

## Information for authors of “Memory and Justice”

The Editorial Team requests that all authors comply with the following rules concerning the form of texts submitted for printing in our periodical.

1. All texts must be sent in electronic format to our postal or email address.
2. In the text, references to footnotes should be placed before punctuation marks: a full stop ending a sentence, a comma or a semicolon inside a sentence (unless they must be placed between words not separated by a punctuation mark).
3. For footnotes and references adopt one standard citation style (e.g. Chicago Citation Style, APSA Citation Style etc.).
4. In the main body of the text, we use generally accepted abbreviations (e.g., etc., vol., no.). There are also other abbreviations which are acceptable in specialist historical publications; however, their meaning must be explained. Dates in the main body of the text should be written as follows: 3 July 1969; in footnotes, a month should be written with a Roman numeral when it is accompanied by the day and year (with no periods separating them); in other cases months should be written in words.
5. A review of a text should contain the items listed below, placed in the following order: first name (in an unabbreviated form) and surname of the author of the work being reviewed, its title and subtitle if one exists (as specified on the title page); in the case of a review of a collective work, the title should be followed by the name and surname of the editor; and then – in the case of a multi- volume work – by the number of volumes or parts (e.g. vol. 1–2) in Arabic numerals, followed by: publisher’s name, place and year of publication and, finally, by the number of pages. The name and surname of the reviewer should be placed at the end of the text, on the right- hand side.
6. The Editorial Team reserves the right to return the text to the author if the text needs to be prepared properly and retyped to make its layout conform to the above- mentioned rules.
7. The number of characters should not exceed 50,000 characters (with spaces). The Editorial Team reserves the right to abridge manuscripts in consultation with the author.
8. The Editorial Team requests that the following be attached to the article:
  - a) Abstract in English with a volume of 1000 to 1300 characters (with spaces). The abstract should contain the following in a concise manner: research objectives and questions, applied methods, results and conclusions. The abstract should contain all keywords;
  - b) Key words in English (max. 5-7 words or phrases);
  - c) Attachment bibliography in the Latin alphabet. Any descriptions in Cyrillic or other alphabets should be translated into Latin alphabet according to English rules;
  - d) Note about the author in English (up to 500 characters): profession or academic title, basic place of work, research interests, the most important publications, current e-mail address;
  - e) title in English;
  - f) completed authorship statement.