

INFORMATION FOR AUTHORS

Submissions

Authors must submit their manuscripts through the journal's online submission system. Until this is available (July-August 2017), please send your prospective articles to the jacob.maze@fsv.cuni.cz.

Publication Decisions

In most cases, a decision on the manuscripts is reached within four months of submission.

Formal Requirements

On average, research articles should not exceed 7,000 words, excluding notes and bibliography. Please supply a 250-300 word abstract when submitting your research article. The typical length of reviews and review articles is between 2,000-5,000 words.

All articles need to be submitted in English (US spelling). If English is not your first language, we strongly advise you to have your manuscript proofread by a native speaker.

Manuscripts must be submitted in a Microsoft-Office document format.

Preparing Your Paper

Manuscripts should be single spaced and paginated. Please use New Times Roman font, 12 point.

Please include all authors' full names and institutional affiliations along with contact details (preferably an email address) of the corresponding author on the title page.

Quotations

Use double quotation marks (""), and single quotation marks (") for quotations within quotations. Quotations of over 50 words should be indented on the left as a separate block of text without quotation marks.

Headings and Subheadings

Type from the left margin. Capitalize all headings and subheadings.

Dates

For dates, please follow the format Month Date, Year

Example: December 24, 1999

Numbers

Use Arabic numbers throughout the text. Spell out numbers up to twelve with the exception of percentages. Spans of numbers should be elided to the smallest unit.

Example: one, two, 13, 2%, 21–7, 1945–6

Foreign Words

Foreign words need to be in *italics*. Translated names of foreign bodies should include the original in italics:

Example: Civic Democratic Party (*Občanská demokratická strana*)

Hyphenation

Turn off hyphenation throughout the text, bibliography included.

Reference Style Guide

When submitting your manuscript, please make sure your citations are in accordance with the **Chicago Style (author-date) citation** method.

Page references must be given for quotations.

Example: (Van Dijk 1997, 12-13)

References must be in alphabetical order.

Books

Example: Aguilar Fernández, Paloma. 2002. *Memory and Amnesia: The Role of the Spanish Civil War in the Transition to Democracy*. New York: Berghahn Books.

Edited Books

Example: Waele, Jean-Michel, Fabien Escalona, and Mathieu Vieira, eds. 2017. *The Palgrave Handbook of Social Democracy in the European Union*. Basingstoke: Palgrave Macmillan.

Journal Articles

Example: Sartori, Giovanni. 1991. "Comparing and Miscomparing." *Journal of Theoretical Politics* 3 (3): 243–57.

Book Chapters

Example: Perottino, Michel, and Martin Polášek. 2017. "Czech Republic." In *The Palgrave Handbook of Social Democracy in the European Union*, edited by Jean-Michel Waele, Fabien Escalona, and Mathieu Vieira, 416–33. Basingstoke: Palgrave Macmillan.

Website

Example: “EU Presidency Statement - Holocaust Remembrance.” 2005. *EU@UN*. October 31. <http://eu-un.europa.eu/eu-presidency-statement-holocaust-remembrance/>.

Newspaper

Example: Taylor, Adam. 2017. “Even Angela Merkel’s Political Rivals Are on Her Side against Trump.” *Washington Post*. Accessed May 30.
https://www.washingtonpost.com/news/worldviews/wp/2017/05/29/even-angela-merkels-political-rivals-are-on-her-side-against-trump/?hpid=hp_hp-top-table-main_wv-merkel-630pm%3Ahomepage%2Fstory&utm_term=.af922da4b552.

Example: *The Palestine Post*. 1945. “68 Injured In Pogrom,” October 1.

Please note: In case the book, chapter or article appears in a foreign language, please include a translation into English in square [] brackets.

Example: Widmer, Paul. 2014. *Diplomatie. Ein Handbuch*. [Diplomacy. Handbook]. Zürich: Verlag Neue Zürcher Zeitung.