

## *Journal of Baltic Studies* Style Guide

When submitting an article to *Journal of Baltic Studies*, please ensure that all articles are formatted to conform to the guidelines below. Please do not hesitate to contact the Editorial Office if you are unsure of any style points or if you have any queries.

### **Title page**

- Each manuscript must have a title page that includes the title, authors' names, institution(s) of origin, addresses, telephone/fax numbers and e-mail addresses. A postal address and email address will be published in JBS as part of the article.
- Authors should provide a short biographical note (including e-mail address) of approximately 50 words.

### **Abstract**

- Please include a brief abstract of no more than 100 words.

### **Keywords**

- Please include up to eight key words.

### **Endnotes**

- Endnotes should be used sparingly, and should only be used for citation purposes in the case of non-standard references, such as archival sources, websites, interviews, etc. Otherwise follow the Harvard system of in-text references.
- Endnotes should be numbered sequentially as superscript Arabic numerals in the appropriate positions in the text.
- Endnote numbers should be placed after punctuation.

### **Tables and Figures**

- Tables and figures must be prepared on separate pages and not included as part of the main text.
- Tables and figures should be numbered consecutively by Arabic numerals.
- The approximate position of tables and figures should be indicated in the manuscript.
- Captions should include keys to symbols and should be grouped together.
- All tables must have title legends.
- Please include original source of table/figure if not your own.

- Figures will not normally be redrawn by the publisher and authors are requested to supply professionally drawn copies suitable for printing.
- Artwork should also be sent in electronic form with the article.
- Please note that *Journal of Baltic Studies* cannot print figures in color.

## References

References should use the Harvard system for published works, i.e., author's name, date of publication, and page numbers (if required) in parentheses in the text, e.g., 'Galbreath (2005, pp. 141–2) suggested that ...' and 'recent studies have shown that ... (Aleksashenko 1999, p. 79; Raun 1997; Hinkle 2006, pp. 49–52)'. If reference is made to more than one publication by an author in the same year this should be indicated by lower case letters in alphabetical order immediately after the year of publication, e.g., (Smith 2000a), (Smith 2000b). If there are more than 3 authors use *et al.*, e.g., (Kahk *et al.* 1998). For edited volumes, use (ed.) for single editor; (eds) for joint editors. Double initials should be separated by a space (e.g., J. K.).

- Full details of references should be provided in a section under the heading *References* at the end of the manuscript
- For books, references should give author's last name and initials, date of publication, title of book, place of publication and publisher. If multiple places of publication are cited, use & (e.g., New York & London, Delhi, Basic Books).
- For book chapters, references should give author's last name and initials, date of publication, title of book chapter, book, editor's last name and initials, date of publication, book title, place of publication and publisher, chapter page numbers.
- For articles, references should give author's last name and initials, date of publication, article title, name of journal, volume and issue numbers, article page numbers.
- Titles of journals should be given in full.
- References to works that are themselves of historical significance should have the date of first publication in the text and the list of references, with a supplementary note if page references are made to a later edition.
- Endnotes should be used for references to archival material, interviews/personal correspondence, websites and non-standard reference material.
- English title translations of foreign works should be given in square brackets, in lower case, e.g., *Lietuvos savivalda* [*Lithuanian self-government*].

### *Reference examples*

#### *Books, Monographs*

Tilly, C. (1995) *Repertoires and Cycles of Collective Action* (Durham, NC, Duke University Press).

Aleksashenko, S. V. (1999) *Bitva za rubl'* (Moscow, Alma Mater).

*Edited volumes*

Horvath, T. (ed.) (2000) *Decentralization: Experiments and Reforms* (Budapest, Local Government and Public Service Reform Initiative, OSI Publications).

Bremmer, I. & Taras, R. (eds) (1997) *New States, New Politics. Building the Post-Soviet Nations* (Cambridge, Cambridge University Press).

*Chapters in edited volumes*

Raun, T. (1997) 'Estonia: Independence Redefined,' in Bremmer, I. & Taras, R. (eds) (1997) *New States, New Politics. Building the Post-Soviet Nations* (Cambridge, Cambridge University Press), pp. 21–40.

*Articles in journals with volume numbers (most Western journals)*

Hinkle, M. (2006) 'Latvian-Americans in the Post-Soviet Era: Cultural Factors on Return Migration in Oral History Interviews,' *Journal of Baltic Studies*, 37, 1, pp. 1–33.

*Articles in journals without volume numbers*

Jaskiernia, J. (1994) 'Regulacja prawna procedur parlamentarnych,' *Panstwo i Prawo*, 12, pp. 187–99.

*Newspaper articles*

*Financial Times* (1998) 18 August.

*The Times* (2009) 'Latvian fears lead to bank protection,' 8 October.

Nemtsov, B. (1998) 'Budushchee Rossii,' *Nezavisimaya gazeta*, 17 March.

*Institutional authors*

WHO (2006) *World Health Statistics* (Geneva, World Health Organisation).

