# INSTRUCTION FOR AUTHORS

## Instructions for quotations and text editing

### Basic information:

1. Contributions are submitted in .doc or .docx format;
2. Text size 12 pts, footnotes size 10, font Times New Roman;
3. When writing on your PC, never turn on ‘hyphenation’;
4. always put a space after every punctuation mark;
5. write the surname of authors and editors in capital letters;
6. use a long dash, not a short hyphen between dates and other numerical data, i.e. 1845–1848, not 1845-1848; 5–9 years, not 5-9 years;
7. you must differentiate between 5 % (as a noun) and 5% (as an adjective);
8. In English text, upper quotation marks are always used (“Aehrenthal must show a more conciliatory disposition”). Standard German method („die Besprechungen in Raconnigi“). In French (« selon un conseil allemand »);
9. quotations from sources and literature are written in italics including in footnotes, and in footnotes the title of the work the quotation is from is also in italics;
10. in transcribing names, titles, etc. into other languages, the latest conventions must be observed;
11. the English abbreviation p. is given in Czech as s., in German as S., in French as p., in Spanish as p., and in Russian as c.;
12. Czech ‘an’ (s. 33an) is equivalent to ‘ff’ (S. 33ff). Do not specify in Czech as in German (S. 33f = 33–34; S.33ff = 33an). It’s always better to specify a greater page range precisely (S. 43);
13. every footnote should be considered a sentence, meaning it must end with a full-stop.
14. if a work has more than one place of publication, they should be separated only by a comma.
15. months should be written in words in the text, and in number form in footnotes.

### Bibliography:

A. SKŘIVAN, Císařská politika. Rakousko-Uhersko a Německo v evropské politice 1906–1914, Praha 1996, p. 115.

If this work alone is quoted again in the text, then simply SKŘIVAN, p. 254.

If other works of the author are quoted further in the text then:

SKŘIVAN, Císařská politika, p. 255.

SKŘIVAN, Japonská válka, p. 123.

### Studies, collections, editions and archives:

Since a list of abbreviations is not attached to each study, the full title of the periodical must be stated in its first quotation (hereafter an abbreviation can be used). Similarly, when quoting from archives or sources the first quotation must contain complete information, archival sources are quoted using the European method, from the most general information to the most specific.

##### Examples:

J. REMAK, 1914 – The Third Balkan War. Origins Reconsidered, Journal of Modern History (hereafter JMH), 43, 1972, pp. 353–367.

Bericht Lützows an Goluchowski, 10. 7. 1906, Nr. 49A, Hof-, Haus- und Staatsarchiv (hereafter HHStA), Politisches Archiv (hereafter PA) XI, Kt. 136, Berichte 1906/VII–XII.

Note des britischen Botschafters, 17. 4. 1909, Nr. 1536, Österreich-Ungarns Aussenpolitik von der Bosnichen Krise 1908 bis zum Kriegsausbruch 1914 (hereafter ÖUA). Diplomatische Aktenstücke des österreichisch-ungarischen Ministeriums des Außeren. Ausgewählt von Ludwig BITTNER, Alfred Francis PRIBRAM, Heinrich SRBIK and Hans ÜBERSBERGER, Bd. II, Nr. 1425, p. 295.

### Internet sources:

When quoting from an internet source, you must include the date the website was visited.

##### Example:

http://www.bris.ac.uk/history/customs/datasets (visited 17. 4. 2012).