, Nash sovremennik, Russkaia mysl’.

Titles of literary and other works discussed should be given in the original, underlined and transliterated, and a translation of the title and the date of original publication should appear in parentheses, for example, ‘In Dostoevskii’s Prestuplenie i nakazanie (Crime and Punishment, 1866), we find that...’. Thereafter you may use either the original or translated title Ñ but be consistent (and adopt the same style for all works thus cited: don’t discuss Crime and Punishment in one paragraph and then go on to talk of Brat’ia Karamazovy).

### **Capitalization**

This is a thorny area, and one that tends to evolve. In general initial capitals should be used with restraint. Please refer to the following for guidance, and if in doubt use lower case.

#### *General:*

Use capitals for the names of people, places, nationalities, days of the week, months (but not seasons), wars (use ‘the First/Second World War’ rather than ‘World War I/II’), treaties (the Treaty of Rome), institutions and organizations, unique events (the October Revolution), empires (the British Empire) and parts of books and so on when referred to specifically (Chapter 2, Part IV, Figure 8, Act 3). Do not capitalize adjectival forms (tsarist Russia, imperial Rome), but note that Communism and its derivatives are always capitalized: ‘post-Communist’ and so on. Points of the compass are not capitalized unless they are abbreviations (N., NE.) or denote specific geographical areas (the North [of England]) or political concepts (the West). Note that adjectival forms are capitalized only if they are part of an official name (‘Northern Ireland’ but ‘northern England’) or a political concept

(‘Western Europe’ and, in certain cases, ‘South-Eastern Europe’ but ‘northern Russia’ and ‘south-western France’).

#### *In titles of works:*

English titles and English works with non-English titles (for example, Apologia pro Vita Sua) capitalize all principal words. German titles capitalize all nouns. French titles capitalize the first word and proper nouns, but if the first word is ‘the’, then the first noun and any intervening adjective are also capitalized, for example, Histoire de la peinture en Italie, Un début dans la vie, but Les Grands Cimetières sous la lune. Other languages normally capitalize the first word and proper nouns and the first word of the names of institutions, for example, Izvestiia Akademii nauk.

#### *Titles and ranks:*

Titles and ranks preceding names are capitalized (for example, Tsar Nicholas II, President El'tsin), and also if a specific individual is meant (for example, ‘in 1914 the Tsar...’, ‘the Interior Minister and the Consul discussed...’). Otherwise use lower case (nineteenth-century tsars, early English kings, most Roman emperors).

### **Spelling**

Use British, not American, spelling. However, we use ‘-ize’ rather than ‘-ise’ where variant spellings exist. Note, however, that the following words and their variants are always spelled -ise: advertise, advise, analyse, arise, chastise, comprise, compromise, demise, despise, devise, disguise, enterprise, excise, exercise, franchise, improvise, incise, merchandise, supervise, surmise, surprise, televise.

### **Quotations**

Use *single* quotation marks, and double for quotations within quotations: The press attaché reported that ‘Gorbachev simply replied “Enough!”’. Note that punctuation falls *outside* the quotation marks unless the quotation is a complete sentence or ends with a complete sentence (as in the example).

*Always* give sources (including page reference) of quotations.

When omitting words from quotations, you should indicate this by means of three full stops within brackets: [...]. Ellipses without brackets may imply that the full stops appear in the original. Please retain the original punctuation where possible, and try to make clear where sentences end (by placing full stops either before or after the brackets). If you omit the beginning of a sentence, capitalize the first word following the ellipsis. For example:

[Complete text of original] Fred was a prince among men in Asia. Even after the disaster in Bukhara, he still had many followers who worshipped him.

*Example 1:* ‘Fred was a prince among men [...]. Even after the disaster [...], he still had many followers’. (Note no need for ellipsis at end as punctuation makes clear the sentence is not complete.)

*Example 2:* ‘Fred [...] had many followers who worshipped him.’

*Example 3:* ‘Fred was a prince among men in Asia. [...] He still had many followers’.

Verse quotations should be given in the original language. Prose quotations should be given in English translation unless they are being used to make a linguistic or stylistic point. All quotations in a language other than English or French should be accompanied by a translation: it is usually preferable to provide a translation in the body of the text rather than in a footnote.

Quotations longer than four or five lines should be set indented rather than run on in the text. Indented quotations do not need quotation marks.

To cut down on the number of footnotes, if you are quoting repeatedly from one work or one author it is acceptable to give page references within the text after the first reference (which should appear in a footnote and give full bibliographical details: then cite short title and make clear that further references will be given in the text).

### **Non-English Words**

Underline non-English words unless they are in common English usage (for example, elite, genre). The abbreviations *ibid.* and *et al.* (note full stop) are *not* underlined.

Words in Cyrillic, Greek, Arabic, Hebrew and so on should be underlined and transliterated (unless you are quoting a passage, in which case it is best not to transliterate).

Capitals in all languages retain their accents, apart from the French word à, which loses its accent when capitalized.

Names of institutions and organizations are not underlined, for example, Rathaus, Sejm, Duma, Telegrafnoe Agentstvo Sovetskogo Soiuza.

In linguistics articles, specimen words are underlined and followed by their translations in *single* quotation marks, for example, izba, 'hut'. See also 'Transliteration' below.

### **Place-Names and Personal Names**

Use standard English forms for place-names if they exist in current usage (Munich, Belgrade, Kiev and so on).

