



General Rules

for
Book Review Essays

Style: If not stated differently in the template, please use the Century Schoolbook font; size 10; block setting and hyphenation for the body of text, footnotes, and bibliography. Manuscripts submitted to *Contemporary Southeastern Europe* must fully comply with the provided template document.

Length: The manuscript, including footnotes and bibliography, should be between 1000-4000 words, depending on the number of books reviewed.

Spacing: The body of text, footnotes and bibliography should be single spaced and in block setting. Please comply with the spacing between headings, paragraphs, etc. as provided in the template document.

Margins: 4cm left and right; 4cm top and bottom.

Italics: Book titles, journals, Latin words, terms or phrases the author wants to accentuate should be written in *italics*.

Headings Style: Please use two single spaces prior to each heading and no space between the heading and the paragraph. **EXAMPLE:**

Heading 1: use this style for first-level headings

Heading 2: use this style for second-level headings

Heading 3: use this style for third-level headings

Quotations and Citations: All quotations shall be used in a logical and conclusive way, namely, in order to support own arguments. Citations for quotations must always be given in an appropriate footnote and clearly discernible and distinguishable from personal opinion. Quotations with over 40 words should be written in *italic*, font size 9, indented 0,75cm from the left margin and 0,75cm from the right margin. Quotations of less than 40 words may be indented in a similar fashion, if the author wishes to emphasize the quotation. When using a footnote please use the following style: "text."¹

Transliterations: References of sources in any other alphabet than the Latin (e.g. Cyrillic, Greek) must be transliterated.

Translations: If possible, please use English editions of secondary sources. If you use primary sources in any language other than English, please give the original title and translate using brackets []. Original titles (e.g. party names, local organisations, geographical toponyms, etc.) should be put in brackets and written in *italic*. **EXAMPLE:** ... the Croatian Democratic Union (*Hrvatska Demokratska Zajdnica*, HDZ). Please use the abbreviation in the original language.

Omissions: Omission of words or sentences from a direct citation should be indicated as follows: [...]. For insertions of own text into citations, authors should use brackets: [].

Page Numbers and Indications: For all numbers less than 100, use all digits (e.g. 4-10; 53-54; 86-109). For numbers 101-109/201-209/etc., use the changed part of the number only (e.g. 103-7; 505-47). For numbers 110-199/210-299/etc. use two digits unless more are needed to include all changed parts (e.g. 432-39; 478-513; 11323-426). Do not use abbreviations for page numbers (e.g. “p” or “pp”).

Numbers: Please use following style. **EXAMPLE:** 0.6; 10.5; 124.7; 3,995; 5,777.4; 64,677; 654,555; 2,766 544.

Abbreviations: Before using any abbreviations, please indicate the full name plus an abbreviation in brackets. **EXAMPLE:** International Monetary Fund (IMF).

Hyphens: Please use short hyphens throughout the body of text, footnotes and bibliography.

Dates: Please use the following example throughout the body of text, footnotes and bibliography: 12 June 1993.

Tables and Diagrams: All tables and diagrams should be formatted according to the template and correctly numbered. There should be one space between tables/diagrams and the body of text.



Contemporary Southeastern Europe

An Interdisciplinary Journal on Southeastern Europe

Type the title of your event analysis

here (bold, font size 18, left-aligned)

Event Analysis (font size 10, left-aligned)

Type the author's name(s) (font size 10, left-aligned)

Type the author's position or degree and institution (font size 8, left-aligned)

Type the author's e-mail (font size 8, left-aligned)

www.xxxxxxx (font size 8, left-aligned)

Contemporary Southeastern Europe, 20xx, x(x),x-x(font size 8, left-aligned)

Contemporary Southeastern Europe is an online, peer-reviewed, multidisciplinary journal that publishes original, scholarly, and policy-oriented research on issues relevant to societies in Southeastern Europe. For more information, please contact us at info@contemporarysee.org or visit our website at www.contemporarysee.org

Type the title of your book review essay here (bold, font size 18, centred)

Type the author's name* (font size 10, centred)

Keywords (bold, font size 9): type here your 3-5 keywords (font size 9)

(The editorial board recommends to write the book review essay according to the following structure: 1. Presentation of main hypothesis and research results, 2. Critical comparative reflection. Each book review essay should reflect 2-5 books with similar subjects on Southeast European societies.)

Introduction

Type the introduction here.

