

## Submission Guidelines

Contributions to the PECOBS Scientific Library must be sent only in digital format by CDrom/DVD or by e-mail to editorial assistant: Luciana Moretti, Corso della Repubblica 117, Forlì 47121 – Italy, phone: +39 0543 36304, e-mail: [luciana.moretti@unibo.it](mailto:luciana.moretti@unibo.it) .

The content of the PECOBS Scientific Library is peer-reviewed, which means that all manuscripts will be read by one or more outside readers before acceptance for publication.

Submission of a manuscript for publication on PECOBS implies that the manuscript has not and will not be submitted to any other publication while still under consideration for the Scientific Library.

### Paper and volume proposals

A **paper** is an article, an essay or a piece produced for academic and scientific reasons (lecture, conference, publication) and should generally consist of 7,500-10,000 words, abstract and images/charts/tables included. A **volume** can be a university, master's or doctoral dissertation, as well as an edited volume.

Manuscripts can be submitted in English or the original language (preferably local languages of the countries considered in PECOBS); in the case of non-English text, the author must provide title and abstract also in English.

Contributions must be grammatically correct and in good literary style, using inclusive language. Authors must take care of language editing of the submitted manuscript by themselves. This is a step authors can take care of once the manuscript is accepted for publication.

Texts must be sent in Word format, in order to enable the editorial staff to work on the text before sending it to peer review and edit it before publication.

Submissions must include an abstract or summary of the paper/thesis of 350 words at least. The abstract should appear after the author's name and affiliation on the first page. Four to eight keywords should be provided and placed below the abstract.

### Style Considerations

#### Footnotes

Notes will be typeset as footnotes rather than endnotes. They should be numbered consecutively and in the same font size as the main text. A note number may be used only once: sub-numbering of notes (e.g. note 20a) is not acceptable.

#### Subheadings

Subheadings should be flush left, in boldface and preferably unnumbered. Boldface should not be used in the text.

#### Bibliographic references in text and notes

In the text, quotations and references must be made as footnotes, in combination with a separate bibliography using the following style examples:

**Books:**

Caroline Kennedy-Pipe, *Russia and the World 1917-1991*, Arnold, London, 1998.

Robert H. Donaldson and Joseph L. Noguee, *The Foreign Policy of Russia. Changing Systems, Enduring Interests*, Sharpe, Armonk, 2002, pp. 176-342.

Anna Krasteva, Anelia Kasabova and Diana Karabinova (eds.), *Migrations from and to Southeastern Europe*, Longo Editore, Ravenna, 2009.

**Book chapters:**

Rudolf M. Rizman, "Towards Democratic Consolidation (The case of Slovenia)", in Anna Krasteva and Francesco Privitera (eds.), *Democratization in Post-Communist Transition Processes in the 1990s. Lights and shadows*, Longo Editore, Ravenna, 2006, pp. 27-48.

Lucian Turcescu and Lavinia Stan, "Religion and Politics in Post-Communist Romania", in Ines A. Murzaku (ed.), *Quo Vadis Eastern Europe? Religion, State and Society after Communism*, Longo editore, Ravenna, 2009, pp. 221-236.

**Journal articles:**

Laza Kekic, "Aid to the Balkans: Addicts and Pushers," in *Journal of Southeast European and Black Sea Studies*, 2001, Vol. 1 (No. 1), pp. 20-40.

**Web resources:**

List of consulted websites in alphabetical order. Reference to a website should include the date when the website was surfed or accessed. If you make reference to a document accessed on the internet, include its title and the author's name.

Quotations must include the exact page number/s of the quoted sources; further quotations from previously quoted sources (books and journals) should adhere to the following style:

Caroline Kennedy-Pipe, *op. cit.*, p. 47.

Laza Kekic, *op. cit.*, p. 27.