For personal names, give full name on first mention, together with rank or title if appropriate. Use standard English forms, if such exist, of foreign names of historical monarchs, for example, Ivan the Terrible, Catherine the Great, Ferdinand and Isabella. Otherwise transliterate, but *do not* mix systems within the same name (for example, not Alexis Mikhailovich).

Names transliterated from Cyrillic *must* be in the house style transliteration, for example, El'tsin not Yeltsin, Lev Tolstoi not Leo Tolstoy, Trotskii not Trotsky, Chaikovskii not Tchaikovsky, Iosif (or I. V.) Stalin not Joseph Stalin.

Names ending in -s, -z or -x have possessives in -'s unless they are from Classical Antiquity, for example, Marx's, Camus's, but Achilles' not Achilles's.

### **Numerals**

*Spell out* numerals from one to ninety-nine, and use figures for 100 and above (but keep 'hundred', 'thousand', 'million' and 'billion' as words if they appear as whole numbers, for example, 'a thousand years ago').

Use figures in percentages: 26 per cent.

Inclusive numerals give the last *two* digits, for example, 15–17, 123–25, 401–04.

Use commas in numerals containing more than three digits to distinguish them from years: 1,914.

### **Dates**

Use the style 9 June 1999. Add (OS) if Old Style. Note also ‘55 BC’ but ‘AD 1453’.

### **Abbreviations**

Use a full stop only if the last letter is not the last letter of the word, for example ‘Dr’, ‘St’, ‘vols’, *but* ‘Co.’, ‘p.’, ‘vol.’. Note also ‘no.’ *and* ‘nos.’ (both have stops).

Do not use stops in the names of institutions, countries, books, journals, academic degrees and so on. For example, USA, CIS, USSR, UN, BBC, SEER, OED, PhD.

Use ‘for example’ rather than e.g., ‘and so on’ rather than etc. and ‘that is’ rather than ‘i.e.’.

### **Punctuation**

Do *not* hyphenate your document automatically using a wordprocessor: once typeset, your article will have different line-breaks but the hyphens will remain.

Use a *single* blank space after full stops at the end of sentences (not double).

Do *not* insert extra blank lines between paragraphs: use a tab mark to indent the first line of the paragraph.

Use *two hyphens* surrounded by spaces to indicate em-dashes (—) -- thus.

In lists, do *not* insert a comma before the final ‘and’ (‘German, Italian, French and Spanish libraries’).

Place punctuation *outside* quotation marks (the ‘tiger economies’, for many years deemed...).

It is usually preferable to place footnote reference marks at the end of sentences rather than in the middle, but in any case footnote reference marks must appear *immediately after* punctuation marks (commas, parentheses, full stops and so on), except for dashes: ...as we see in ‘The Twelve’, [footnote mark] Blok viewed the Revolution... *but* in Notes from the House of the Dead [footnote mark] -- as in the later work -- Dostoevskii...

Full stops come *after* parentheses unless the entire sentence is in parentheses.

### **Transliteration**

All Cyrillic must be transliterated, except in linguistics articles, or in quoted passages of prose or poetry where a particular point of style is being made. All quotations must be accompanied by an English translation immediately following, in inverted commas and in

parenthesis within the commentary, or as indented text beneath a passage of indented quotation (see also, **Quotations**).

When transliterating Cyrillic, *SEER* uses the modified Library of Congress system of transliteration without diacritics for general use (see Table A below).

For linguistics articles, use the system in Table B.

When transliterating measures from Russian, use the nominative form rather than the genitive, regardless of what Russian usage dictates. For example, десять десятин = ten desiatiny; десять вёрст = ten versty.

TABLE A  
Modified Library of Congress Transliteration

Cyrillic	Transliteration	Cyrillic	Transliteration
А а	A a	О о	O o
Б б	B b	П п	P p
В в	V v	Р р	R r
Г г	G g	С с	S s
In Ukrainian and Belarusian	H h	Т т	T t
Г г	G g	Ѡ ѡ	Č č
Ґ ґ	Ǧ ǧ	У у	U u
Д д	D d	Ѹ ѹ	Ŭ ŭ
Ђ ђ	Đ đ	Ф ф	F f
Е е	E e	Х х	Kh kh
Є є	Ie ie	In Serbo-Croat and Macedonian	H h
Ё ё	E e	Ц ц	Ts ts
In Belarusian	Io io	In Serbo-Croat and Macedonian	C c
Ж ж	Zh zh	Ч ч	Ch ch
In Serbo-Croat	Ž ž	In Serbo-Croat and Macedonian	Č č
Ж ж	J j	Ш ш	Sh sh
З з	Z z	In Serbo-Croat and Macedonian	Š š
С с	Dz dz	Щ щ	Shch shch
И и	I i	In Bulgarian	Sht sht
In Ukrainian	Y y	Ъ ъ	'' ''*
І і	Ĭ ĭ	In Bulgarian	Ǻ ǻ*
In Ukrainian and Belarusian	I i	Ы ы	Y y
І і	Ĭ ĭ	Ь ь	' '
Й й	I i	Ѣ ѣ	Ie ie
Ј ј	J j	Э э	E e
К к	K k	Ю ю	Iu iu
Ќ ќ	Ǧ ǧ	Я я	Ia ia
Л л	L l	Ѧ ѧ	Ŭ ŭ
Љ љ	Lj lj	Ѣ ѣ	Iŭ iŭ
М м	M m	Ө ө	F f
Н н	n n	Ѵ ѵ	Y y
Њ њ	Nj nj		

\* Transliterated in middle of word.  
Disregarded when final.

