

Instructions for authors (Slezský sborník / Acta Silesiaca)

Articles in Czech, English, German or Polish are accepted for review procedure and their publication in the magazine is decided by the narrow editorial board.

Please, send your articles to the email address: slsb@szmo.cz (preferred) or by post (CD or DVD only) to the address: Silesian Museum, Redakce Slezského sborníku, Tyršova 1, 746 01, Opava, Czech Republic

Division of articles:

1. title of the study in the language of the text
2. author's name
3. abstract (in English with the English title of the study)
4. key words (in English, 10 words maximum, starting with "Key words")
5. text of the study
6. summary (in English, with foreign language articles write a summary in Czech)

Abstract:

- abstract: either enclosed in English or in Czech as a basis for a translation into English, maximum length of half a standard page (1 standard page means 30 lines at 60 keystrokes, i.e. 1800 characters including spaces)

Summary:

- summary: either enclosed in English or in Czech as a basis for a translation into English, maximum length of one standard page (1 standard page means 30 lines at 60 keystrokes, i.e. 1800 characters including spaces)

Text:

- written in application WORD or a compatible variant, format: .DOC, .DOCX or .RTF
- in Czech, English, German or Polish
- do not use text formatting, do not divide words into syllables at the end of the line
- script: Times New Roman 12 – spacing 1.5 – margins 2.5 cm (automatically in Word)

- footnotes: on a particular page
- always automatically arranged footnotes (use order "Insert" and "Note/Footnote" (an older version of the WORD text editor), or "Link" and "Insert a footnote" (WORD 2007)
- insert footnotes after the punctuation mark

- numbers 1 – 9 write in words in your text, double or triple numbers write in numeral characters
- use the quotes as follows: "pleasant"
- do not make spaces after the brackets or hyphens; the right possibility: (1467-1476)

- with reviews and articles about literature always write the ISBN or ISSN of the publication

Quoting:

- you can refer to the Cambridge Handbook for Editors, Authors and Publishers by Judith Butcher

Examples:

First reference to a piece of work:

Book:

Richard C. HOFFMANN, *Land, liberties and lordship in a late medieval countryside. Agrarian structures and change in the duchy of Wrocław*, Philadelphia 1989, p. 128.

Anthology:

Crown, church and estates. Central European politics in the sixteenth and seventeenth centuries, ed. Robert John Weston EVANS, Basingstoke – Hampshire 1991, p. 39.

Study in a book or an anthology:

Joachim BÄHLCKE, *Ständeforschung*, in: *Historische Schlesienforschung. Methoden, Themen und Perspektiven zwischen traditioneller Landesgeschichtsschreibung und moderner Kulturwissenschaft*, Hrsg. von J. Bahlcke, Neue Forschungen zur Schlesiens Geschichte Band 11, Köln – Weimar – Wien 2005, pp. 207-234.

Study in a magazine:

Tomasz JUREK, *Die Entwicklung eines schlesischen Regionalbewußtseins im Mittelalter*, *Zeitschrift für Ostmitteleuropa-Forschung* 47, 1998, pp. 21-48.

Published source:

Descriptio tocius Silesie et civitatis regie Vratislaviensis per m. Bartholomeum Stenum. Barthel Steins Beschreibung von Schlesien und seiner Hauptstadt Breslau. *Scriptores rerum Silesiacarum*. Band XVII, Ed. Hermann Markgraf, Breslau 1902, p. 40.

Archived source:

Archiwum Państwowe we Wrocławiu, Księstwo Głogowskie – akta (Rep. 24), sign. 53 (*Constitution undt Ordnung wegen Haltung der Gräntzen zwischen dem Königreich Pohlen und Glogischen Fürstenthumb Anno 1528*), f. 4r.

Repeated reference to a piece of work:

Book:

R. C. HOFFMANN, *Land, liberties and lordship*, p. 13.

Anthology:

Crown, church and estates, p. 120.

Study in a book / an anthology:

J. BÄHLCKE, *Ständeforschung*, p. 195.

Study in a magazine:

T. JUREK, *Die Entwicklung eines schlesischen Regionalbewußtseins*, p. 39.

Published source:

SRS XVII, p. 45.

(use common abbreviations; if not possible, use a note “referred to as XY” with the first reference)

Archived source:

AP Wr., sign. 53, f. 5v.

(use common abbreviations; if not possible, use a note “referred to as XY” with the first reference)

Abbreviations:

folio: f.

Herausgeber: Hrsg.

inventory number: inv. No. / sign.

recta: r

mark: m.

page: p.

pages: pp.

versa: v

publisher / editor: ed.

publishers / editors: edd.