

## Instructions for authors

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# INSTRUCTIONS FOR AUTHORS

Please submit your contributions exclusively via electronic form on webpage <http://www.portabalkanica.eu/journal>.

We do not return manuscripts. We do return other materials on request.

Authors of published contributions will receive **one copy** of the PB journal (gratis) and an **extract in PDF format**.

Further, we would like to ask our contributors to respect the following rules:

All contributions are published either as **reviewed articles** (specialized articles; these articles have to comply with the formal requirements listed in point 4), or as **unreviewed contributions** (such as essays, reviews, translations, news, interviews, etc.).

Contributions have to be written in either **Czech, Slovak or English**.

The recommended length of a contribution is up to **60,000 characters**, including spaces and footnotes.

A reviewed article must be accompanied by: an **abstract** in both English and the language of the contribution (with a length of 500–1000 characters, including spaces), 5–10 **key words** in both English and the language of the contribution, a **list of literature and sources**, and a **profile of the author** including their birth year, workplace/place of study, and professional interests (in the language of the contribution and with a length of 150–400 characters including spaces).

**References** should be done in the **Harvard style** (Surname Year: page number) at the end of the text. Examples can be found on the webpage of the journal - <http://www.portabalkanica.eu/journal/pokyny-pro-autory/>.

The citing of other sources (archive documents, webpages, interviews ... ) and notes should be inserted as footnotes directly in the body of the text. Use exclusively the automatic function „Insert footnote“.

The editorial board prefers articles accompanied by **illustrations**, in an amount proportional to the contribution's length. Illustrations should be delivered as separate files in JPG format with an ideal resolution of 300 dpi. Please add a **list of illustrations** (i.e., a list of illustration captions) at the end of your contribution, all illustrations should be accompanied with labels and full references to the sources that the illustrations were taken from.

Specialized articles go through an anonymous **review procedure**. In this procedure, two independent assessments are composed, which are then sent to the authors. The editorial board decides when and in which volume of the journal each contribution will be published, taking into consideration the results of the review procedure, free capacity in specific journal sections, and the overall editorial plan.

Contributions are accepted in the Microsoft Word **formats** (.docx, .doc).

At the beginning of each contribution, please include the **full name and surname** of the author and the **full name of the article**.

Names of all works and periodicals should be written **in italics**; **direct quotations** must be presented using quotation marks (according to the Czech standard: „”) and highlighted with italics.

The editorial board reserves the right to deny without further justifications any articles that do not respect basic **ortographic and typographic standards** (such as articles where hyphens and dashes are not distinguished, improper spaces are inserted in dates and time ranges, new paragraphs are set using the tab key or space bar, blank lines are inserted between paragraphs, etc.).