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


A bibliography entry may also include:
   6) series title in which the book was published and volume number within series, enclosed in square brackets


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


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:**

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
5) place of publication
6) publisher
7) date of publication
8) the first and last pages of the chapter or article

**Examples:**

### “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.


### Unpublished documents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:**

*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:**


**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:**


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.