

## Style Sheet and Submission Guidelines

Institute of Russian Studies  
Hankuk University of Foreign Studies  
89 Wangsan-ri, Mohyeon-myeon, Cheoin-gu  
Yongin-si, Gyeonggi-do  
South Korea 449-791  
Tel. +82-31-330-4852  
irs@hufs.ac.kr  
<http://www.rus.or.kr>

<https://slavica.indiana.edu/journalListings/region>

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

### Items Published

In addition to research articles, we also accept reviews/review essays of books on topics falling into our Aims and Scope. A brief guideline for submission of research papers/reviews/review essays is given below:

#### *Research Articles:*

There is no absolute length requirement for manuscripts but the preferred length is 8,000–10,000 words. An abstract of no more than 150 words should be provided at the beginning of the article. If possible, manuscripts should be prepared in MS Word using Times New Roman 12-point font. Double-space the abstract, manuscript, notes, and indented quotations. Number pages consecutively. Articles should be submitted as both a MS Word document and an accompanying PDF to [region.articles@gmail.com](mailto:region.articles@gmail.com).

### **Review Articles:**

*Review essays* analyze in depth a discrete body of noteworthy secondary works, and should begin with a title and list of books under consideration, with full bibliographical information. The preferred length is 1,500–3,000 words.

*Reviews* are expected to contain a scholarly apparatus, although it need not be extensive. The preferred length is 750–1,000 words. A review should bear no title and begin with the bibliographic data of the book under review.

We welcome suggestions for books to review, as well as book reviews themselves. To suggest a book for review or to volunteer as a reviewer, please contact Dr. Benjamin Sawyer (benjamin.sawyer@mtsu.edu).

### **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 *REGION* 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. Please also include a PDF version of your file as well. These files should be identical to any hard copies you send in.

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

### **General Style**

*REGION* follows *The Chicago Manual of Style*, 16th 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 also for the authors/editors of books under review (i.e., of the books 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., “Vadim Mogil’nitskii,” not “Vadim Mogilnitsky”). 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.

In discussing regions in Russian, the word “oblast” (without the prime indicating ъ) should be used uncapitalized in a general sense. However, as a part of a name, “Oblast” (again without the prime) should be capitalized.

**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 into 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. For example, “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 practice also applies to dates (ninth century, 19th century).

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

## Internal Section Headings

1. **Simple headings.** If there is only one level of internal section headings, they may appear either numbered or unnumbered, at the author's discretion.
2. **Multi-level headings.** If an article includes headings, sub-headings, and sub-sub-headings, etc., they should be numbered for clarity.

Example: 3. Empirical Data  
    [...] 3.4. Testing the Strategy  
          3.4.1. Players  
          3.4.2. Processes

## Figures and Tables

Figures should be submitted in separate files as camera-ready copy; if scanning, please use 300dpi resolution and save as a 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. All color graphics and any black-and-white photographs will be reproduced in a separate graphic insert within the issue. In that case, please insert explicit figure references into the article at the most suitable spot ("See Figure 1"). Line drawings, simple schematic figures, and other black-and-white graphics which do not require special high-quality reproduction will be inserted in the article. If they are provided as separate files, please indicate their approximate placement within the article ("Insert Fig. 1 here"). Graphics inserted in the text of an article appear at the periphery of the page (top or bottom), and they will normally be placed at the first available peripheral position after the reference in the text.

## 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 *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 arkhiv sotsial'no-politicheskoi istorii (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): RGASPI f. 495, op. 99, d. 22, l. 7, "V Sekretariat TsK VKP(b). Dokladnaia zapiska o rabote komissii pri Prezidiume TsIK Soiuza SSR po organizatsii i provedeniiu prazdnovaniia 10-letia Oktiabr'skoi revoliutsii," no earlier than 7 March 1927.

Please note that, although the *REGION* 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.

**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, no. 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.

d. If a second article is cited from a previously cited volume, the order should be: Article Author, "Article Title," in Editor(s) Surnames, *Collection Title*, pages. Note that only the surname(s) of the editor(s) are used, and no indication of "ed." should be made.

Example: Sarah Smiley, "Community, Identity, and Space in Dar es Salaam, Tanzania," in Clowes and Bromberg, *Area Studies in the Global Age*, 221, 232–36.

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 the date last accessed.

13. **Online references.** Please include the author (if available) and title of the web page or article, the source of the information (e.g., *The Moscow Times* or RIA-Novosti), the date of publication on the page, the website address, and the date last accessed.

Example: Stuart Jeffries, "A rare interview with Jürgen Habermas," *Financial Times*, 30 April 2010, available at <http://www.ft.com/cms/s/0/eda3bcd8-5327-11df-813e-00144feab49a.html#axzz2Lzvs3UuC>, accessed 27 February 2013.

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Indiana University  
1430 N. Willis Drive  
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USA 47404–2146



[Tel.] 1–812–856–4186  
[Fax] 1–812–856–4187  
[Toll-free] 1–877–SLAVICA  
[slavica@indiana.edu](mailto:slavica@indiana.edu)  
<http://www.slavica.com>