

DUBROVNIK ANNALS

Notes for contributors

1) Manuscripts should be submitted in electronic form in the Word or WordPerfect program to the Editor by email (nenad.vekaric@du.-t-com.hr).

2) Illustrations, graphs and tables should be submitted in separate data files and their placement in the text should be specifically indicated.

3) A manuscript should include (a) a short abstract (5-10 lines); (b) up to 10 key words.

4) Authors are required to provide personal information for the title page.

Example:

Petar Perić, member of the Institute for Historical Sciences of the Croatian Academy of Sciences and Arts in Dubrovnik. Address: Zavod za povijesne znanosti HAZU u Dubrovniku, Lapadska obala 6, 20000 Dubrovnik, Croatia. E-mail: pero.peric@du.t-com.hr.

5) Authors are required to follow the **house style of bibliography entries and documentary notes:**

Books

A bibliography entry should include:

- 1) author's name and surname
- 2) full title of the book (in italics) and volume number
- 3) place of publication
- 4) publisher
- 5) date of publication

Example: Quentin Skinner, *The Foundations of Modern Political Thought*, vol. I. Cambridge etc.: Cambridge University Press, 1978.

A bibliography entry may also include:

6) series title in which the book was published and volume number within series, enclosed in square brackets

Example: *Liber statutorum civitatis Ragusii*, ed. C. Jireček and V. Bogišić. [Monumenta historico-juridica Slavorum Meridionalium, IX]. Zagreb: JAZU, 1904.

7) In textual editions, the name of the text editor must be cited:

Example: *Diplomatički zbornik Kraljevine Hrvatske, Dalmacije i Slavonije*, vol. II, ed. Tadija Smičiklas. Zagreb: JAZU, 1904.

Articles in periodicals

A bibliography entry should include:

- 1) author's name and surname

- 2) title of article (enclosed in quotation marks » «)
- 3) title of periodical (in italics)
- 4) issue information: volume and issue number (if any)
- 5) date
- 6) page reference

Example:

Stanko Kokole, »Cyriacus of Ancona and the Revival of Two Forgotten Ancient Personifications in the Rector's Palace of Dubrovnik«. *Renaissance Quarterly* 49 (1996): pp. 225-267.

7) place of publication – Although not ordinarily given, the place of publication should be included for journals of limited circulation and for journals whose titles are the same as or similar to those of other journals published elsewhere.

Chapters or articles in books

A bibliography entry should include:

- 1) author's name and surname
- 2) title (in quotation marks » «)
- 3) title of the book (in italics)
- 4) editor's name
- 4) place of publication
- 5) publisher
- 6) date of publication
- 7) the first and last pages of the chapter or article

Examples:

Trevor Dean, »Criminal justice in mid fifteenth-century Bologna«, in: *Crime, Society and the Law in Renaissance Italy*, ed. Trevor Dean and K.J.P. Lowe. Cambridge, 1994: pp. 89-131.

Nicholas Terpstra, »Confraternities and Local Cults: Civic Religion Between Class and Politics in Renaissance Bologna«, in: *Civic Ritual and Drama*, ed. Alexandra F. Johnston and Wim Hüskén. Amsterdam: Rodopi, 1997: pp. 143-174.

“Hybrid” publications

With regard to the “hybrid” publications, that is, publications issued at irregular intervals or those which do not fit into the above specified categories, it is necessary to outline a most convenient style of reference in terms of use, and whose content would be similar to one of the here described styles.

Example: Ivica Prlender, »Držić«. *Hrvatski biografski leksikon* 3 (1993): pp. 627-629.

Unpublished documents

When referring to archival material or other unpublished documents, an entry should include all the information that would help the reader easily locate the document. The following sequence of the elements of reference is recommended:

- 1) name of the archive
- 2) series or subseries (series title and number if applicable)

- 3) box or bundle number
- 4) page or folio number
- 5) the name of the archives or depository in which the material is housed.

If the material is numbered by folios, the reference would therefore consist of the folio number abbreviated by f. (or ff. for plural), no spacing, the letter r (recto) designating the front, or the letter v (verso) the back of the leaf.

Examples:

Acta Minoris Consilii, ser. 5, vol. 19, f. 256v (Državni arhiv u Dubrovniku).

Leggi e istruzioni, ser. 21.1, vol. 11a, Liber viridis (Državni arhiv u Dubrovniku).

Zbirka starih i rijetkih knjiga i rukopisa, R 4088 (Nacionalna i sveučilišna knjižnica u Zagrebu).

Electronic sources

References to electronic periodicals or web sites should include the author's name, source title, name of the electronic publication with URL, and the date when the work was consulted.

Example:

Michele Ansani, »Edizione digitale di fonti diplomatiche: esperienze, modelli testuali, priorità.« *Reti Medievali – Rivista* 7/2 (2006):

<http://www.dssg.unifi.it/RM/rivista/forum/Ansani.htm> (accessed 19 January 2008).

The first and subsequent references

1) The content of the first reference is equal to that of a bibliography entry, followed by the page number.

Examples:

Robin Harris, *Dubrovnik: A History*. London: Saqi, 2003: p. 34.

Patricia Fortini Brown, »Measured Friendship, Calculated Pomp: The Ceremonial Welcomes of the Venetian Republic«, in: *All the World's a Stage: Art and Pageantry in the Renaissance and Baroque*, vol. II, ed. Barbara Wisch and Susan Scott Munshower. Pennsylvania: Department of Art History, The Pennsylvania State University, 1990: p 140.

2) Subsequent references include only the author's name initial, surname, title (which may be shortened), and page number. If referring to archival material, references include series title (shortened), bundle, and folio or page number.

Examples:

R. Harris, *Dubrovnik: A History*: p. 34.

P. Fortini Brown, »Measured Friendship, Calculated Pomp«: p 141.

Reformationes, vol. 30, f. 29r.

Cons. Min., vol. 19, f. 256v.

3) If several bibliography entries are cited in one note, they should be arranged chronologically by the date of publication.