

Style Sheet and Submission Guidelines

Kritika: Explorations in Russian and Eurasian History

Edward A Walsh School of Foreign Service
Intercultural Center 301
Georgetown University
Washington, DC 20057 USA
www.slavica.com/journals/kritika/kritika.html
Facebook: Kritika Journal

Please read these style guidelines carefully. Putting your manuscript into *Kritika* style will be much appreciated and will significantly aid the editorial process.

Items Published

In addition to *research articles* that range in length from 5,000 to 10,000 words, *Kritika* runs *review articles*, *review essays*, and analytical *book reviews*. Review articles run 5,000–10,000 words and are expected to cover a significant body of literature and feature a component of original research. Review essays analyze in depth a discrete body of noteworthy secondary work and run 4,000–8,000 words. Book reviews are generally 1,000–4,000 words. All reviews should include a scholarly apparatus, although in book reviews that apparatus need not be extensive.

Kritika specializes in reviewing works in languages other than English that are often not covered in other North American publications. We do not accept reviews of single English-language works, but these can be reviewed in conjunction with other publications, especially if this produces an interesting juxtaposition. Our goal is to include book reviews that are more in-depth, analytical, and scholarly than those in many other journals. We hope that you will critically engage the empirical data and conceptual framework of the work(s) under review.

Those wishing to write review articles, review essays, or reviews for *Kritika* should first contact one of the associate editors or editors. Among the associate editors, in general, Sergei Bogatyrev (s.bogatyrev@ssees.ucl.ac.uk) is involved most with topics connected to early Russian history; Simon Dixon (s.dixon@ssees.ucl.ac.uk) with the early imperial period; Ekaterina Pravilova (kprav@princeton.edu) with topics related to empire, nationalities, borderlands, and late imperial Russian history; Jan Plamper (plamper@mpib-berlin.mpg.de) with the 1917–53 period; and Susanne Schattenberg (schattenberg@uni-bremen.de) with international/comparative topics and Soviet history after 1953. Among the editors, Victoria Frede (vfrede@berkeley.edu) and Paul Werth (werthp@unlv.nevada.edu) are most involved in early Russian and imperial history, and Stephen Lovell (stephen.lovell@kcl.ac.uk) with late imperial and modern topics. Review essays and reviews received without prior consultation with one of the editors will not be accepted. Articles may be sent directly to the *Kritika* office (Managing Editor Carolyn Pouncy—cjp72@georgetown.edu) or via e-mail to one of the editors.

Kritika actively solicits responses to its publications. Letters to the editors should be brief and civil and may be submitted in electronic form or in three double-spaced copies to the *Kritika* editorial office, or directly to one of the editors. The editors reserve the right not to print inappropriate responses and to make minor stylistic changes.

Submission Requirements

Please double-space all documents, including block quotations. In published form the articles and reviews will have footnotes. In reviews, please supply page references to the book(s) under review as in-text citations and reserve footnotes for references to other works.

Ideally, all submissions to *Kritika* will be made electronically—as an e-mail attachment sent to one of the editors—and generated in a major word-processing program such as Microsoft Word. Name the file with your last name, and let us know the name and version of the program you used to create it. The file should be identical to any hard copies you send in. If submitting a diskette, please write your last name and the name/version of the program on the diskette label and mail it to the *Kritika* office.

If electronic submission is not convenient, please send *three printed copies* to the *Kritika* office. For article-length submissions, one copy should be marked with your name and address, and two copies kept anonymous, as they are for peer review. We may also ask for printed copies of articles submitted electronically.

So that we can communicate with you, please include your institutional affiliation, your postal address, and your e-mail address with your submission. Authors of accepted articles and review articles will be asked for a two- or three-sentence statement for the “Contributors” page, which generally includes position, institutional affiliation, and major publications.

General Style

Kritika follows *The Chicago Manual of Style*, 15th ed., *Webster’s Eleventh Collegiate Dictionary* for spelling, and strict Library of Congress transliteration of Russian.

Opener

1. **Title.** The title of your paper should be short and descriptive of the content.
2. **Your name and affiliation.** Your name should follow the title; mailing and e-mail addresses should come at the end of the text.

