

GUIDELINES FOR AUTHORS

Guidelines for writing tasks

The *History teaching* magazine publishes texts related to the methodology of teaching history, as well as historiographic articles, reviews and critical book reviews in the field of historical science and various notes.

Published work can be categorised as one of the following:

1. original scientific article
2. scientific note
3. review article
4. professional article
5. conference paper

The extent of the article should, in principle, not be longer than 32 standard pages (type-written double-spaced pages), i.e. 58.000 characters, including the notes.

Reports and reviews as well as notes on the work of institutions should not exceed 14.000 characters.

Furthermore, each written work should contain the following:

- information about the author: first name and surname, institution, e-mail address
- article title in Croatian
- summary in Croatian and key words (after the title)
- bibliography (at the end of the article, before the summary in English)
- article title and summary in English (summary)

Guidelines for sending written work

All authors are asked to send their written work electronically, on a CD or through e-mail, written in MS Word documents. Written work should be sent to the following e-mail address:

Dijana Dijanić Pleško (ddijanic1@gmail.com)

GUIDELINES FOR PREPARING NOTES AND BIBLIOGRAPHY

Due to the fact that within the first citation in the *History teaching* magazine you should always give full information on the cited work within the notes, bibliography at the end of the article can be appended, but it is not obligatory.

The guidelines give examples most often used in the written work. For additional examples see: Zrinka Nikolić Jakus, *Uvod u studij povijesti (The introduction to the study of history)*. Historiografski praktikum, Zagreb: Leykam international, 2008.

You can use the following abbreviations in your notes and bibliography:

- If the publishing place is unknown, put *s.l.* (lat. *sine loco* = without place) at the appropriate place.
- If the publishing year is unknown, put *s.a.* (lat. *sine anno* = without year) at the appropriate place.
- If there is more than one author of the cited work, in some cases (see Guidelines for writing notes and Guidelines for writing bibliography) you can use *et al.* (lat. *et alii* = and others).

Guidelines for writing notes

General guidelines

1. When you cite a book or an article for the first time, you should provide full information about the cited written work.
2. Notes are always written at the bottom of the page, but not within the text or at the end of the text.
3. They are always written in a smaller font than the main body of text (e.g. if the main body of text is written in Times New Roman, font size 12, the notes are written in font size 10).
4. The information about the author, title and publishing are separated by **commas**, and a full stop should always come at the end of the note.
5. If more than one written work is stated, you should separate them with semicolons (;).
6. If you want to cite a larger number of pages from the same book or article, you could write, instead of stating page numbers a Latin word *passim* (here and there, indicating that the writer has drawn upon material scattered throughout the source cited).
7. If you cite a source with an unknown author, the note should start with its title.
8. If the publication is currently being printed, you should state the publishing place and its publisher, and instead of the publishing year, you should write *in press*.

Note about a book or a collection of papers

9. The note in which you cite the source for the first time, you must state the first name and then the surname of the author, followed by the title of the book (in italics), all separated by commas. It is followed by a parenthesis which include the publishing place, the publisher and the publishing year, all which is followed by a colon. After that, you must state the page number which is separated by a comma.
10. If you are citing a collection of papers, you should put the name of the editor instead of the author's name. If the collection has three editors, you must put all three names when citing it for the first time. If there are four or more editors, you must only state the name of the first one and then write *et al.*

11. If you cite a source translated from another language, you should state the name of the translator immediately after the title and before the publishing place, the publisher and the publishing year.
12. If the source cited was not the first edition, you should write the number of the edition after the title and separated from it by a comma.
13. If you cite the source which consists of more than one volume with the same title, you should put the number of the volume immediately after the title. Nevertheless, if the source cited comprises of more than one volume which all have different titles, you should first state the title of the volume that you are citing, followed by the number of the volume and the title of the publication.

Examples:

¹ Katarina Spehnjak, *Javnost i propaganda: Narodna fronta u politici i kulturi Hrvatske 1945.- 1952.* (Zagreb: Hrvatski institut za povijest i Dom i svijet, 2002), 28.

² Ulf Brunnbauer ur., *(Re)Writing History – Historiography in Southeast Europe after Socialism* (Münster: LIT Verlag, 2004); Vera Katz, ur., *Revizija prošlosti na prostorima bivše Jugoslavije*, (Sarajevo: Institut za istoriju, 2007).

