**ANALI ZAVODA ZA POVIJESNE ZNANOSTI HAZU U DUBROVNIKU**

**Style of bibliography entries and documentary notes**

**Books**

A bibliography entry should include:

1) author’s name and surname

2) full title of the book (in italics) and volume number

3) if part of a series, in square brackets name of series and number of volume

4) place of publication

5) publisher

6) date of publication

**Example**: Cvito Fisković, *Naši graditelji i kipari XV. i XVI. stoljeća u Dubrovniku*, Zagreb: Matica hrvatska, 1947.

In edited volumes, the name of the editor must be cited after the title:

**Example**: *Diplomatički zbornik Kraljevine Hrvatske, Dalmacije i Slavonije, II,* ed. Tadija Smičiklas, Zagreb: JAZU, 1904.

**Articles in periodicals**

A bibliography entry should include:

1) author’s name and surname

2) title of article (enclosed in "quotation marks")

3) title of periodical (in italics)

4) issue information: volume and issue number (if any)

5) date of publication (year followed by a full point)

6) page reference: the first and last pages of the article

**Example**: Ljubo Karaman, "O staroj slikarskoj školi u Dubrovniku", *Anali Historijskog instituta JAZU u Dubrovniku* 2 (1953.), 101-123.

**Chapters or articles in books**

A bibliography entry should include:

1) author’s name and surname

2) title (enclosed in "quotation marks")

3) title of the book (in italics, preceded by in:)

4) editor’s name

5) place of publication

6) publisher

7) date of publication (year followed by a full point)

8) the first and last pages of the chapter or article

**Example**: Darko Novaković, "Novopronađeni rukopis Benedikta Kotruljevića", in: *Dubrovčanin Benedikt Kotruljević, hrvatski i svjetski ekonomist XV. stoljeća*, ed. Vladimir Stipetić, Zagreb: HAZU and Hrvatski računovođa, 1996., 19-32.

**Newspapers**

A bibliography entry should include:

1) author’s name and surname (if the author is signed)

2) title (enclosed in "quotation marks")

3) title of the newspaper (in italics)

4) issue information: volume and issue number (if any)

5) date of publication (in bracket, year followed by a full point)

6) the first and last pages of the article

**Example**: "Čudnovata zapljena", *Prava Crvena Hrvatska* 62 (19. 5. 1906.), 3.

**Unpublished documents**

When referring to archival material or other unpublished documents, an entry should include all the information that would help the reader easily locate the document. The following sequence of the elements of reference is recommended:

1) name of the archive

2) archival fund

3) series or subseries (series title and number if applicable)

4) box or bundle number

5) page or folio number

If the material is numbered by folios, the reference should consist of the folio number abbreviated by f. (or ff. for plural), no spacing, the letter r (recto) designating the front, or the letter v (verso) the back of the leaf.

**Examples**:

State Archives in Dubrovnik, *Acta Minoris Consilii*, ser. 5, vol. 19, f. 256v.

State Archives in Dubrovnik, *Leggi e istruzioni*, ser. 21.1, vol. 11a, *Liber viridis*, f. 17r.

National and University Library in Zagreb, Zbirka starih i rijetkih knjiga i rukopisa, R 4088.

**Electronic sources**

References to electronic periodicals or web sites should include the author's name, source title, name of the electronic publication with URL, and the date when the work was consulted.

**Example**: Michele Ansani, "Edizione digitale di fonti diplomatiche: esperienze, modelli testuali, priorità", *Reti Medievali – Rivista* 7/2 (2006): http://www.dssg.unifi.it/\_RM/rivista/forum/Ansani.htm (pristupljeno 17. siječnja 2018.).

**The first and subsequent references**

The first reference is the same as the full bibliography entry and afterwards follows the referred page number.

The second and every subsequent reference contains only the initial of the name and the full surname of the author or editor, the title (which can be in shortened form), and the referred page number. In cases of archival references, the second and every subsequent reference should contain the name of the series (can be abbreviated), the box and bundle number, and the page or folio number.

**Examples**:

C. Fisković, *Naši graditelji i kipari XV. i XVI. stoljeća u Dubrovniku*, 215. or: C. Fisković, *Naši graditelji i kipari*, 215.

Lj. Karaman, "O staroj slikarskoj školi u Dubrovniku", 115.

*Reformationes*, vol. 30, f. 29r.

*Cons. Min.*, vol. 19, f. 256v.

If several bibliography entries are cited in one note, they should be arranged chronologically by the date of publication.

For additional examples please consult the issues of *Anali Zavoda za povijesne znanosti HAZU u Dubrovniku,*starting from60 (2022.).