

Südosteuropa. Journal of Politics and Society

Editorial Guidelines

Please send your manuscript to: suedosteuropa@ios-regensburg.de

The Institute for East and Southeast European Studies reserves the right to **original publication**. At the time of their publication, manuscripts shall neither have been published, nor offered for publication elsewhere. Pre-existing work shall not be reproduced without attribution, whether in whole or in part, whether or not the reproduction is made in the original language or another language, and whether rendered literally or in paraphrase. *Südosteuropa* holds all copyrights on published articles. In addition, please consult our Publication Ethics Statement.

Manuscripts must be written in English. The choice between UK and US style is open and depends on the native tongue of the author(s). Choice will affect vocabulary, idioms, spelling, and punctuation. Non-native speakers' texts will be edited in British style. Consistency in usage is the most important aspect.

As a multidisciplinary journal, *Südosteuropa* publishes articles that meet high academic standards, are written in a sophisticated language, yet avoid jargon and are accessible to readers outside the author's discipline and the generally interested public.

An invitation to contribute an article is an indication of our interest in the topic, but should not be taken as a guarantee that a manuscript will be published. All submissions will be peer-reviewed, and this process will be carried out by the editorial office.

Acceptance for publication depends on positive peer-reviews.

To be accepted for publication, your manuscript should abide by these Editorial Guidelines.

Length of journal contributions

Research articles: Approx. 60,000 characters (including spaces and notes) or about 9,000 words.

Other text genres (in the 'Open Section'): Approx. half the length of a research article (on specific genres, please consult the editors)

Book reviews: Approx 1,000 words, if a monograph is reviewed; collective volumes up to 1,300 words (please see the Guidelines for Book Reviewers)

Use Times New Roman 12 pt font with 1.5 line spacing throughout the manuscript, and Times New Roman 10pt font with a single spacing in footnotes.

Title page

The title page should contain the names of all authors, a concise title, an *abstract* of no more than 150 words, and the author's job position, for example:

Name Surname is an Associate Professor in the Faculty of XXX at the University of YYY.

Body text

Headings within the body text: A-heads (sections) **bold**, Roman; B-heads (subsections) *italicized*, not bold. Not centered, not numbered.

The first paragraph of a text section should not be indented, but all subsequent paragraphs should be indented.

At the end of a manuscript the corresponding author's name, institutional affiliation, postal address, and e-mail address need to be provided.

Figures and tables

Images of any kind (photographs, graphs) should be delivered in a printable format (jpg, tif, xls, png, gif, 300 dpi minimum, in the size they should be printed) and *as separate documents*. Please understand that the journal can print only black-and-white images and graphs. Illustrations must be void of any copyright by a third party. The placement of illustrations depends on the typesetting process, and may vary slightly from what an author indicates.

Tables should be delivered in a separate document. Should the tables be placed at a specific place within the text, please mark the text accordingly. Long tables should be avoided or placed in the appendix.

The journal offers a possibility to publish an online appendix to a research article. Such online appendix may include data sets, additional tables, or large figures/illustrations that belong to a research article but cannot be published in print. The Leibniz-Institute for East and Southeast European Studies provides for the installment of respective stable DOIs for such appendices. Please contact the editors.

References

Secondary sources should be cited in the footnotes. **No list of references or bibliography should be appended to the text.** Numbered notes appear sequentially in the text as superscripts, ideally at the end of a sentence, and following the closing punctuation.

If you cite more than one reference in one note, separate them by a semicolon (;). Do not use addenda like 'see' or colons (:). You may use 'cf.' for 'compare'.

Authored book

First name Last name, Title. Subtitle, City of Publication Year of Publication (Series title, no.), page number(s).

[If several authors, use a forward slash (' / ') between each name, putting spaces on either side of it; for more than three authors use the first author's name and add 'et al.']

Examples:

Maria N. Todorova, *Imagining the Balkans*, Oxford et al. 2009, 23.