³ Nada Klaić, *Povijest Hrvata u ranom srednjem vijeku*, 2. izd. (Zagreb: Školska knjiga, 1975), 247

Keith Jenkins, *Promišljanje historije*, prev. Snježana Koren (Zagreb: Srednja Europa, 2008), 74

⁵ Fernand Braudel, *Sredozemlje i sredozemni svijet u doba Filipa II*, II. svezak, prev. Mirna Cvitan Černelić i Jagoda Milinković (Zagreb: Antibarbarus, 1998): 505

⁶ Fernand Braudel, *Vrijeme svijeta*, sv. 3, *Materijalna civilizacija, ekonomija i kapitalizam od XV. do XVIII. stoljeća*, prev. Dubravka Celebrini et al. (Zagreb: August Cesarec, 1992), 721

The note about the article from a magazine or a collection of papers

14. The note in a magazine citing the article for the first time should consist of all information: the author's first name and surname, the title of the article (between the quotation marks), followed by the magazine's title (written in italics), the number of the issue (the number of the volume if needed, too), and the publishing year written in parenthesis, all which is followed by the page number, separated from the parenthesis by a colon. The editor of the periodical publications doesn't have to be stated.
15. The note in a collection of papers citing the article for the first time should first state the author's first name and surname, the title of the article (between the quotation marks), followed by the title of the collection (written in italics), the editor's first name and surname, as well as the publishing place, the publisher and the publishing year written in parenthesis, all which is followed by the page number, separated from the parenthesis by a colon.

Examples:

¹ Tvrtko Jakovina, „Sovjetska intervencija u Afganistanu 1979. i Titova smrt“, *Historijski zbornik LX* (2007): 298.

² Jadranka Čačić-Kumpes, „Interkulturalizam u obrazovanju: koncepti, teorijski modeli i razvojne mogućnosti“, *Povijest u nastavi*, II, br. 2 (jesen 2004): 315-316

³ Ivo Žanić, „Podvučeno žutim: Raspad Jugoslavije i značenjsko-funkcionalne transformacije jedne krilatice, 1987-2004“, u *Devijacije i promašaji. Etnografija domaćeg socijalizma*, ur. Lada Čale Feldman i Ines Prica (Zagreb: Institut za etnologiju i folkloristiku, 2006): 133

A book or an article with more than one authors

16. If the book or the article has two authors, you should state both their first names and surnames when citing the source for the first time, ordered in the same way they are stated on the front page.
17. If the book or the article has three authors, you should state all three first names and surnames when citing the source for the first time, given that the first two names are separated by a comma.
18. If the book or the article has four or more authors, you should state the first name and surname of the first author and write *et al.* when citing it for the first time.
19. If you cite a source with a corporate author, the name of the corporation, agency, ministry etc. is used as the author's name.

Examples:

¹ Snježana Koren i Branislava Baranović, „What Kind of History Education Do We Have after Eighteen Years of Democracy in Croatia? Transition, Intervention, and History Education Politics (1990-2008)“, u „*Transition and the Politics of History Education in Southeast Europe*, ur. Augusta Dimou (Göttingen: V&R unipress, 2009): 121

² Zdenko Radelić et. al., *Stvaranje hrvatske države i Domovinski rat* (Zagreb: Hrvatski institut za povijest i Školska knjiga, 2006), 409-411.

³ Savet za nauku i kulturu Vlade FNRJ, *Školstvo u FNR Jugoslaviji: od školske 1945 – 1946 do 1950 – 1951 godine* (Beograd: 1952), 59

*A book or an article **not** cited for the first time*

20. If a source (a book or an article) is cited in a note following immediately after the note stating full information about it, you should put **Ibid.** (lat. *ibidem*, in the same place), followed by a comma and a page number.
21. If a book or an article has two or three authors, you should state the surnames of all authors and the full or abbreviated title when citing the source for the second or any other time. If the book or the article have four or more authors, you should state the surname of the first author followed by the abbreviation *et al.* when citing the source for the second or any other time.

Examples:

¹ Ludwig Steindorff, *Povijest Hrvatske od srednjeg vijeka do danas* (Zagreb: Naklada Jesenski i Turk, Institut društvenih znanosti Ivo Pilar, 2006), 113-125

² Ibid., 143

22. If the note repeats the name of the author from the previous note, but with his/her another work, you could use **idem** (masculine or neuter form meaning ‘the same’) or **eadem** (feminine form meaning ‘the same’) instead of its name.

Examples:

¹ Ivo Goldstein, *Hrvatska povijest* (Zagreb: Novi Liber, 2003), 67

² Idem, *Hrvatska 1918 – 2008* (Zagreb: EPH Liber, 2008), 183

23. If the source cited is repeated in a note which does not follow the first citation, the note is written in an abbreviated form: you should only state the author's surname and the title – full or abbreviated (and not using the abbreviation *op. cit.* instead of the

title). The title is abbreviated if it is a longer one i.e. consisting of more than four words. It is then followed by the page number of the cited text, omitting the publishing place, the publisher, the publishing year and the magazine's issue number. If the same source is cited in the next note or in any of the following notes again, you could also use the abbreviation *ibid.*

Examples:

¹ Tvrtko Jakovina, „Sovjetska intervencija u Afganistanu 1979. i Titova smrt“, *Historijski zbornik*, LX (2007): 298.

