

Stetson *hereditati* Bordia universitatis

GUIDELINES
FOR AUTHORS



STUDIA UNIVERSITATIS HEREDITATI

Znanstvena revija za raziskave in teorijo kulturne dediščine

Glavni in odgovorni urednik

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Guidelines for authors

The journal publishes primarily in the Slovenian language, but also in other (major) world languages (Italian, English, German, French). An article published in a foreign language must also include a Slovenian abstract and summary in addition to the English text. Words originally written in non-Latin script (e.g. Cyrillic) will be transliterated according to the rules of Slovenian orthography (<http://bos.zrc-sazu.si/sp2001.html>; see Ch. "Preglednice", Sub-Ch. "Pisave za posamezne jezike"). This is author's responsibility.

An article (generally 7000, but no more than 10.000 words) should begin with:

- 1) *author's title, name and surname;*
- 2) *abstract in Slovene and English, up to 250 words;*
- 3) *keywords in Slovene and English (up to 5);*
- 4) *institution and address.*

An article should also include:

- 1) *summary in Slovene or English and*
- 2) *sources consulted.*

Articles should be written in regular Slovene (or regular foreign languages) with regard to current spelling, otherwise the editorial board reserves the right to refrain from reviewing the article or reject it. If the article has already been published in another journal or if it is in the process of being published, this should be stated explicitly.

Contribution to the double line spacing, font type should be Times New Roman, size 12pt (in footnote 10pt). The text should be aligned left, the pages should be numbered consecutively. Paragraphs should be separated by a blank line. Up to three hierarchical levels of subtitling are allowed, which should be numbered (use only plain style): 1 - 1.1 - 1.1.1

For highlights use only italics (in the case of linguistic texts, where examples are a general rule, bold print is acceptable). Words in foreign languages should be written in italics as well. The use of other typographical cuts (underlined, large lowercase letters, bold italics ...) is not allowed. Do not use double spaces; do not use the spacebar for text alignment. The only kind of paragraph permitted is left-aligned paragraph without the use of tabs (do not use the centre, two-sided or right paragraph alignment). Only use square brackets for phonetic or recorded pronunciations. Three dots are contact only if they refer to broken text, e.g. con... In unfinished thoughts three dots are nonadjacent and indivisible ... Please turn off hyphenation.

Footnotes should be automatically numbered (numbers are immediately after a word or punctuation mark) and listed on the current page of text.

Quotes in the text should be marked with a double ("") and quotations within quotations with single (') quote marks. Omitted parts of quotations and adaptations should be clearly marked with slashes: /.../. Isolate longer quota-

tions (more than 3 lines) in separate paragraphs, separated from the rest of the text by omitting a row. Quote the source of the quotation mark in round brackets at the end of the quote.

Highlight the best places for graphics in the text (tables, figures, diagrams, charts, etc.), along the lines of: [Table 1 about here]. Attach individual units of equipment in a separate file (in .eps, .ai, .tif or .jpg format, minimum resolution of 300 dpi; enclose the tables in a special file in the .doc format, graphs in the .xls format). Table title is above the table, graph title / picture is below the graph / image.

The space used for graphics counts as text, either as 250 words (half a page) or 500 words (entire page).

Include a scale on the tables with archaeological materials.

Upon submission, the author provides the article in the .doc format as well as the .pdf format.

References

References should be formatted according to *The Chicago Manual of Style* (University of Chicago Press 2010). The author-date system of citation for references should be used in the text, followed by page number if a direct quotation is given, e.g., Jackson (1979, 181). Quotation marks should be used in accordance with the spelling rules of the language in which the article is written. The alphabetized reference list should be titled 'References' with entries in the following format (please note that initials should be used for the authors' names):

Beech, M. H. 1982. 'The Domestic Realm in the Lives of Hindu Women in Calcutta.'

In *Separate Worlds: Studies of Purdah in South Asia*, edited by H. Papanek and G. Minault, 110–38. Delhi: Chanakya.

Jackson, R. 1979. 'Running Down the Up-Escalator: Regional Inequality in Papua New Guinea.' *Australian Geographer* 14 (5): 175–84.