This is a footnote.¹

Table 1: Type here the table's title (font size 8, left-aligned)

	heading, font size 8, centred setting	heading, font size 8, centred setting	heading, font size 8, centred setting
text, font size 8, left-aligned	text, font size 8, centred setting	text, font size 8, cen- tered setting	text, font size 8, cen- tered setting

Source: text (font size 8, left-aligned)

* Please type a concise academic biography of the author in a formal style, including academic degrees, a short description of academic career with relevant academic functions, disciplinary research focus, current research interests, teaching focus and a general description of publication record. Three to five sentences. In case of co-authors please repeat this process.

¹ This is a footnote (Century Schoolbook font, single spaced, size 8, block setting). Notes should be all numbered and placed on the bottom of the corresponding pages. Footnotes should be used sparingly. The footnotes must be placed in the text where relevant and following the correct punctuation, e.g. outside quotations marks when citing directly. The footnotes have to be placed directly after any punctuation in the text (comma, period, semicolon, etc.). Do not use endnotes.

References to any sources (i.e. book, edited volume, journal article, newspaper, etc.) should include all the information as defined in the bibliography section, followed by page indication after a comma. The first time you cite a source, please do a full citation. For all subsequent references of the same source use a shortened form. Please do not use Latin abbreviations such as "ibid", "idem" or "op.cit" but follow the short reference format: Surname, *abbreviated title*, page number(s). **EXAMPLE:** Smith, *Southeast Europe*, 12). Pattern short references of other sources to this model and in accordance to the style defined in the bibliography section. Make sure that the abbreviated title includes the first noun in the full title. If you have more than one source in the footnote please use a semi-colon between them.

Diagram 1: Type here the diagram's title (font size 8, left-aligned)



Source: text (font size 8, left-aligned)

Conclusions

Type the conclusions here.

Bibliography

- Sources must be compiled alphabetically, not numbered, and no separations made between books, journal articles, primary sources etc.
- In case of multiple places of publication, please do not document more than the first two that appear on the sources title page.
- Please indent the second and subsequent lines of the entry (0,5cm).
- If you have multiple entries by the same author, start with the most recent publication and replace the author's name in the second and the subsequent entries with 7 crossed free spaces. **EXAMPLE:** —.
- When books have editors, translators, the following abbreviations are used: One editor: ed. Two or more editors: eds. Translators: trans.
- For editions of books other than the first, the edition number (or description) and the abbreviation ed. are placed after the book's title in all notes and bibliographic citations. Second edition: 2nd ed. Revised edition: rev.ed.
- Types of sources (e.g. Law documents, Archival material, etc.) that are not explicitly mentioned should be patterned according to the bibliography section.

Single author book reference:

Surname, Name. Year. *Book title*. Place of publication: Publisher.

Books with two authors:

Surname, Name and Name Surname. Year. *Book title*. Place of publication: Publisher.

Books with three or more authors:

Surname, Name / Surname, Name and Name Surname. Year. *Book title*. Place of Publication: Publisher.

Publications by the same author published in the same year:

Surname, Name. Year a. *Title*. Place of publication: Publisher.

Surname, Name. Year b. *Title*. Place of publication: Publisher.

Edited volume by one editor:

Surname, Name. (ed.). Year. *Book title*. Place of publication: Publisher.

Edited volume by two editors:

Surname, Name and Name Surname. (eds.). Year. *Book title*. Place of publication: Publisher.

Edited volume by more than two editors:

Surname, Name / Surname, Name and Name Surname. (eds.). Year. *Book title*. Place of publication: Publisher.

Reference to a specific book chapter:

Surname, Name. Year. *Chapter title*, in *Book title*, edited by Surname, Name. Place of publication: Publisher, page numbers.

Journal article:

Surname, Name. Year. Article title. *Journal title* volume(issue number), page numbers. **N.B.:** Please do not use a free space between volume and issue number.

Journal article / electronic source:

Surname, Name. Year. Article title. *Journal title*, volume(issue number), page numbers (if applicable). Available at: URL (accessed: full date).

Conference papers:

Surname, Name. Year. *Paper title*. Paper at the xx Conference, Place, full date.

Working papers:

Surname, Name. Year. *Paper title*. Working Paper. Place of publication: Pub-

lisher.

Unpublished MA/PhD-thesis:

Surname, Name. Year. *Title*. MA/PhD-thesis. Place of publication: Publisher.

Website/online material:

Surname, Name. *Title*. Available at: URL (accessed: full date).

Newspapers:

Surname, Name. Year. Article title. *Newspaper title*, full date, pages.

Films:

Movie title (dir. Name Surname, Year).