⁴ Jakovina, „Sovjetska intervencija u Afganistanu“, 301

⁵ *Ibid.*, 303

² Ludwig Steindorff, *Povijest Hrvatske od srednjeg vijeka do danas* (Zagreb: Naklada Jesenski i Turk, Institut društvenih znanosti Ivo Pilar, 2006), 113-125

⁶ Steindorff, *Povijest Hrvatske*, 222

⁷ *Ibid.*, 223

Encyclopaedia, lexicon or dictionary

24. When you cite a well-known encyclopaedia, you usually omit its publishing place, its publisher and its publishing year. Nevertheless, if it is not the first edition, you should state which edition it is.
25. If you cite a dictionary, in which entries are placed in alphabetical order, before the entry you should put *s.v.* (lat. *sub verbo* = under the word). If the author of the encyclopaedic article is known, you should state his/her name as well.
26. Specialized encyclopaedias, lexicons and dictionaries are cited in the same way as books.

Examples:

¹ *Enciklopedija Jugoslavije*, 2. izd., s.v. „Školstvo u Jugoslaviji“

² Jaroslav Šidak, „Hrvati. Historija“, u *Enciklopedija Jugoslavije*, 2. izd.

Newspaper article

27. For the newspaper article, you should state the author's name, the title of the article (written between the quotation marks), the title of the newspaper (written in italics) and the date of publishing. You could also state the page number.

Examples:

¹ Ivica Radoš, „Povijest za pučkoškolce: mitologija u službi politike“, *Jutarnji list*, 6. listopada 1998, 7

28. For the internet websites, you should state the website's name and its URL. For the articles available online, you should state information about the author, the title, the publication, date and year of publication, URL, followed by the date when you visited the website written in parenthesis. If you cite publications (books or articles) also available online, you should state its URL along with the usual obligatory information about its printed edition, as well as the date when you visited the website written in parenthesis.

Examples:

¹ The British Cartoon Archive, <http://www.cartoons.ac.uk/> (posjet 19.10.2010)

² Ford, Peter. „France divided over how to cast its colonial past“, Cristian Science Monitor, 4.1.2006. <http://www.csmonitor.com/2006/0104/p01s02-woeu.html> (posjet 19.10.2010)

Guidelines for writing a bibliography

General guidelines

1. Bibliography is written at the end of the article and before its summary in English. It is not obligatory if you have already supplied full footnotes in the text.

2. Here, the sources are listed in alphabetical order, by the authors' surnames. If the author is unknown, the source is listed by the first word in its title.

3. Contrary to the rules of writing notes, when writing bibliography, the information about the author and the edition are separated by **full stops**.

Listing books / monographies:

4. First you should state the author's surname and full name (separated by commas), followed by the title of the book (written in italics), the publishing place, the publisher (if there is more than one publisher, you should state all of them) and the publishing year.

5. If the book cited is not the first edition, you should state which edition it is after you have written the title and separated it with a comma.

6. If the publishing place is unknown, you should write *s.l.* (*sine loco*) at the appropriate place, and if the publishing year is unknown, you should write *s.a.* (*sine anno*) accordingly.

7. If the publication is currently being printed, you should state the publishing place and the publisher, and instead of writing the publishing year, state *in press*.

8. If you cite a book with more than one author, the surname of the first author comes before his/her first name, and they are separated by a comma. The other authors are stated with their first names first followed by their surnames and **not** separated by commas. You should state first names and surnames of all authors, unless there are more than seven of them: in that case, use the abbreviation *et al.* (lat. *et alii* = and others).

9. At the end of the citation put a full stop.

Examples:

Best, Antony, Jussi M. Hanhimäki, Joseph A. Maiolo, Kirsten E. Schulze. *International History of the Twentieth Century*. London and New York: Routledge, 2004.

Ivić, Nenad. *Napulj i druga imaginarna mjesta*. Zagreb: Gordogan, 2009.

Klaić, Nada. *Povijest Hrvata u ranom srednjem vijeku*, 2. izd. Zagreb: Školska knjiga, 1975.