Lynd, R., and H. Lynd. 1929. *Middletown: A study in American Culture*. New York: Harcourt, Brace and World.

University of Chicago Press. 2010. *The Chicago Manual of Style*. 16th ed. Chicago: University of Chicago Press.

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

The Chicago-Style Citation Quick Guide is available at http://www.chicagomanualofstyle.org/tools_citationguide.html.

The following examples illustrate the author-date system. Each example of a reference list entry is accompanied by an example of a corresponding in-text citation. For more details and many more examples, see chapter 15 of *The Chicago Manual of Style*.

Book

Reference list entries (in alphabetical order)

Grazer, B, and C. Fishman. 2015. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster.

Smith, Z. 2016. *Swing Time*. New York: Penguin Press.

In-text citations

(Grazer and Fishman 2015, 12)

(Smith 2016, 315–16)

For more examples, see 15.40–45 in *The Chicago Manual of Style*.

Chapter or other part of an edited book

In the reference list, include the page range for the chapter or part. In the text, cite specific pages.

Reference list entry

Thoreau, H. D. 2016. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press.

In-text citation

(Thoreau 2016, 177–78)

In some cases, you may want to cite the collection as a whole instead.

Reference list entry

D'Agata, J., ed. 2016. *The Making of the American Essay*. Minneapolis: Graywolf Press.

In-text citation

(D'Agata 2016, 177–78)

For more details, see 15.36 and 15.42 in *The Chicago Manual of Style*.

Translated book

Reference list entry

Lahiri, J. 2016. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf.

In-text citation

(Lahiri 2016, 146)

E-book

For books consulted online, include a URL or the name of the database in the reference list entry. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the text, if any (or simply omit).

Reference list entries (in alphabetical order)

Austen, J. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle.

Borel, B. 2016. *The Chicago Guide to Fact-Checking*. Chicago: University of Chicago Press. ProQuest Ebrary.

Kurland, P. B., and R. Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

Melville, H. 1851. *Moby-Dick; or, The Whale*. New York: Harper & Brothers. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

In-text citations

(Austen 2007, chap. 3)

(Borel 2016, 92)

(Kurland and Lerner 1987, chap. 10, doc. 19)

(Melville 1851, 627)

Journal article

In the reference list, include the page range for the whole article. In the text, cite specific page numbers. For articles consulted online, include a URL or the name of the database in the reference list entry. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

Reference list entries (in alphabetical order)

Keng, S-H., C-H. Lin, and P. F. Orazem. 2017. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring): 1–34. <https://doi.org/10.1086/690235>.

LaSalle, P. 2017. "Conundrum: A Story about Reading." *New England Review* 38 (1): 95–109. Project MUSE.

Satterfield, S. 2016. "Livy and the *Pax Deum*." *Classical Philology* 111, no. 2 (April): 165–76.

In-text citations

(Keng, Lin, and Orazem 2017, 9–10)

(LaSalle 2017, 95)

(Satterfield 2016, 170)

Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the reference list; in the text, list only the first, followed by *et al.* ("and others"). For more than ten authors (not shown here), list the first seven in the reference list, followed by *et al.*

Reference list entry

Bay, R A., N. Rose, R. Barrett, L. Bernatchez, C. K. Ghalambor, J. R. Lasky, R. B.

Brem, S. R. Palumbi, and P. Ralph. 2017. "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures." *American Naturalist* 189, no. 5 (May): 463–73. <https://doi.org/10.1086/691233>.

In-text citation

(Bay et al. 2017, 465)

For more examples, see 15.46–49 in *The Chicago Manual of Style*.

News or magazine article

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. In the reference list, it can be helpful to repeat the year with sources that are cited also by month and day. Page numbers, if any, can be cited in the text but are omitted from a reference list entry. If you consulted the article online, include a URL or the name of the database.

Reference list entries (in alphabetical order)

Manjoo, F. 2017. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Mead, R. 2017. "The Prophet of Dystopia." *New Yorker*, April 17, 2017.

Pai, T. 2017. "The Squishy, Sugary History of Peeps." *Vox*, April 11, 2017. <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

Pegoraro, R. 2007. "Apple's iPhone Is Sleek, Smart and Simple." *Washington Post*, July 5, 2007. LexisNexis Academic.

