

New Media in New Europe-Asia

New Media in New Europe-Asia—Style Guide

It is the responsibility of the author to ensure articles are formatted to match the guidelines below.

Manuscripts should be prepared in MS Word using Times New Roman 12 point font and double spacing. **Notes and references must be double spaced, too.**

An abstract of no more than 100 words and a short bio statement of no more than 100 words should be provided at the beginning of the article.

All pages should be numbered in the bottom right corner.

Footnotes to the text should be confined to the minimum number necessary.

Title page

Each manuscript must have a title page that includes the title, author(s)' name(s), institution(s) of origin, addresses, telephone/fax numbers and e-mail addresses. (It is important to indicate the specific affiliation, address and title of each author as this information is used to determine how contributors are listed in the 'List of Contributors' section of the journals.)

Footnotes

Footnotes should be used sparingly.

Footnotes should be numbered sequentially as superscript Arabic numerals in the appropriate positions in the text.

Footnote numbers should be placed after punctuation.

Information on interviews, archival sources, and non-standard references should be given in footnotes, not in the reference list. Please see below for further details on how to reference websites.

Tables and Figures

- Tables and figures must be prepared on separate pages and not included as part of the main text.
- Tables and figures should be numbered consecutively by your surname and Arabic numerals (for example, Ivanov 1).
- The approximate position of tables and figures should be indicated in the manuscript (for example, Figure Ivanov 1 NEAR HERE).
- Captions should include keys to symbols and should be grouped together.
- All tables must have title legends.
- Figures will not normally be redrawn by the publisher and authors are requested to supply professionally drawn copies suitable for printing.
- Artwork should also be sent in electronic form with the article. Please save artwork in either Encapsulated Postscript Format (EPS), Tagged Image File Format (TIFF), jpeg (.JPG) or pict (.PCT) format. Please use your surname in the file name (e.g. Ivanov 1).
- Please note that colour photographs and figures are published in colour in the online versions of the journals.

References

References should use the Harvard system for published works, i.e. authors' name, date of publication, and page numbers (if required) in brackets in the text. e.g. 'Sakwa (1999, pp. 141-42) suggested that ...' and 'recent studies have shown that ... (Aleksashenko 1999, p.79; Hanson 1996; Volkov 1999, p. 748)'.

- If reference is made to more than one publication by an author in the same year this should be indicated by lower case letters in alphabetical order immediately after the year of publication (e.g.

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Petrov 2006a). Full details should then be provided in a section under the heading *References* at the end of the manuscript, giving authors' last name and initials, date of publication, and for books, title of book, place of publication and publisher; for articles, name of journal, volume and issue numbers.

- Titles of journals should be given in full.
- References to works that are themselves of historical significance should have the date of first publication in the text and the list of references, with a supplementary note if page references are made to a later edition.
- Footnotes should be used for references to archival material, interviews/personal correspondence and non-standard reference material.
- Where print versions of online sources exist the print version should be cited where possible and page number references given.

References to sources in language that do not use Latin alphabet should be provided in the transliterated form.

Reference examples

Books, Monographs

Sakwa, R. (1999) *Postcommunism* (Buckingham and Philadelphia, Open University Press).

Aleksashenko, S.V. (1999) *Bitva za rubl'* (Moscow, Alma Mater).

Edited volumes

Gibson, J. & Hanson, P. (eds) (1996) *Transformation from Below: Local Power and the Political Economy of Post-Communist Transitions* (Cheltenham, Edward Elgar).

Chapters in edited volumes

Hanson, P. (1996) 'Economic Change in the Russian Provinces', in Gibson, J. & Hanson, P. (eds) (1996).

Articles in journals with volume numbers (most Western journals)

Volkov, V. (1999) 'Violent Entrepreneurship in Post-Communist Russia', *Europe-Asia Studies*, 51, 5, July.

Articles in journals without volume numbers (most Russian and Central European journals)

Jaskiernia, J. (1994) 'Regulacja prawna procedur parlamentarnych', *Panstwo i Prawo*, 12.

Newspaper articles

Newspaper articles where author details are available can be made in reference list as follows:

Nemtsov, B. (1998) 'Budushchee Rossii', *Nezavisimaya gazeta*, 17 March.

References to newspaper articles where author details are unavailable should be made in footnotes as follows:

Financial Times, 18 August 1998.

Websites

If the author is known:

Doroshevich, M. (2003) 'President Lukashenko supports ICT promotion,' *e-Belarus.org*, 11 Jul. Online.

Available HTTP: <<http://www.e-belarus.org/news/200311071.html>> (accessed 21 August 2008).

In the article refer to this source by name and date.

If the author is unknown:

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'Internet-torgovlia v Rossii: roznitsa' (2007) *Yandex*, Online. Available HTTP: <<http://www.e-belarus.org/news/200311071.html>> (accessed 21 August 2008).