*Working papers*

Holm, U. & Joenniemi, P. (2001) *North South and the Figure of Europe: Changing Relationships*, Working Paper 11 (Copenhagen, Copenhagen Peace Research Institute).

*Work of historical significance*

Smith, A. (1776) *The Wealth of Nations* (reference is to the 1974 edition, Harmondsworth, Penguin)

*Conference proceedings*

Skutnabb-Kangas, T. (1992) 'Linguistic Human Rights in Education,' in *Language Policy in the Baltic States. Riga, December 17–19 1992* (Riga, Garā pupa).

*Conference papers*

Joenniemi, P. (2008) 'The EU is Not What it Used To Be: Once a "Peace Project", and Now a "Force for Good",' Paper presented at BRIT IX conference, Victoria, Canada, 12–15 January.

*Unpublished manuscripts*

Rudi, E., Magi, M., Link, E.-G. & Maimets, A. (2000) 'Eesti roheliste kadumine poliitiliselt maastikult,' Department of Political Science, University of Tartu, unpublished manuscript.

#### *Dissertations*

Richardson, M. (2003) 'The Metamorphosis of the Lithuanian Wayside Shrine 1850–1990,' unpublished PhD dissertation (Boston, Boston University).

#### *Websites*

Ministry of Foreign Affairs of the Republic of Latvia. *Relations between Latvia and Japan*, 12 December 2003, available at: <http://www.am.gov.lv/en/policy/bilateral-relations/4542/Japan>, accessed 25 January 2005.

Jarlik, R. (2004) 'Balti vabaduse tee,' *Maaleht*, available at: <http://www.maaleht.ee/?page=Arvuti&grupp=artikkel&artikkel=1686>, accessed 26 March 2008.

### **Style conventions**

Please take note of the following conventions adopted by *Journal of Baltic Studies* when preparing your manuscript.

- All non-English words should be in italic script, and along with all non-English names, they should be spelled with accents and diacritical marks included. Languages native to the Baltic region shall be rendered in the full orthographic shape, including diacritics and special letters.
- Use italics for titles of books, plays, journals, transliterated matter.
- All numbers greater than 10 should be expressed in numerical form rather than in words.
- Please use symbols for %, \$, € and £.
- Where interviews or personal correspondence is mentioned, authors should provide name of interviewee (or anonymous), date of interview/correspondence and location of interview.
- Where websites or online sources are cited, authors should provide as many details as possible, including URL, information on authorship, year of publication, title of document/report and date accessed.
- *Journal of Baltic Studies* uses US English.
- Quoted matter up to 50 words or so maybe included in the main text using single quotes (double quotes within quotes). Displayed quotes of more than 50 words are indented from the text and do not require quotes.
- An ellipsis ( ... ) within continuous text is usually indicated by three points, a fourth should be added at the end if the ellipsis finishes a sentence.
- The expressions *in litt.*, *op. cit.* and *ibid.* should be avoided wherever possible, though these expressions may be appropriate where large numbers of non-standard references are used in endnotes, for example, archival sources, websites, etc.
- Minimal hyphenation is preferred.
- Abbreviations should be given in full at first mention, followed by the abbreviation in brackets.

- For number sequences, use the format 127–38 (for increments of more than 10), 137–8 (for less than 10), 296–301, 1114–281, etc.
- North Atlantic, northern Atlantic, the West, western Europe.

### **Copyright**

The author is responsible for obtaining permission in writing to quote copyrighted material (including figures and tables) and must pay all fees for the use of such material before submitting the manuscript for consideration.

### **Acceptance**

Following notice of acceptance, the author will be asked to incorporate recommendations for change in a final version to be submitted on diskette or as an e-mail attachment in Microsoft Word.

### **Transliteration of Russian to English**

*Journal of Baltic Studies* uses a system of transliteration from Russian, adapted from the BGN/PCGN system. Please refer to the table below. Exceptions may be made for names of well-known people where a different spelling has become conventional, e.g., Yeltsin, Trotsky.

<b>Russian letter or letter combination</b>	<b>English transliteration</b>
А (а)	A (a)
Б (б)	B (b)
В (в)	V (v)
Г (г)	G (g)
Д (д)	D (d)
Е (е)	E (e)
Ё (ё)	E (e)
Ж (ж)	Zh (zh)
З (з)	Z (z)
И (и)	I (i)
Й (й)	I (i)
К (к)	K (k)
Л (л)	L (l)
М (м)	M (m)
Н (н)	N (n)
О (о)	O (o)

П (п)	P (p)
Р (р)	R (r)
С (с)	S (s)
Т (т)	T (t)
У (у)	U (u)
Ф (ф)	F (f)
Х (х)	Kh (kh)
Ц (ц)	Ts (ts)
Ч (ч)	Ch (ch)
Ш (ш)	Sh (sh)
Щ (щ)	Shch (shch)
ъ (твёрдый знак)	"
Ы (ы)	Y (y)
ь (мягкий знак)	'
Э (э)	E (e)
Ю (ю)	Yu (yu)
Я (я)	Ya (ya)