

# Style guide for *Acta Baltica Historiae et Philosophiae Scientiarum*

When submitting an article to *Acta Baltica Historiae et Philosophiae Scientiarum*, 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.

## I Statement policy

*Acta Baltica Historiae et Philosophiae Scientiarum* is a peer-reviewed open access journal, specializing in the history and philosophy of science and scholarship in the Baltic area. Preference is given to original contributions that are of general scholarly interest.

## II Submission and preparation of manuscript

- No submission fees are charged. Authors are not entitled to royalties for publication.
- Articles should be submitted in Times New Roman 12 points, and all text should be 1.5-spaced. All manuscripts must be written in English.
- Submitted articles should not exceed 60,000 characters with spaces and footnotes (30 double-spaced pages). Exception is granted only to papers commissioned by the Editorial Office. Contributions to 'Book (or Conference) reviews' and 'Short communications' sections should not exceed 12,000 characters (6 pages).
- All documents reproduced should be given in the language of the original with translation provided, if necessary.
- Both US and UK spellings are allowed but consistency throughout the paper is strongly encouraged.
- Manuscripts should be submitted in electronic form (on a CD or as a file attachment sent to the editorial board) as MS .doc or .rtf files (submitting documents in .docx or .odt files is not encouraged). All photos and figures should be submitted as separate .tif files or as hard copies.
- Each manuscript should be submitted with the authors' names, institutions of origin, addresses, and e-mail addresses. Authors should also provide a short biographical note of approximately 50 words.
- All contributions are reviewed. Authors are notified about the acceptance or rejection of their papers within three months since the day their paper has been received by the Editorial Office. The authors can familiarize themselves with the content of reviews; however the Editorial Office does not comment on or discuss its decisions.

### III General specifications

#### ***Parts of paper***

##### *Title*

In the paper title, capitalize the first letter of the first and last word and all the nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions. Suggesting a short title for inclusion on running heads by the author is desirable.

All *financial support* for the work in the paper is listed in the first footnote, the reference to which is placed at the end of the title.

##### *Abstract*

Please include a brief abstract of no more than 300 words. The abstract should be one paragraph in length and should not be divided into sections, nor should it contain abbreviations or footnotes. Abstracts are not required for short communications articles.

##### *Keywords*

Please include up to eight keywords in alphabetical order, separated by commas, no capitalization of keywords, except for proper nouns or conventionally capitalized terms.

##### *Text section headings*

Section headings should be brief and self-explanatory. Enumeration of section heads is desirable, but not required. The author's preference may be followed. However, the choice must be consistent throughout the paper.

##### *Figures and tables*

Tables and figures should be numbered consecutively (in arabic numerals) and uploaded as a separate file. The approximate position of tables and figures should be indicated in the manuscript.

All tables must have explanatory legends. Please include original source of table/figure if not your own. All citations of figures and tables in text must be in numerical order. Citations to figures in parentheses or in footnotes always carry the abbreviation "Fig." followed by the figure number, elsewhere please use the full word followed by the figure number.

##### ***Quotations***

All quotations from other sources should be given in double quotation marks with an appropriate reference. A reference to a published source should include the page where the cited text first appears; a reference to an archival manuscript should contain all relevant information (the archive's name, collection, inventory, file and the sheet number on which the original text appears). Lengthy quotes (four lines or more) should be displayed and indented, with a line space above and below. In quotations, all omissions should be marked with points of ellipsis in parentheses; all comments and explications should be given in square brackets.

##### *Footnotes*

Footnotes should be numbered in consecutive order throughout the text. The footnote number, in superscript, should be placed at the end of the sentence or quotation after the punctuation. Footnotes should be placed at the bottom of the page on which they are cited.

### *Acronyms, use of italics*

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. Anglicized words (ad hoc, per cent, a priori, coup d'état, per capita, etc.) should be Roman with no accents. Define acronyms the first time they appear in the Abstract as well as the first time they appear in the body of the paper, written out as part of the sentence, followed by the acronym in parentheses.

### *Transliteration of Cyrillic*

The journal uses the Library of Congress transliteration method, without diacritics. Exceptions may be made for names of well-known people where a different spelling has become conventional, e.g., Yeltsin, Trotsky.

### *Permissions*

The author is responsible for obtaining permission in writing to quote copyrighted material (including figures and tables). Authors are personally responsible for ensuring that all information, quotations, dates and names given in their papers are correct. All figures (illustrations) should be supplemented with references to their provenance and copyright holder.

## IV References

Full details of references should be provided in a section under the heading *References* at the end of the manuscript.

- 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.
- 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). 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.)
- 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.
- 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*

**Barnard, C.** (2007), *The Substantive Law of the EU. The Four Freedoms*, Oxford: Oxford University Press.

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

*Chapters in edited volumes*

**Groenendijk, K.** (2007), 'The Long-Term Residents Directive, Denizenship and Integration,' in A. Baldaccini, E. Guild & H. Toner (eds.) *Whose Freedom, Security and Justice? EU Immigration and Asylum Law and Policy*, Portland, OR: Hart Publishing, pp. 429–450.

*Articles in journals*

**Brubaker, R.** (1992), 'Citizenship struggles in Soviet successor states,' *International Migration Review*, vol. 26, no. 2, pp. 269–291.

*Newspaper articles*

*Financial Times* (1998), 18 August 1998.

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

**Milne, R.** (2012), 'A Leaning Tower of Perils,' *Financial Times*, 28 March 2012.

*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.

*Conference proceedings*

**Mägi, V.** (2007), 'From the 17<sup>th</sup> century to the present-day in Estonia: evolution of exact and natural sciences,' in *The Global and the Local: the History of Science and the Cultural Integration of Europe: Proceedings of the 2<sup>nd</sup> International Conference of European Society for the History of Science*, Cracow: European Society for the History of Science, pp. 920–924.

*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 2008.

*Unpublished works*

**Rudi, E.; Mägi, M.; Link, E.-G. & Maimets, A.** (2000), *Eesti roheliste kadumine poliitiliselt maastikult* [Disappearance of Estonian Greens from the political scene], [Unpublished manuscript] Department of Political Science, University of Tartu.

*Government acts*

*Identity Documents Act* (1999), Isikut tõendavate dokumentide seadus, *Riigi Teataja*, RT I 1999, 25, 365.

**Groenendijk, K.** (2007), 'The Long-Term Residents Directive, Denizenship and Integration

*EU documents*

The Stockholm Programme – An Open and Secure Europe Serving and Protecting the Citizens (2010), Notices from European Union Institutions, Bodies, Offices and Agencies, *Official Journal of the European Union*, C 115/01, 4.05.2010.

Council Directive 2000/43/EC implementing the principle of equal treatment between persons irrespective of racial or ethnic origin, *Official Journal of the European Union*, L 180, 19.07.2000, pp. 22–26.

*Dissertations*

**Tohvri, E.** (2009), *Valgustusideede mõju Tartu arhitektuurikultuurile 19. sajandi alguses. Dissertationes Historiae Universitatis Tartuensis*, [Ph.D. thesis] Tartu: Tartu Ülikooli Kirjastus.

*Websites*

*European Financial Facility* (2012), [Home page] Retrieved from <http://www.efsf.europa.eu> [accessed 20 Apr 2012]

**Järlik, R.** (2004), 'Balti vabaduse tee,' *Maaleht*. Retrieved from <http://www.maaleht.ee/?page=Arvuti&grupp=artikkel&artikkel=1686> [accessed 21 Sep 2011]

*Legal materials*

*María Martínez Sala v Freistaat Bayern* [1998], ECR I, C-85/96, p. 02691.