In the article refer to this source by the first 3 words from the title.

Other online sources

YouTube and other videos:

If the author is known:

Ivanov, M. (2005) 'Putin on Ice' [Online Video], *YouTube*, Online. Available HTTP: <<http://www.e-belarus.org/news/200311071.html>> (accessed 21 August 2008).

In the article refer to this source by name and date.

If the author is unknown:

'Putin on Ice' [Online Video] (2005) *YouTube*, 12 Jan. Online. Available HTTP: <<http://www.e-belarus.org/news/200311071.html>> (accessed 21 August 2008).

In the article refer to this source by the first 3 words from the title. The date in the reference indicates when the video was uploaded online. If you know when the video was made please indicate it either in the text of the article or in the reference in [].

Blogs:

If the author is known:

Dolbaeb [Online Identity of Anton Nosik] (2005) 'Putin and us' [Blog Posting], *LiveJournal*, 26 Nov. Online. Available HTTP: <<http://www.e-belarus.org/news/200311071.html>> (accessed 21 August 2008).

In the article refer to this source by name and date where the date is the time when the posting was made. Also where possible and appropriate reveal the identity of the blogger in [].

If the author is unknown:

'Putin ne s nami' [Blog Posting] (2005) *LiveJournal*, Online. Available HTTP: <<http://www.e-belarus.org/news/200311071.html>> (accessed 1 August 2008).

In the article refer to this source by the first 3 words from the title.

If you come across online material not listed here and you are unclear about how to reference it please contact the editors.

Institutional authors

WHO (2006) *World Health Statistics* (Geneva, World Health Organisation).

Working papers

Holm, U. & Joenniemi, P. (2001) *North South and the Figure of Europe: Changing Relationships*, Working Paper 11 (Copenhagen, Copenhagen Peace Research Institute).

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Conference proceedings

Skutnabb-Kangas, T. (1992) 'Linguistic Human Rights in Education', in *Language Policy in the Baltic States*, Riga, 17-19 December 1992 (Riga, Garā pupa).

Online databases

References to online databases should be made as follows:

'Nazarbayev says USA will help Kazakhstan if borders threatened' (1994) *BBC Summary of World Broadcasts*, 22 Feb. Online. Available HTTP <<https://web.lexis-nexis.com/universe>> (accessed 15 August 1994).

Style conventions

Please take note of the following conventions when preparing your manuscript.

- All non-English words should be in italic script, and along with all non-English names, they should be spelled with accents and diacritical marks included.
- All numbers greater than 10 should be expressed in numerical form rather than in words.
- Please use symbols for %, \$, € and £.
- Rubles may be expressed by 'R' before the number.
- Where interviews or personal correspondence is mentioned, authors should provide name of interviewee (or anonymous), date of interview/correspondence and location of interview.
 - Please submit your manuscript using UK English, spelling and punctuation. Use -ise, -isation, etc (realise, organisation, etc) throughout
 - Quoted matter up to 50 words or so may be included in the main text using single quotes (double quotes within quotes). Displayed quotes of more than 50 words are indented from the text and do not require quotes.
 - An ellipsis (...) within continuous text is usually indicated by three points, a fourth should be added at the end if the ellipsis finishes a sentence.
 - The expressions *in litt.*, *op. cit.* and *ibid.* should be avoided.
 - Minimal hyphenation is preferred.
 - Abbreviations should be given in full at first mention, followed by the abbreviation in brackets.
 - Please give all organisations, political parties etc, in original language, in the transliterated form if necessary, at first mention.

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Transliteration of Russian to English

<i>Europe-Asia Studies</i> uses a system of transliteration from Russian, adapted from the BGN/PCGN system. Please refer to the table below. Exceptions may be made for names of well-known people where a different spelling has become conventional e.g. Trotsky. Russian letter or letter combination	English transliteration
А (а)	A (a)
Б (б)	B (b)
В (в)	V (v)
Г (г)	G (g)
Д (д)	D (d)
Е (е)	E (e)
Ё (ё)	E (e)
Ж (ж)	Zh (zh)
З (з)	Z (z)
И (и)	I (i)
Й (й)	I (i)
К (к)	K (k)
Л (л)	L (l)
М (м)	M (m)
Н (н)	N (n)
О (о)	O (o)
П (п)	P (p)
Р (р)	R (r)
С (с)	S (s)
Т (т)	T (t)
У (у)	U (u)
Ф (ф)	F (f)
Х (х)	Kh (kh)
Ц (ц)	Ts (ts)
Ч (ч)	Ch (ch)
Ш (ш)	Sh (sh)
Щ (щ)	Shch (shch)
ъ (твёрдый знак)	"
Ы (ы)	Y (y)
ь (мягкий знак)	'
Э (э)	E (e)
Ю (ю)	Yu (yu)
Я (я)	Ya (ya)