

INSTRUCTIONS: COLLECTION »LIFE AND WORK«

The editorial board will only consider for publication texts that are in Microsoft Word DOC or DOCX format, Times New Roman font, font size 12 (line spacing 1,5); font size in footnotes 10, line spacing 1. The text must be clear and comprehensible structured. For accuracy of data and linguistic adequacy (the editors recommend proofreading) The author is responsible for the accuracy of the information provided.

Scope, structure and format of contributions to monographs

The text should include:

- Title
- Text of the paper (up to 45,000 characters, including spaces)
- Abstract (up to 4,000 characters, including spaces)
- Author's details: name and surname, education and professional/scientific title, institution employment, address and e-mail address

Citing in monographs

Articles in monographs must be accompanied by a scientific apparatus. Footnotes should be used when citing sources. The list of sources and references shall include an alphabetical list of all sources and references that can be found in footnotes in the text. We cite separately archival sources, literature, newspapers, internet sources, oral testimony/statements, etc. We use Chicago-style citation (see annex Chicago Style_Life and Work Collection). Archival sources are used in accordance with the archival rules of the individual institutions where the material has been consulted (see annex INSTRUCTION FOR CITING ARCHIVAL SOURCES_Life and Work Collection).

Visual material

Visual material (photographs, paintings, maps, etc.) must be attached in a separate file. It must be taken in high resolution (JPG format, minimum 300 dpi). Tables and charts must be submitted in a separate Microsoft Excel file (XLS or XLSX format); the chart must be drawn out and the header of the table should be clearly marked. The main document should clearly indicate where the author wishes to place the attached material. The material should be superscripted and subtitled with the author and source. Copyright or legal aspects of the publication of the visual material are the responsibility of the author.