Guidance for Prospective Authors

I.   SUBSTANTIVE GUIDANCE

A.   General article requirements

1. Length
Each article should be between 5,000 and 12,000 words (including references and in conformity with the guidelines outlined below). In exceptional cases longer and shorter contributions may be considered.

2. Attribution
The name(s) of the author(s) will appear at the beginning of each article. Authors should provide a brief statement, giving details of their academic degree, institutional affiliation and position, email and postal address. This information will appear in a special section of each issue of the Journal.

In those instances where an article has more than one author, information should be supplied, where appropriate, about which section(s) within the article each author was responsible for contributing.

3. Citation
Clear, precise, and comprehensive citation is absolutely essential. A few examples of proper citation are provided below.

4. Language
The *Journal of Belarusian Studies* will publish articles written in either English or Belarusian. A summary must be provided in the other language. See below for further details.

II.   STYLE CONVENTIONS

A.   Word processing format

● Microsoft Word Office.

B.   Margins

- top, bottom, left, right: 2.5 cm.
- header, footer: 1.25 cm.

No guttering.

C.   Title and author of article

- Title of article: 14-point Times New Roman, bold, caps, centred, double line spacing below.
- Author of article: 12-point Times New Roman, centred, double line spacing below. [structure: first name + any initials + surname]

D.   Text

The abstract should precede the actual text of the article.

- Font: 12-point Times New Roman, full justification, double line spacing, no superscripts except for footnote references.
- Section headings (where used): 12-point Times New Roman, bold, left aligned, double line spacing above, single line spacing below.
- Paragraph indentation (use tab): 1.25 cm, **except** at start of article, after section headings (where used) and block quotations, where there should be no indentation.
- Block all quotations more than 25 words long: 12-point, fully justified, indent left and right 1.25 cm. No quotation marks.
- Lists (bullet points, alphabetical, numerical) within the article: single line spacing within each point, double line spacing between each point, fully justified, indent left and right 1.25 cm.
- Quotation marks: use single curly quotation marks, with double curly quotes within where necessary. Commas and full stops should be placed within the quotation marks only at the end of a quotation that forms a complete sentence.

E.   Footnotes

- Font: 12-point Times New Roman, single line spacing, fully justified.
- Spacing: 0.5 tab after footnote number.

F.   Footer

- Page numbers: 11-point Times New Roman, centred within the footer.

G.   References

- There will be an alphabetical list of references at the end of the article, 12-point Times New Roman, single-spaced, left aligned.

● List to be headed with the word References, italic, left-aligned, double-spaced above, single-spaced below.

● Where there is more than one work by an author, the entry/entries after the first should start with an em-dash followed by a comma, rather than repeat the author's name. The items should be listed in ascending order of year of publication.

● Where there is more than one work by an author produced in the same year, letters of the alphabet should be attached to the year of publication, for example 1999a, 1999b and so on. These letters should also appear in the in-line references. Such works should be listed alphabetically by the first word of the title (excluding the definite article).

● Where no author (or editor) can be ascertained for a specific work, the item should be listed under title.

Information on the structure of reference list entries is given below.

III   SUMMARY OF ARTICLE STRUCTURE

• Title of the article: should be concise (2 lines maximum).
• Abstract of max 200 words. Abstracts should contain the main ideas, the innovatory aspects of the article, its goals and results.
• The body of the article.
• List of references, alphabetically ordered by author.

IV   GUIDANCE ON STYLE

Referencing should be by the author-date inline system (sometimes known as the Harvard system).

References
[The principles outlined below apply equally to articles written in English and Belarusian. The working language in all reference lists is English: the names of authors and editors will be listed in English alphabetical order. Letters with diacritics, for example Ž, will always follow the corresponding letter without diacritic.]

Type of source	Format	Reference list	In-text reference
Book with one author	Author's surname, Initials., year of publication. *Title of book.* Place of publication: Publisher.	Hienijuš, L., 1990. *Biely son.* Minsk: Mastackaja Litaratura.	(Hienijuš 1990, 247)
Book with multiple authors	If there is more than one author, put all the authors' names in the same order, ie Surname, Initials. Use an **and** to link the last two multiple authors. If there are four authors or more, after the first author's surname put the words "and others".	Kasciuk, M.P., Ihnacienka I.M., Vyšynski, U.I. and others, 1995. *Narysy historyji Bielarusi: u 2 č.* Minsk: Bielaruś.	(Kasciuk and others 2010)
Books which are edited	For books which are edited give the editor(s) surname(s) and initials, followed by ed. or eds.	Leitanaitė, R., and Reklaitė, J., eds. 2013. *Vilnius 1900–2013. A guide to the city's architecture.* Vilnius: Architekturos Fondas.	(Leitanaitė and Reklaitė 2013)
Chapter from an edited book	Author's surname, Initals., year of publication. Title of chapter, in Book editor(s) initials and surname(s) followed by ed. or eds., *Title of book.* Place: Publisher, page numbers of the chapter.	Martin, T., 2001. An affirmative action empire, in R.G. Suny and T. Martin eds., *A state of nations.* Oxford: Oxford University Press, pp. 67–90.	(Martin 2001)
Multiple works by the same author	Author, Initals., year of publication followed by letter. *Title of book.* Place: Publisher.	Kraŭcevič, A., 1993a. *Hrodzienski zamak.* Minsk: Junactva. Kraŭcevič, A., 1993b. *Teŭtonski orden (Ad Jerusalima da Hrunvaĺda).* Minsk: Navuka i Technika.	(Kraŭcevič 1993a) (Kraŭcevič 1993b)
Articles in journals/news papers	Author's surname, Initials., year of publication. Article title. *Journal title,* volume number, year, issue number if relevant, pp. page span of article. For periodicals/newspapers give periodical title and date (give place of publication only where confusion may arise).	Blanke, R., 1990. The German minority in inter-war Poland and German foreign policy – some reconsiderations, *Journal of Contemporary History,* 25, pp. 87–102. Jermalovič, M., 1958. Kastuś Kalinoŭski (Da 120-hoddzia z dnia naradžennia), *Čyrvony sciah,* No. 24, 2 liutaha, s.19.	(Blanke 1990) (Jermalovič 1958, 19)
Conference Proceedings	Author's surname, Initials., year of publication. Article title. *Full title of conference,* Location &	Sandberg, E.A., 2003. The face of embeddedness, *Proceedings of the 19th IMP conference,* University of Lugano, Switzerland. 4th – 6th September 2003. Lugano: IMP Group, pp. 237-253.	(Sandberg 2003)