Text

1. **Names.** Use *full names* (*and, in the case of Russians, patronymics*) on first mention in both text and notes of all figures treated in depth or who might otherwise be confused with other persons with the same initials and for the authors/editors of books under review (i.e, listed in the bibliographical information at the front of the review). After the first mention, the last name can be used.

Example (first mention in text): Ivan Ivanovich Ivanov, I. I. Ivanov

Example (second mention): Ivanov

In all other cases, please supply both initials or full first name in text. In notes, use double initials for Russians and the form of the name used in the publication for non-Russians.

2. **Transliteration.** Russian names should generally be written in transliterated form (e.g., “Gor’kii,” not “Gorky”). Exceptions include emperors and empresses, émigrés (Boris Bakhmeteff), and Russians whose names are foreign in origin (Alexander Herzen) or have a generally accepted form (Boris Yeltsin). When a Russian publication includes non-Russian authors, please give both the transliterated and the Latin form, as follows: Iokhan Khell’bek (Jochen Hellbeck).

3. **Foreign words.** Foreign words should be translated whenever possible. Those that must remain in a foreign language should be in italics and transliterated according to the Library of Congress system of translation.

4. **Numbers.** Numbers one to ten should be spelled out; those 11 and over must be in numerals. Exceptions: If the number is the first word in the sentence, it should be written out, regardless of size (Eight hundred men went to the army). If one number is in numerals, all other numbers of that type in the same sentence should be in numerals, regardless of size (The military equipment sent to the three camps included 15 tanks, 2 planes, and 100 pieces of artillery—note that three, which is not part of the series, is written out). This also applies to dates (ninth century, 19th century).

5. **Dates.** *Kritika* uses day month year (1 October 2003).

Figures and Tables

At present, we do not have the capacity to run color graphics. Figures should be submitted in separate files as camera-ready copy; if scanning, please use 300dpi resolution and save as a black and white TIFF file. Tables can be included in the file if set up using Word's Table feature or submitted as camera-ready copy in separate files if you are not using Word. In either case, please let us know in your accompanying message/cover letter how you created your figures and tables. When graphics are submitted as separate files, mark where you would like them to appear in your text (<<FIG. 1 NEAR HERE>>), and we will match your placement as closely as possible.

Footnotes

Please include publishers, including Russian publishers, in the notes!

1. **First reference to books, articles, etc.** Always give the complete name, title, place, publisher, date, and page number cited. Later references should be shortened. Please do not use not op. cit. or idem.

Example (first reference): Karl Marx, *The Communist Manifesto*, trans. Leon Sally (New York: Workers' Press, 1987), 89.

Example (second reference): Marx, *Communist Manifesto*, 45.

2. **Archival materials.** In references to archives, write out the full name of the archive in the language of the country in which it is located at the first reference and thereafter cite it by the standard acronym. In reference to Russian archives give the *fond*, *opis'*, *delo*, and *list* as f., op., d., and l. (ll.). Please identify fonds and documents on first use, if possible.

Example (first reference): Rossiiskii gosudarstvennyi sotsial'no-politicheskii arkhiv (RGASPI) f. 1 (Personal papers of V. I. Lenin), op. 1, d. 336, l. 4 (letter to L. D. Trotskii, 1 October 1913).

Example (second reference): RGASPI f. 1, op. 1, d. 336, l. 4.

Example (first reference to another source from the same archive): "V Sekretariat TsK VKP(b). Dokladnaia zapiska o rabote komissii pri Prezidiume TsIK Soiuza SSR po organizatsii i provedeniiu prazdnovaniia 10-letii Oktiabr'skoi revoliutsii," no earlier than 7 March 1927 (RGASPI f. 495, op. 99, d. 22, l. 7).

Please note that, although the *Kritika* editors recognize that one form of archival citation does not fit all types of sources, the above example gives readers a much greater appreciation of the documentation you are citing than simply listing it as "RGASPI f. 495, op. 99, d. 22, l. 7."

