

## **SZZH Slovenian Scientific Series in Humanities**

### Instructions to Authors for the text in monographs

#### **1. TEXT**

The text of the chapter or monograph should contain:

- address
- name, surname, institution and e-mail address of the author
- the body of the text
- list of references

The author is responsible for the linguistic and stylistic integrity of the text.

When preparing the text, please follow these instructions:

1. Submit the contribution as a Microsoft Word document. The font is Times New Roman, font size 12, and line spacing 1.5. The edges should measure 25 mm. Avoid any formatting that is irrelevant to the content of the manuscript; the manuscript should only be formatted so that its structure is visible. Within the text, emphasizing and words in foreign languages shall be in *italics*.

2. Sort the titles up to level 3 (i.e. chapter title and two more levels). Do not write titles in capital letters. The title of the chapter should be written in bold and centred, second-level titles should be written in bold and aligned to the left, and third-level titles should be written in bold *italics* and aligned to the left.

3. Do not number the titles and pages.

4. Use footnotes as little as possible, only for necessary clarifications.

5. Attach the image material (photos, maps, etc.) in separate files in .jpg, .png or .tiff format in high resolution (the width of the image should be at least 1500 pixels), and insert the title in the running text (e.g.: Figure 1: Two-pronged identification key) and, if necessary, a source (eg: Brumen et al. 2004, 21.).

- For pictorial material taken from other publications, the author must obtain a written permission from the material copyright holder and attach it to the manuscript.

6. Attach the graphs in separate files in .xlsx format, and be sure to insert the title in the running text (eg: Figure 2: Number of students by class) and, if necessary, the source (eg: Svizec 2007, 27.). The files must also contain spreadsheets with data.

7. Insert the tables into the text, above them there must be a title (e.g. Table 1: Descriptive statistics), and below it, if necessary, a source (e.g. Muren 2016, 12).

#### **2. CITATIONS AND LITERATURE**

When citing works in the text and in the bibliography, published works have to be written as follows.

When citing literature, use the author-year system and follow *The Chicago Manual of Style* (University of Chicago Press 2017; instructions in English are available on the website [https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-2.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html)). The bibliography should include all and only those works that you cite in the text. Please quote only initials of names.

Put verbatim quotations from other authors in quotation marks, and when citing the source, also indicate at the end the page or pages on which the quotation appears, e.g. (Labinowicz 2010, 27).

- Four-line or longer quotations must be moved to a separate paragraph with an offset to the right, with an empty line above and below it; such quotes should not be in quotation marks or designed horizontally.
- Quotations should not be in italics (unless italics are already in the original).
- Always cite directly from the original. If this is not available, you can exceptionally use indirect citation. Such citation includes the surname of the author and the year of the original, as well as information about the source from which you are extracting it, e.g. Chelladurai (1995 in Walker 2000) or (Chelladurai 1995 in Walker 2000). In this case, list both sources, original and indirect, in the list of references.

Examples:

**Book - monographic publication** (Weinhauer 1994, 99–100)

Weinhauer, K. 1994. *Alltag und Arbeitskampf im Hamburger Hafen*. Paderborn: Schöningh.

**Book with one to three editors** (Michie 2019; Lee and Cullinane 2016)

Michie, J., ed. 2019. *The Handbook of Globalisation*. Cheltenham: Elgar.

Lee, P. T-W., and K. Cullinane, eds. 2016. *Dynamic Shipping and Port Development in the Globalized Economy*. Basingstoke: Palgrave.

**Book with a translator** (Goethe 1998, 242–255)

Goethe, J. W. 1998. *Učna leta Wilhelma Meistra*. Transl. Š. Vevar. Ljubljana: Mladinska knjiga.

**Chapter in a monograph or anthology** (Piccinno 2017, 161)

Piccinno, L. 2017. 'Genoa: A City with a Port or a Port City?' In *The Routledge Handbook of Maritime Trade Around Europe 1300–1600*, edited by W. Blockmans, M. Krom and J. Wubs-Mrozewicz, 159–176. London and New York: Routledge.

**Publications by the same author, published in the same year** (Schemmer 2018a; 2018b)

Schemmer, J. 2018a. *Hafenarbeit erzählen: Erfahrungs- und Handlungsräume im Hamburger Hafen seit 1950*. München and Hamburg: Dölling und Galitz.

Schemmer, J. 2018b. 'We are in the Museum Now: Narrating and Representing Dock Work.' *BIOS* 31 (2): 114–125.

**Articles with two or three authors** (Munim and Schramm 2018, 17)

Munim, Z. H., and H.-J. Schramm. 2018. 'The Impacts of Port Infrastructure and Logistics Performance on Economic Growth: The Mediating Role of Seaborne Trade.' *Journal of Shipping and Trade* 3 (1): 1–19.

**Articles with more than three authors** (Marhl et. al. 2010)

Marhl, M., M. Gosak, M. Perc in E. Roux. 2010. »Importance of Cell Variability for Calcium Signaling in Rat Airway Myocytes.« *Biophysical Chemistry* 148 (1–3): 42–50.

**Diploma, master's or doctoral thesis** (Bottalico 2017)

Bottalico, A. 2017. 'Across the Chain: Dock Labour Systems in the European Ports: A Comparative Analysis on Two Container Terminals.' PhD diss., University of Milan.

**Online sources** - only publications are cited, ephemeral online sources should be avoided (Novak 2009)

Novak, B. 2009. *Prenova slovenske šole*. Ljubljana: Pedagoški inštitut.  
<http://www.dlib.si/details/URN:NBN:SI:doc-5jicfupt>

### 3. ARCHIVE AND OTHER UNPUBLISHED SOURCES

#### Citation in the running text:

Archival and other unpublished sources are cited in the running text, namely in parentheses by analogy with literature citations by providing all the information to the necessary level of precision in order to identify the citation in accordance with the author's intent:

(Abbreviation of the name of the institution custodian of the material, Abbreviation of the name of the fund or collection and, after spacing, sub-collections if necessary, box number, folder number, page number and/or date if necessary)

Examples:

(AS, 1 VUK, 105, XI-1)

(ASGo, AC AD, 196, 6, 46)

(StLA, IÖHKS, 90, 10, 1–3)

(DHMH, C/HHLA)

Če je k navedbi vira potrebno pridati dodatne informacije, se vir izjemoma navede v opombi pod črto v isti obliki a brez oklepaja in se k temu doda potrebne specifikacije.

If additional information needs to be added to the citation of the source, the source may be exceptionally cited in a footnote in the same format, but without brackets, and the necessary specifications are added to it.

#### Sources:

In the list of sources, only the abbreviation of the name of the institution custodian of the material and the abbreviation of the name of the fund or collection are resolved, and, if necessary, of the sub-collection. All other more precise data are already provided in brackets in the running text (box, folder, page, date), so we do not repeat them in the list of sources.

Examples:

AS, 1 VUK: Arhiv Republike Slovenije, 1 – Vicedomski urad za Kranjsko.

ASGo, AC AD: Archivio di Stato di Gorizia, Archivio Coronini, Atti e documenti.

StLA, IÖHKS: Steiermärkisches Landesarchiv, Innerösterreichische Hofkammer – Sachabteilung.

DHMH, C/HHLA: Deutsches Hafenumuseum Hamburg, Bestand Cordes/HHLA.

These rules regarding archival sources may be adapted as necessary, provided that the order of source identification is maintained from the general (custodian of the collection) to the most specific (page and date). If it is necessary to indicate the name of the author of the mentioned work, it is placed accordingly in the sequence.