Boris Previšić, *Literatur topographiert. Der Balkan und die postjugoslawischen Kriege im Fadenkreuz des Erzählens*, Berlin 2014, 288-290.

Edited book

Example:

Svetlan Lacko Vidulić / Boris Previšić, eds, *Traumata der Transition. Erfahrung und Reflexion des jugoslawischen Zerfalls*, Tübingen 2015.

Chapter in an edited book:

Example:

Mario Grizelj, 'Ego sum qui sum' – deconstructed oder Die Faszination des Bindestrichs, in: Svetlan Lacko Vidulić / Boris Previšić, eds, *Traumata der Transition. Erfahrung und Reflexion des jugoslawischen Zerfalls*, Tübingen 2015, 39-49, 42.

Journal article

Wherever possible, include a DOI (preferred) or a stable URL for citations to journal articles. However, a URL or DOI is not sufficient to stand alone as a reference.

The first note which makes reference to a DOI or URL should be followed by the sentence: 'All internet references were accessed on day month year.' [Example: All internet references were accessed on 25 October 2017.]

Firstname Lastname, Title of Article, *Name of Journal* vol. number, issue number (Year), start page-end page, DOI: XX [or stable URL].

Examples:

Dimitrios Theodossopoulos, Infuriated with the Infuriated? Blaming Tactics and Discontent about the Greek Financial Crisis, *Current Anthropology* 54, no. 2 (April 2013), 200-221, DOI: 10.1086/669855.

Peggy Valcke, A European Risk Barometer for Media Pluralism. Why Assess Damage When You Can Map Risk?, *Journal of Information Policy* 1 (2011), 185-216, <http://www.jstor.org/stable/10.5325/jinfopoli.1.2011.0185>.

Magazine article

A DOI or URL can be included for articles consulted online. Online-only magazines follow the same pattern as print-based magazines, with URLs added that lead to the precise article that is cited:

Author [if applicable], Title of Article, *Name of Magazine*, exact date of publication, DOI: XX [or URL].

Example:

Amazon Best Books 2012 Revealed, *Publishers Weekly*, 13 November 2012, <http://www.publishersweekly.com/pw/by-topic/industry-news/publisher-news/article/54738-amazon-best-books-2012-revealed.html>.

Online sources

Make sure that any cited internet source is accessible at the time of publication of your article, and that URLs lead to the precise source you refer to. Merely naming a domain is not sufficient.

If you cite a website or other source that does not follow the pattern of the documents discussed here, please include in your citation as much as possible of the following, in this order: author; *title*; owner/publisher; date of publication; and URL.

Examples:

Liberali la papion, la ședința Parlamentului, *Realitatea.net*, 28 February 2007, http://www.realitatea.net/liberali-la-papion--la-sedinta-parlamentului_45797.html.

Condemnation du communisme en Roumanie, *roumanie.com*, 18 December 2006, http://www.roumanie.com/Politique-communisme_dictature-communiste_Roumanie-A1773.html.

Daniel Linotte, The Challenges of Transition in Kosovo, *Balkans in Europe Policy Blog*, 9 June 2015, <http://www.suedosteuropa.uni-graz.at/biepag/node/160>.

Council of Europe Parliamentary Assembly, Indicators for Media in a Democracy, Resolution 1636 (2008), Strasbourg 2008, <http://assembly.coe.int/main.asp?Link=/documents/adoptedtext/ta08/eres1636.htm>.

European Council, Commissioner for Human Rights, Media Pluralism and Human Rights, Issue Discussion Paper, Strasbourg, 6 December 2011, <https://wcd.coe.int/ViewDoc.jsp?id=1881589>.

Constitutional Court of Hungary, Decision 37/1992 (VI.10) AB, Budapest, 8 June 1992, <http://public.mkab.hu/dev/dontesek.nsf/0/261126A74CAFE513C1257ADA005277C3?OpenDocument>.

