

Journal of Baltic Studies Style Guide

When submitting an article to *Journal of Baltic Studies*, please ensure that all articles are formatted to conform to the guidelines below. Please do not hesitate to contact the Editorial Office if you are unsure of any style points or if you have any queries.

Documents to Be Submitted

- Submissions to the *Journal of Baltic Studies* are made through the ScholarOne on-line submission system: <http://www.tandf.co.uk/journals/titles/01629778.asp>
- Authors must submit at least two documents: a title page and an anonymous manuscript.
- All materials identifying authors must be removed from the anonymous manuscript.
- Authors should submit tables and figures as separate files.
- Authors may submit supporting documents and data as separate files if they believe these materials are important to the review process.
- Authors may submit a letter explaining important elements of their paper that they wish for the editor and reviewers to consider.

Title Page

- Authors must submit a separate title page that includes the title, authors' names, institution(s) of origin, addresses, telephone/fax numbers and e-mail addresses. A postal address and email address will be published in JBS as part of the article.
- The title page must also include a short biographical note (including e-mail address) of approximately 50 words for each author.

Abstract

- The anonymous manuscript must include a brief abstract of no more than 100 words.
- The abstract must be the first section in the anonymous manuscript.

Keywords

- The anonymous manuscript must include up to eight key words.
- The key words should immediately follow the abstract.

Acknowledgements

- Acknowledgements should not be placed in endnotes.
- Acknowledgements follow the last line of text in the anonymous manuscript preceding endnotes and references.

Endnotes

- Endnotes should be used sparingly, and should only be used for clarifying remarks and references to interviews/personal correspondence and non-standard reference material.
- Citations and references should otherwise follow the 16th edition of the Chicago Manual of Style available at http://www.tandf.co.uk/journals/authors/style/reference/tf_ChicagoAD.pdf
- Endnotes should be numbered sequentially as superscript Arabic numerals in the appropriate positions in the text.
- Endnote numbers should be placed after punctuation.
- Endnotes should appear in the text following acknowledgements and preceding references.

Tables and Figures

- Tables and figures must be prepared on separate pages and not included as part of the main text.
- Tables and figures should be numbered consecutively by Arabic numerals.
- The approximate position of tables and figures should be indicated in the anonymous manuscript.
- Captions should include keys to symbols and should be grouped together.
- All tables must have title legends.
- Please include original source of table/figure if not your own.
- Figures will not normally be redrawn by the publisher and authors are requested to supply professionally drawn copies suitable for printing.
- Artwork should also be sent in electronic form with the article.
- Please note that *Journal of Baltic Studies* cannot print figures in color.

References and Citations

- Full details of references should be provided in a section under the heading *References* at the end of the manuscript
- References and citations must follow the 16th edition of the Chicago Manual of Style available at http://www.tandf.co.uk/journals/authors/style/reference/tf_ChicagoAD.pdf
- Titles of journals should be given in full.
- References to works that are themselves of historical significance should have the date of first publication in the text and the list of references, with a supplementary note if page references are made to a later edition.
- Endnotes should be used for clarifying remarks and references to interviews/personal correspondence and non-standard reference material.
- English title translations of foreign works should be given in square brackets, in lower case, e.g., *Lietuvos savivalda* [*Lithuanian self-government*].

Style conventions

Please take note of the following conventions adopted by *Journal of Baltic Studies* when preparing your manuscript.

- All non-English words should be in italic script, and along with all non-English names, they should be spelled with accents and diacritical marks included. Languages native to the Baltic region shall be rendered in the full orthographic shape, including diacritics and special letters.
- Double quotes are to be used in all cases, except for quotes within quotes. Single quotes are reserved for quotes for quotes.
- Double quotes should be used when using terms such as the “other” or “orange revolution.” Such terms referring to concepts or events should not be placed in single quotes.
- Use italics for titles of books, plays, journals, transliterated matter.
- All numbers greater than 10 should be expressed in numerical form rather than in words.
- Please use symbols for %, \$, € and £.
- Where interviews or personal correspondence is mentioned, authors should provide name of interviewee (or anonymous), date of interview/correspondence and location of interview.
- Where websites or online sources are cited, authors should provide as many details as possible, including URL, information on authorship, year of publication, title of document/report and date accessed.
- *Journal of Baltic Studies* uses US English (including US spelling).
- Quoted matter up to 50 words or so maybe included in the main text using single quotes (double quotes within quotes). Displayed quotes of more than 50 words are indented from the text and do not require quotes.
- An ellipsis (...) within continuous text is usually indicated by three points, a fourth should be added at the end if the ellipsis finishes a sentence.
- The expressions *in litt.*, *op. cit.* and *ibid.* should be avoided wherever possible, though these expressions may be appropriate where large numbers of non-standard references are used in endnotes, for example, archival sources, websites, etc. These terms should be italicized.
- Minimal hyphenation is preferred.
- Abbreviations should be given in full at first mention, followed by the abbreviation in brackets.
- For number sequences, use the format 127–38, 137–38 (for less than 100), 296–301, 1114–281, etc. Please separate page numbers by en dashes.
- For dates, use the format 1949–1985. Please separate dates by en dashes.
- North Atlantic, northern Atlantic, the West, western Europe.
- Baltic states (lower case)
- communism, communist (lower case when referring to ideology), Communist Party (upper case when referring to party)

Copyright

The author is responsible for obtaining permission in writing to quote copyrighted material (including figures and tables) and must pay all fees for the use of such material before submitting the manuscript for consideration.

Acceptance

Following notice of acceptance, the author will be asked to incorporate recommendations for change in a final version to be submitted on ScholarOne.

Transliteration of Russian to English

Journal of Baltic Studies uses a system of transliteration from Russian, adapted from the BGN/PCGN system. Please refer to the table below. Exceptions may be made for names of well-known people where a different spelling has become conventional, e.g., Yeltsin, Trotsky.

Russian letter or letter combination	English transliteration
А (а)	A (a)
Б (б)	B (b)
В (в)	V (v)
Г (г)	G (g)
Д (д)	D (d)
Е (е)	E (e)
Ё (ё)	E (e)
Ж (ж)	Zh (zh)
З (з)	Z (z)
И (и)	I (i)
Й (й)	I (i)
К (к)	K (k)
Л (л)	L (l)
М (м)	M (m)
Н (н)	N (n)
О (о)	O (o)
П (п)	P (p)
Р (р)	R (r)
С (с)	S (s)

Т (т)	T (t)
У (у)	U (u)
Ф (ф)	F (f)
Х (х)	Kh (kh)
Ц (ц)	Ts (ts)
Ч (ч)	Ch (ch)
Ш (ш)	Sh (sh)
Щ (щ)	Shch (shch)
ь (твёрдый знак)	"
Ы (ы)	Y (y)
ь (мягкий знак)	'
Э (э)	E (e)
Ю (ю)	Yu (yu)
Я (я)	Ya (ya)