

ANALI ZAVODA ZA POVIJESNE ZNANOSTI HAZU U DUBROVNIKU

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: Marijan Sivrić, *Oporuke kancelarije stonskog kneza od sredine 15. stoljeća do 1808. godine*. Dubrovnik: Državni arhiv u Dubrovniku, 2002.

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*, prir. C. Jireček i 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*, II, prir. Tadija Smičiklas. Zagreb: JAZU, 1904. ili Tadija Smičiklas (prir.), *Diplomatički zbornik Kraljevine Hrvatske, Dalmacije i Slavonije*, II. 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: the first and last pages of the article

Example:

Pavao Pavličić, »Čitanje Vetranovićeve *Pelegrina*.« *Forum* 41/7-9 (2002): 792-823.

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

Example:

Darko Novaković, »Novopronađeni rukopis Benedikta Kotruljevića.«, u: *Dubrovčanin Benedikt Kotruljević, hrvatski i svjetski ekonomist XV. stoljeća*, ur. Vladimir Stipetić. Zagreb: HAZU i Hrvatski računovođa, 1996: 19-32.

“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): 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 number is followed by the letter r (recto) designating the front, or the letter v (verso) the back of the leaf.

Examples:

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

Leggi e istruzioni, ser. 21.1, sv. 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 (month if possible) when the work was consulted. Some e-periodicals recommend their own style of citation, which should be observed.

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 (konzultirano siječanj 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.

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:

M. Sivrić, *Oporuke kancelarije stonskog kneza od sredine 15. stoljeća do 1808. godine*: 55.

ili M. Sivrić, *Oporuke kancelarije stonskog kneza*: 55.

P. Pavličić, »Čitanje Vetranovićeve *Pelegrina*.«: 792-823.

Reformationes, sv. 30, 29r.

Cons. Min., sv. 19, 256v.

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