Interviews

Always include the date and place, when quoting interviews. Names may be real names or anonymized names, but always give a first name (or at least initial) and a last name. A third option is to identify a group of interviewees in an introductory paragraph, and then quote from this 'pool' of informants. And a fourth option is to mention only the function of a given informant (e. g. an EU functionary in Brussels, a member of a corporation, etc.).

Archival Sources

If you refer to archival sources, please mention:

Name of Archive, Name of Specific Holdings, no. of box or document, date.

Second and further citations

When a work is cited for the first time in a manuscript, the bibliographic information should be given in full. Subsequent citations should be shortened in an intelligible way, with the due required flexibility. Do keep the 'ed' or 'eds' indication where applicable:

Surname(s), Short title, page.

Examples:

Todorova, *Imagining the Balkans*, 23.

Previšić, *Literatur topographiert*, 288-290.

Lacko Vidulić / Previšić, eds, *Traumata der Transition*.

Theodossopoulos, *Infuriated with the Infuriated?*

Liberali la papion, la ședința Parlamentului.

Linotte, *The Challenges of Transition in Kosovo*.

European Council, Commissioner for Human Rights, *Media Pluralism and Human Rights*.

Note structure and format

In references, use the original language. Titles in languages that do not use a Latin alphabet must be transliterated using the Library of Congress system. In English language titles, all words are to be capitalized except articles, prepositions, abbreviations, and conjunctions such as ‘and’ and ‘or’. In all other languages, titles follow the normal orthographic rules for that language.

Be sure you use all diacritical signs correctly (ä, ö, ő, ü, ú, ë, ç, è, é, ê, ç, č, ć, ń, ř, š, ý, ž, Đ, ł, Ś, ș, Ț, ț, ă, â, î, ũ etc.).

Main titles and subtitles should be separated by a full point (.), and not by a colon (:).

Give page ranges in full. Do not use the abbreviation ‘p.’ or ‘pp.’ when giving page ranges. Use hyphens between page range numbers, and not en-dashes. [Example: ‘126-127’, NOT ‘pp.126–27’ or ‘126f.’].

You need a page number or other locator if you are quoting a precise part of a large work, but you can skip it if the reference is to the work as a whole. Edition numbers are not required if you are referring to a first edition. They are required for all subsequent editions (2nd ed.; 3rd ed.; 2nd updated ed.).

Place name specifications should be capitalized and separated from the place name by a forward slash [Examples: Frankfurt/M., Usti/L., Marburg/L., Berkeley/CA, Chicago/IL, Washington/DC].

Always give the original names of institutions, including political parties, in parentheses following the English translation [Examples: the Social Democratic Party (*Partidul Social Democrat*, PSD) in Romania; Poland’s Law and Justice Party (*Prawo i Sprawiedliwość*, PiS)]

Titles of office should be in lower case [Example: prime minister].

Percentages: Use %.

Do NOT use idem, eadem, ibid., f., or ff.

Omissions or explicatory addenda within quotations should be placed in [square] brackets. Addenda should end with your initials [like this, S.R.]. Omissions within a quotation are indicated by an ellipsis (three points) in square parentheses [...].