Leček, Suzana, Tihana Petrović Leš. *Znanost i svjetonazor. Etnologija i prosvjetna politika Banovine Hrvatske 1939.-1941*. Zagreb: Srednja Europa, u tisku

10. If you cite various sources of the same author, list them in alphabetical order, according to the first letter in the title, regardless of whether it is the work of an author or an

editor. Instead of repeating the author's name, you should put a line consisting of five character spaces: _____

Example:

Bilandžić, Dušan. *Hrvatska moderna povijest*. Zagreb: Golden marketing, 1999.
_____, *Povijest izbliza. Memoarski zapisi 1945-2005*. Zagreb: Prometej, 2006.

11. In a collection of paper you should write an editor's name, followed by an abbreviation *ed*. If there is more than one editor, state all their names.

Examples:

Čale, Lada, Ines Prica, ur. *Devijacije i promašaji. Etnografija domaćeg socijalizma*, Zagreb: Institut za etnologiju i folkloristiku, 2006.
Roksandić, Drago, ur. *Uvod u komparativnu historiju*. Zagreb: Golden marketing – Tehnička knjiga, 2004.

12. In case of a primary source, you should state the names of text editors and/or all other scholars who wrote the preface or other appended texts.

Example:

Zapisnici Politbiroa Centralnog komiteta Komunističke partije Hrvatske 1945-1952. Svezak 1: 1945-1948. Priredila Branislava Vojnović. Zagreb: Hrvatski državni arhiv, 2005.

13. If a book is translated from a foreign language, the translator's name is given immediately after the title and before the publishing place, the publisher and the publishing year.

Example:

Bloch, Marc. *Apologija historije ili zanat povjesničara*. Prevela Jagoda Milinković. Zagreb: Srednja Europa, 2008.

14. If you cite a scientific or a professional article in a magazine, you should state the author's surname, his/her first name, the article's title, the magazine's title, the year and/or the issue of the magazine's publication and the page numbers (from – to). The article's title is written between the quotation marks and the magazine's title is written in italics. There is no comma between the magazine's title and the number of its issue, and the publishing year is written in parenthesis. You should write the page numbers from the beginning of the article to its end, which comes immediately after the publishing year in parenthesis, separated from it by a colon. In comparison to a collection of papers, for a publication with regular circulation you do not have to state the main editor's name.

Examples:

Dota, Franko. „Sjećanje na poplavu u Firenci 1966. – osnovni elementi memorijskog narativa.“ *Povijest u nastavi*, VI, 2 (jesen 2008): 153-166.
Škiljan, Filip. „Hrvatsko zagorje, Jasenovac, Kordun i Banija – primjeri upotrebe novih metoda istraživanja hrvatske povijesti.“ *Radovi Zavoda za hrvatsku povijest Filozofskog fakulteta Sveučilišta u Zagrebu* 41 (2009): 409-432

15. If you cite a newspaper article, you should state the author's name, the article's title written between the quotation marks, the newspaper's title (in italics) and the publishing date.

Example:

Puhovski, Žarko. „Autoritet krvi ili mirnodopska egzistencija?“, *Vjesnik*, 13.10.2000.

16. If you cite an article from a collection of papers, you should first state the author's surname and his/her first name and the title of the article written between the quotation marks. It is followed by full information about the publication: its title (in italics), the first name and the surname of the collection's editor, the page numbers of the cited paper from the collection, the publishing place, the publisher and the publishing year.

Examples:

Pavlaković, Vjeran. „Komemorativna kultura Bleiburga, 1990-2009.“ *U Kultura sjećanja: 1945. Povijesni lomovi i svladavanje prošlosti*, ur. Sulejman Bosto i Tihomir Cipek, 167-194. Zagreb: Disput, 2009.

Budak, Neven, “Post-socialist historiography in Croatia since 1990.” U *(Re)Writing History – Historiography in Southeast Europe after Socialism*, ur. Ulf Brunnbauer, 128-164. Münster: LIT Verlag, 2004.

17. If you cite a website, you should state its name and URL. If you cite an article available online, you should provide information about the author, the title, the publication, the date and year of publication, URL and the date when you visited the website written in parenthesis. If you cite publications (books or articles) which are available both in print and online, along with the obligatory information about its printed edition, you should also state its URL and the date of your visit to the website (in parenthesis).

Examples:

The British Cartoon Archive. <http://www.cartoons.ac.uk/> (posjet 19.10.2010)

Gabrič, Aleš. *Sledi šolskega razvoja na Slovenskem*. Ljubljana: Pedagoški inštitut, 2009.
http://www.pei.si/UserFilesUpload/file/digitalna_knjiznica/Dissertations_7/index.html (posjet 19.10.2010)

Ford, Peter. „France divided over how to cast its colonial past“, *Cristian Science Monitor*, 4.1.2006. <http://www.csmonitor.com/2006/0104/p01s02-woeu.html> (posjet 9.10.2010)