In-text citation

(Manjoo 2017)

(Mead 2017, 43)

(Pai 2017)

(Pegoraro 2007)

Readers' comments are cited in the text but omitted from a reference list.

In-text citation

(Eduardo B [Los Angeles], March 9, 2017, comment on Manjoo 2017)

For more examples, see 15.49 (newspapers and magazines) and 15.51 (blogs) in *The Chicago Manual of Style*.

Book review

Reference list entry

Kakutani, M. 2016. "Friendship Takes a Path That Diverges." Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016.

In-text citation

(Kakutani 2016)

Interview

Reference list entry

Stamper, K. 2017. "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English." Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

In-text citation

(Stamper 2017)

Thesis or dissertation

Reference list entry

Rutz, C. L. 2013. "King Lear and Its Folktale Analogues." PhD diss., University of Chicago.

In-text citation

(Rutz 2013, 99–100)

Website contents

It is often sufficient simply to describe web pages and other website content in the text ("As of May 1, 2017, Yale's home page listed . . ."). If a

more formal citation is needed, it may be styled like the examples below. For a source that does not list a date of publication or revision, use *n.d.* (for “no date”) in place of the year and include an access date.

Reference list entries (in alphabetical order)

- Bouman, K. 2016. “How to Take a Picture of a Black Hole.” Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.
- Google. 2017. “Privacy Policy.” Privacy & Terms. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>.
- Yale University. n.d. “About Yale: Yale Facts.” Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

In-text citations

(Bouman 2016)

(Google 2017)

(Yale University, n.d.)

For more examples, see 15.50–52 in *The Chicago Manual of Style*. For multimedia, including live performances, see 15.57.

Social media contents

Citations of content shared through social media can usually be limited to the text (as in the first example below). If a more formal citation is needed, a reference list entry may be appropriate. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

Text

Conan O’Brien’s tweet was characteristically deadpan: “In honor of Earth Day, I’m recycling my tweets” (@ConanOBrien, April 22, 2015).

Reference list entries (in alphabetical order)

- Chicago Manual of Style. 2015. “Is the world ready for singular they? We thought so back in 1993.” Facebook, April 17,

2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.
- Souza, P. (@petesouza). 2016. “President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit.” Instagram photo, April 1, 2016. <https://www.instagram.com/p/BDrmfXTtNCt/>.

In-text citations

(Chicago Manual of Style 2015)

(Souza 2016)

(Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style 2015)

Personal communication

Personal communications, including email and text messages and direct messages sent through social media, are usually cited in the text only; they are rarely included in a reference list.

In-text citation

(Sam Gomez, Facebook message to author, August 1, 2017)

Copy Editing

Papers should be copy-edited and spell-checked before submission.

Publishing Ethics and Malpractice Statement

By submitting a manuscript, authors certify that their manuscripts are their original work, that the manuscript is not currently being considered for publication elsewhere, and that they have identified all sources used in the creation of their manuscript. Submitted manuscripts may be subject to checks in order to detect instances of plagiarism.

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All manuscripts are double-blind peer reviewed by at least two independent reviewers using a standard review form.

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Studia universitatis hereditati je humanistična znanstvena revija za raziskave in teorijo kulturne dediščine z mednarodnim uredniškim odborom. Objavlja znanstvene in strokovne članke s širšega področja kulturne dediščine (arheologija, arhitektura, etnologija, jezikoslovje, literarna, kulturna, glasbena, intelektualna, religijska, vojaška zgodovina, zgodovina idej itn.) in pregledne članke ter recenzije tako domačih kot tujih monografij z omenjenih področij. Revija izhaja dvakrat letno. Izdajata jo *Fakulteta za humanistične študije (Oddelek za arheologijo in dediščino)* in *Založba Univerze na Primorskem*.

Poglavitni namen revije je prispevati k razvoju raziskav kulturne dediščine v najširšem in k topoglednemu interdisciplinarnemu pristopu k teoretičnim in praktičnim raziskovalnim vprašanjem. Tako revija posebno pozornost namenja razvoju slovenske znanstvene in strokovne terminologije, konceptov in paradigem na področju raziskovanja kulturne dediščine v okviru humanističnih ved.



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