Additional style elements

Element	Description	Examples														
Serial comma	In a list of three or more items, insert a comma before the ‘and’ or ‘or’.	red, white, and blue feminine, masculine, or neuter														
	Note that no comma is used for two items in a list.	convex and concave														
-ize and -yse endings	British style also takes -ize, -ization, -izing endings; however, a ‘z’ may not be substituted for ‘s’ in words ending -yse. US style always chooses -ize, -ization, -izing endings as well as -yze endings. British style is preferred, but consistency is most important.	<table border="1"> <thead> <tr> <th>British style</th> <th>US style</th> </tr> </thead> <tbody> <tr> <td>materialize</td> <td>materialize</td> </tr> <tr> <td>analyse</td> <td>analyze</td> </tr> <tr> <td>paralyse</td> <td>paralyze</td> </tr> <tr> <td>labour</td> <td>labor</td> </tr> <tr> <td>honour</td> <td>honor</td> </tr> <tr> <td>endeavour</td> <td>endeavor</td> </tr> </tbody> </table>	British style	US style	materialize	materialize	analyse	analyze	paralyse	paralyze	labour	labor	honour	honor	endeavour	endeavor
British style	US style															
materialize	materialize															
analyse	analyze															
paralyse	paralyze															
labour	labor															
honour	honor															
endeavour	endeavor															
Hyphens -	Used to join words together to form compound terms and expressions.	short-lived														
	The tendency is to use less and less hyphens. Consult your dictionary to determine whether two elements should be hyphenated, run together, or set as single words, and apply one form consistently.	airstream, air stream, or air-stream														
	Use the non-hyphenated variant where possible.	multidisciplinary, sociopolitical, ethnonational, antisemitic														
	Words with prefixes are usually written without hyphens, unless there is a collision of vowels or consonants.	predetermine multinational <i>but</i> anti-intellectual pre-eminent														
	Note that ‘cooperate’ and ‘coordinate’ should be spelt without a hyphen.	cooperate, coordinate														
important	Always use hyphens before numbers, both in the body text and in the footnotes	1939-1945; (page ranges) 123-125														
En-dash rule –	Sometimes used to express a connection or relation between words; roughly meaning ‘to’ or ‘and’.	Monday–Saturday, but preferably Monday to Saturday Dover–Calais, but preferably Dover to Calais														
	Sometimes used instead of a forward slash (/).	editor–author relationship on–off relationship														
Em-dash rule —	Twice the length of an en-rule.															
	To be used as a parenthetical dash. No space is required either side of the em-rule.	There is nothing—absolutely nothing—half so much worth doing.														

	Tip! To insert a rule or dash in MS Word, go to Insert > Symbol > More Symbols > Special Characters, then select and insert.	
Quotation marks		
	Use single quotation marks first. Use double quotation marks for quoted matter within a quotation.	Weber saw it as embodying ‘the typical power of the “non-economic”’. ‘Have you any idea what “red mercury” is?’
	When quoting a complete sentence, place punctuation within the quotation marks.	Rather than mince words she told them: ‘You have forced this move upon me.’
	When quoting a word or incomplete sentence, place punctuation outside the quotation.	Why does he use the word ‘poison’? No one should ‘follow a multitude to do evil’, as the Scripture says.
Quotations: displayed or run on?	Quotations can be set apart from the main text (‘displayed’) or run on in the main text. Generally quotations of less than two manuscript lines are run on. Single quotation marks are used around displayed quotations, too.	
Capitalization	Keep the use of capitalized letters to a minimum.	prime minister parliament
	Use capital letters only for proper nouns, and for the initial letters of the full formal names of institutions, organizations, buildings, and the like.	United Nations European Union
	Do not use capital letters for common nouns.	Oxford University their university
Use of italics, bold, and Roman text	Consistent application of italics throughout the text is crucial.	<i>Italic type</i>
	Non-italicized font is called ‘Roman’.	Roman or non-italic type
	Use italics:	
	For foreign words.	the <i>catenaccio</i> defensive system employed by the Italians
	For binomial nomenclature.	<i>Homo sapiens</i>
	For titles of books, journals, works of art, films, and other self-contained works that	<i>A Christmas Carol</i> <i>Journal of Infectious Diseases</i>