	date of conference. Place: Publisher, pp. relevant pages.		
Theses otherwise unpublished	Author's surname, Initials., year of publication. *Thesis title*, unpublished PhD dissertation, place.	Fusillo, R. J., 1966. *The staging of battle scenes on the Shakespearean stage*, unpublished PhD dissertation, University of Birmingham.	(Fusillo 1966)
Archival sources		London, The National Archives, Foreign Office, FO 371, 43989, R20647, Minute by Pink, 25 December 1944. Gosudarstvennyi Arkhiv Rossiiskoi Federatsii, f. 1318, op. 1, d. 1, l. 1.	The inline references are the same as full references.
Interviews	Interviewee name, Initials., year of interview. *Title of Interview*. (or Interview on ..name of programme) Interviewed by ...name (first name and surname). [type of medium/format] Name of channel, Date of transmission, time of transmission.	Ahern, B., 1999. *Interview on Morning Ireland*. Interviewed by John Boyd [radio] RTE Radio 1, 15 February 1999, 08:30.	(Ahern 1999)
Website	*When citing a website, use the following structure:* Last name, Initials, year published. *Page title*. Available at: <URL>, [Accessed Day Month Year]. *When no author is listed, use the following structure:* Website name, year published. *Page title.* Available at: <URL>, [Accessed Day Month Year].	Allison, P.R., 2016. *What will power tomorrow's spacecraft?* Available at: <http://www.bbc.com/future/story/20160119-what-will-power-tomorrows-spacecraft>, [Accessed 22 February 2016]. Government of Belarus, 2016. *Government of Belarus Official Website.* Available at <http://www.government.by/en/>, [Accessed 10 February 2016].	(Allison 2016) (Government of Belarus 2016)
Blog	Author, Initials., year. Title of individual blog entry. Blog title, [medium] Blog posting date. Available at: <web site address/URL>. [Accessed Day Month Year].	Whitton, F., 2009. Conservationists are not making themselves heard. Guardian.co.uk Science blog, [blog] 18 June. Available at: <http://www.guardian.co.uk/science/blog/2009/jun/18/conservation-extinction-open-ground>. [Accessed 23 June 2009].	(Whitton 2009)

DVD / Videos	Author's surname, Initials., year of publication. *Full title of DVD.* [Type of medium]. Place, publisher.	Jackson, P., 2014. *The Hobbit: the desolation of Smaug* [PAL, subtitled]. USA, Warner Home video.	(Jackson 2014)

Spelling
For articles in English, use either British or American spelling. The main aim is to strive for consistency within each article.

Quotations
Use single quotation marks, and double for quotations within quotations:
The press attaché reported that 'Gorbachev simply replied "Enough!"'.

Always give sources (including page reference) of quotations.

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. BCE and CE should be used instead of BC and AD.

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, *JBS*, *OED*, PhD.

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

Transliteration
Belarusian placenames and personal names are to be transliterated by the system set out at http://unstats.un.org/unsd/geoinfo/UNGEGN/docs/10th-uncsgn-docs/crp/E_CONF.101_CRP2_The%20Roman%20alphabet%20transliteration.pdf (The Roman alphabet transliteration of Belarusian geographical names).

Where alternate forms exist for certain Belarusian placenames (for example Minsk/Miensk, Hrodna/Horadnia), the form currently in use in the Republic of Belarus is to be preferred. For rendering placenames in Ukraine, use the governmentally preferred forms, for example Kyiv, Odesa.

Transliterating Cyrillic in languages other than Belarusian: for Russian use the Library of Congress system
(http://www.lcweb.loc.gov/catdir/cpso/romanization/russian.pdf), modified by

omitting the ligatures over 'ts', 'iu' and 'ia', removing the breve over the 'i' for й, and rendering the letter 'ё' as 'io'. For Ukrainian use http://www.lcweb.loc.gov/catdir/cpso/romanization/ukrainia.pdf, with modifications similar to those for Russian, with the addition of 'yi' for ï.

For more detailed information on style-related issues, see the *Style Guide* of the Modern Humanities Research Association at http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml and the *Guide for Contributors* to the *Slavonic and East European Review* at http://www.mhra.org.uk/Downloads/SEER_SubmissionGuide_July08.pdf. Both documents may be downloaded free of charge.

The Oxford Style Guide is also very useful: http://www.ox.ac.uk/public_affairs/services_and_resources/style_guide/index.html

The Editorial Board of the *Journal of Belarusian Studies* will strive to update and improve this brief guide for contributors as frequently as possible.

14 April 2016