3. **Dissertations.** For references to dissertations, please use the following style:

Example (first reference): Paul W. Werth, "Subjects for a Modern Empire: Orthodox Mission and Imperial Governance in the Volga–Kama Region, 1825–1917" (Ph.D. diss., University of Michigan, 1997), 22–23.

Example (second reference): Werth, "Subjects for a Modern Empire," 45.

4. **Page numbers.** For books and later references to all types of citations, give page numbers after a comma *without* "p." or "pp." In first full citations to journal articles, use a comma to separate volume and issue number, and a colon to set off the page numbers (see examples in "Page number series," below).

Example (first reference): Karl Marx, *The Communist Manifesto*, trans. Leon Sally (New York: Workers' Press, 1987), 34.

Example (second reference): Marx, *Communist Manifesto*, 101–23.

5. **Page number series.** Series of page numbers over 100 should read as follows: 333–56, not 333–356. The exception applies to numbers under ten.

Example (first reference): Frederick Cooper, "Conflict and Connection: Rethinking Colonial African History," *American Historical Review* 99, 5 (1994): 234–45.

Example (second reference): Cooper, "Conflict and Connection," 235–36.

But 104–5, not 104–05.

6. **Names.** Please provide double initials (with a space between them) of Russian authors on first citation.

Example (first reference): I. V. Stalin, *Dialectical and Historical Materialism* (New York: International Publishers, 1940), 87.

Example (second reference): Stalin, *Dialectical and Historical Materialism*, 334–45.

7. **Publishers.** As noted above, whenever possible provide publishers of all printed works on first citation of the work.

Example (first reference): John A. Smith, *The Patterns of Russian History* (New York: Signet Press, 1999), 87.

Example (second reference): Smith, *Patterns of Russian History*, 65–78.

8. **Journal article citation.** Whenever possible, provide number (issue) and year of a journal article in addition to the volume.

Example (first reference): Frederick Cooper, "Conflict and Connection: Rethinking Colonial African History," *American Historical Review* 99, 5 (1994): 1527.

Example (Second reference): Cooper, "Conflict and Connection," 1545.

If no issue number is available, please provide month or season instead.

9. **Journal articles without volume numbers.** For periodicals that do not regularly provide volume numbers, such as Russian journals, you may put a "no." [NB: NOT "#"] preceded by a comma.

Example (first reference): V. A. Beliaev, " 'Sluzhit' rodine prikhoditsia kostiami...' Dnevnik N. V. Ustrialova 1935–1937 gg.," *Istochnik*, no. 5–6 (1998): 3–100.

Example (second reference): Beliaev, " 'Sluzhit' rodine prikhoditsia kostiami,' " 87.

10. **Edited volumes.**

a. If a collection of essays is cited without reference to a particular item therein, then the proper order of citation should be: Editor(s), ed(s), *Title*, etc.

Example: John A. Smith and George P. Howard, eds., *The Meaning of History* (New York: Academic Press, 2000).

b. If an edition of a primary text is cited, then the order is: Author, *Title*, ed. Editor(s),

etc.

Example: V. I. Lenin, *Lenin on the Jewish Question*, ed. Hyman Lumer (New York: International Publishers, 1974).

c. If an article in a collection is cited, then the order should be: Article Author, "Article Title," in *Collection Title*, ed. Editor(s), etc. Example:

Samuel P. Wells, "An Analysis of the Notion of Historical Recurrence," in *The Meaning of History*, ed. John A. Smith and George P. Howard (New York: Academic Press, 2000), 23–45.

11. **"Ibid."** This may be used (and is never italicized), but avoid "op. cit." Use short titles instead. Repeat the author's or editor's last name rather than using "idem."

12. **Newspaper citations.** Please include article titles and, whenever possible, page numbers. For online references, include the website address and date last accessed.

Kritika is published by:

Slavica Publishers

Indiana University

2611 E. 10th St.

Bloomington, IN 47408 USA

Toll-free 1-877-SLAVICA (752-8422)

Tel. 1-812-856-4186

Fax 1-812-856-4187

slavica@indiana.edu; www.slavica.com