	appear in the body text.	<i>Mona The West Side Story</i>	<i>Lisa Times</i>
	The use of bold is unusual in scholarly texts (except in textbooks, where it is used for key terms or concepts to be distinguished at the point of introduction). This device should thus be used only in very specific cases, if at all. Above all, it must be used systematically if readers are to find it helpful.	A kangaroo is a marsupial .	
	Use Roman (non-italics):		
	For the names of places and institutions.	Pont du Gard Österreichische Nationalbibliothek	
	For commonly used Latin abbreviations.	i.e. e.g. viz.	
	For foreign or Latin words that have become naturalized into English; sometimes this will be obvious but not always; a dictionary will advise, but a list of the most common terms and their presentation is provided in the box below.	It was a delicious croissant. The pizza was even more delicious, though.	
	List of common terms:	Roman a posteriori a priori ad hoc ad infinitum ad nauseam de facto en route et al. fait accompli id. inter alia laissez-faire par excellence per se prima facie vis-à-vis	<i>Italic</i> <i>c. (circa)</i> <i>de novo</i> <i>ex parte</i> <i>ex post facto</i> <i>in situ</i> <i>joie de vivre</i> <i>passim</i> <i>raison d'être</i> <i>stare decisis</i>
Abbreviations	Abbreviations fall into three categories. British style uses less full points than US style.	British style	US style
	Preferably use British style. More importantly, be consistent.	ed eds Dr Jr	ed. eds. Dr. Jr.

		Mrs St	Mrs. St.
	Acronyms: Formed from the initial letters of words. Do not include any full points.	EU NATO US OSCE	EU NATO US OSCE
More on abbreviations	Regardless of British or US style, the following rules apply:		
	Place the abbreviation in parentheses after the first occurrence of the full term. Thereafter an abbreviation may be used without explanation.	The research was carried out by the Economic and Social Research Council (ESRC) in July 2007.	
	Tip! Do not use terms such as 'ibid.' and 'id.'. As with 'see above', such terminology is irrelevant in digital form, where the page may be formatted differently. This is to ensure the manuscript is properly formatted for any future digital publication.		

Acceptable language

While writing and before finally submitting your manuscript, ensure you have observed the following advice about language:

- Make your text clear and concise.
- Avoid unnecessary repetition.
- Arguments should unfold clearly and logically.
- Avoid parochial references to 'this country', 'our legal system', and the like.
- Be specific and comprehensive in identifying people, places, institutions, and other entities (e.g. political parties) so it is clear for international readers. Do mention the original names in parentheses (*in italics*), so as to avoid misunderstanding.
- No language or expression should be used that could be interpreted by a reader as being racist, sexist, derogatory toward a particular religion or creed, or otherwise offensive.
- Gender-specific pronouns ('he', 'his', 'him', and so on) should be avoided in any reference that is relevant to both males and females. Pluralize the references, repeat the noun, or use both pronoun forms (use this last solution sparingly).
- No pluralis majestatis should be used ('we', 'our'). When the reference is to only one person – the author – use 'I' and 'my' instead.

Tip! Get a colleague or friend to read the manuscript. It will help with the final editing stages, as he or she will be reading the text with fresh eyes.

Numbers, dates, and units of measure

Element	Description	Examples
Numbers: figures or words?	Spell out numbers up to and including ninety-nine and use figures from 100. (Note that compound numbers are hyphenated.)	four eighty twenty-five 117
	Exceptions are as follows: units of measurement (figures); dates (figures); people's ages (figures); approximate numbers (words); at the beginning of a sentence (words); round numbers of a million or more (figures and words).	30 kilometres 9 September 2001 She was 58 years old. At least a thousand people came. Two hundred and fifty gold bars were stolen. £ 8.5 million
	Note that a billion is now understood to mean a thousand million (1,000,000,000 or 10^9) and not (as formerly in British practice) a million million (10^{12}).	
Formatting figures	Separate using commas, not space, in numbers of four digits or more.	1,000 250,000
	For decimal quantities of less than one insert a zero before the point. Use a full point on the line for the decimal point (not at midline).	0.5 0.768
Dates	Use British style: day, month, year.	11 November 1918
	Omit as many digits as possible in date ranges, except where dates cross centuries.	1939-45, but 1866-1901, <i>not</i> 1866-901
Units of measure	Use metric measures, except where the context makes this unsuitable.	Fahrenheit may be the best way to measure temperature after all.
	When an abbreviated unit is used with a number, the number should be followed by a space.	10 g 1,423 km