Instructions for Authors

Scope

The peer-reviewed quarterly journal *Canadian-American Slavic Studies* (*CSS*) is edited and published to provide information about Slavic and East European (including Albania, Hungary and Romania) culture, past and present, in a scholarly context. The journal began publication in Montreal, Quebec, Canada in 1967 and then continued publication in the USA in 1971. It publishes articles, documents, translations and book reviews in English, French, German, Russian and Ukrainian. It also features special issues about specific topics prepared by guest editors. Most of the material has featured contributions about history and literature, but the journal welcomes contributions in all areas of the humanities and social sciences.

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Double-blinded Peer Review
CSS uses a double-blind peer review system, which means that manuscript author(s) do not know who the reviewers are, and that reviewers do not know the names of the author(s). When you submit your article via Editorial Manager, you will be asked to submit a separate title page which includes the full title of the manuscript plus the names and complete contact details of all authors. This page will not be

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accessible to the referees. All other files (manuscript, figures, tables, etc.) should not contain any information concerning author names, institutions, etc. The names of these files and the document proper-ties should also be anonymised.

File Format

In any word processor: save and send the file in RTF format or Word DOC format. Use a Unicode-friendly font, such as the Brill (brill.com/about/brill-fonts). If you use other fonts: send them along with the text file. Please upload source files such as .doc, and not .pdf files.

Contact Address

For any questions or problems relating to your manuscript please contact: CASS@Westminster.edu. For eventual questions about Editorial Manager, authors can also contact the Brill EM Support Department at: em@brill.com.

Submission Requirements

Articles should be typewritten, or in the form of a clear printout from a word-processor, on A4 or American-standard white paper, double-spaced (including footnotes, which should preferably appear at the bottom of the page), and on one side of the paper only. Keep formatting to an absolute minimum. For text which has to be typeset as *italic* use either <u>underlining</u> only or *italics* only consistently in the files. Mark every other layout element (e.g., block quotations, tables) in the print-out.
Indent paragraphs with a single tab.

Length

Articles should consist of 7,500-10,000 words (book reviews: 1,000-2,000 words, review essays: 2,500-4,000 words).

Language

Manuscripts should be preferably written in English. Spelling (British or American) should be consistent throughout. See also the note on punctuation in quotations (see below). Where both -ise and -ize spellings are possible, the latter should be used, e.g. in standardize, italicize, realize; but note that exercise, circumcise, compromise and many other words must be spelled with -ise. The text must be grammatically correct and in good literary style, using inclusive language.

Non-Roman Scripts

Use of Cyrillic and Greek quotations is allowed. In non-English texts, diacritical marks should be used as appropriate (e.g., in German, umlauts should always be used where required, rather than spelling with

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an extra "e"; however, the Ringel-ß may be rendered by "ss"). Capitalized letters in French should not be accented.

Transliteration

For transliteration from Cyrillic, use the Library of Congress romanization table: loc.gov/catdir/cpso/roman.html.

Manuscript Structure

Articles should be complete, including all necessary footnotes, bibliographical references, tables, et cetera.

Abstract and Keywords

Submissions must include an abstract or summary of the article in not more than 150 words. The abstract should appear after the author's name and affiliation on the first article page. Four to eight keywords should be provided and placed below the abstract.

Headings

Headings should be flush left, in **bold** and preferably unnumbered.

Footnotes

Footnotes (not endnotes) should follow the *Chicago Manual of Style*, 15th edition. Footnotes should be double-spaced. Books must include the name of the publisher. If no publisher or date of publication is known, use n.p. or n.d.

Book:
Any Author, *Title in Italics* (City: Publisher, 2011), 25-81.

Ibid., 123-25 (use Ibid., for an immediate reference to the same work)

Use a shortened title for a later reference to the same book.
        Name, *Shortened Title*, 125-26.

Op.cit and *loc.cit* should not be used.
Edited Volume
Any Author, *Title in Italics*, ed. Any Editor (City: Publisher, 2011), 381-402

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Multivolume Work
First Name Last Name, *Title in Italics*, 5 vols. (City: Publisher, Dates), 3: 100-104

Journal
First name Last name, "Title of article," *Journal Title in Italics* 94, no. 3 (Fall 2007): 246-51.

Pagination
Do not use p. or pp. Volume numbers are followed by a colon and page.
Numbers ending in multiples of 100, use all digits: 100-102; 1200-1213.
Numbers in 101 through 109, 201 through 209, etc.: 101-2, 1201-13

Archives
Full Title of Archive (*RGADA*), and in italics *f.* 1609, *op.* 1, l. (or) *ll.* 6-7.

References to document numbers and their pages should read first the page followed by the number in parenthesis: *ASEI*, 25 (no. 6).

Bibliographic References in Text and Notes
Use the social-scientific style, in combination with a separate bibliography in the social-scientific style (see below).

References in Text
(von Rad 1975: 57) (Reploh 1969; Rohrbaugh 1987: 103–19) (Dewey 1989: 1 n. 2).

Quotations
British and American styles are both acceptable: British style uses single quotation marks (') for the first level of quotation and double quotation marks (") for quotations within quotations. American style uses double quotation marks (") for the first level of quotation and single quotation marks (') for quotations within quotations. Note that in British-style quotations, punctuation appears outside the quotation marks, unless an entire sentence is being cited.
In American-style quotations, punctuation appears within the quotation marks.
Quotations of more than four lines, which will be set as indented text in smaller type and line spacing, should not be preceded and followed by quotation marks, and should be double-spaced.

Figures
Illustrations and photos, should be submitted in TIFF or JPG format, scaled at 100%, resolution at least 300 dpi (600 dpi is preferred). Number the files and clearly mark the spot where the illustration should be inserted ("insert ill. 2 here"). Provide the figure captions at the very end of the article.

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Publication

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