Guidelines for submission of research articles to the Journal of the Institute of Latvian History

The submitted article must be an original work, i.e. not previously published or under consideration for academic publication elsewhere. Two anonymous experts will assess whether the content corresponds to the subject of study, evaluate the scientific quality and novelty of the text, and make a recommendation on whether the article should be published, including whether the article needs major or minor revision, as well as providing relevant expert advice.

The manuscript may be submitted in Latvian with a summary in English, or in English with a summary in Latvian. It should be prepared in accordance with the requirements set out below and submitted electronically.

The language of the submitted text must meet academic and literary standards. (The Journal provides language editing only for positively reviewed articles in the pre-publishing phase.) A poor standard of language that makes the text difficult to read may result in rejection of the article by the reviewers. Papers written in English should preferably use British English.

The article should be 30 000 to 40 000 characters long (including spaces), with a maximum of five illustrations.

By submitting the article, the author affirms that the rights of third parties to the illustrative material are not infringed.

Requirements relating to the structure of the article

Title

Author's data
Name, academic degree, affiliation, academic position, email address and ORCID number (optional), as well as research interests.

Abstract
The purpose of the abstract is to give an overview of the content of the article, and so it should set out concisely, in 700–750 characters (including spaces), the aim of the article and the essential content.

Keywords
Below the abstract, keywords should be given (max. five), namely the basic concepts of the scientific study, characterizing the subject of study and the essential content.
The abstract and keywords should be in Latvian and English.

Introduction
The introduction sets out the research aim and tasks, and characterizes the subject of study or main research question, research methods, research resources and the state of research on the subject, indicating the topicality of the chosen theme.

Chapters

Conclusions
The conclusions should present new findings and identified patterns, the essential aim of the study and the degree to which it has been attained, the scientific novelty of the results and their significance.

Abbreviations, etc.
Abbreviations, symbols, and special terms should be set out in a vertical list, giving the abbreviation at left and the meaning at right. The list of abbreviations should be arranged in alphabetical order.

List of figure and table captions
The list should include the name of the author of the illustration, or, if this is not known, the source of the illustration, i.e. the journal, book, private archive (giving the person's name) etc.
For articles in English, the list of figure and table captions should also be submitted in Latvian (the editor will help with translation if necessary).

Summary in Latvian (for articles in English)
The summary is an extended version of the abstract, describing at greater length the essence of the study, the methodology and the main results. The summary should be 4000–5000 characters in length (including spaces). If no Latvian-language translation option is available, the editor will assist.

Bibliography
The bibliography contains two separate alphabetic lists of the primary sources (repository, collection, or publication) and secondary sources (scholarly literature) used in the article.

The **date of submission** should be indicated at the end of the article.

Acknowledgements
At the end of the article, the author may make a reference to the project (title, number) in the frame of which the study has been funded and/or express their gratitude to persons or institutions that have contributed to the article.

Formatting requirements for text
- When first mentioning a person, their full name (given name and surname) should be provided. In repeated mentions, the surname only need be given. However, if several individuals with the same surname appear in the text, then the first name or initial should also be given in repeated mentions.
- Where numbers are separated by a dash, no spaces are needed,
  e.g. 1914–1939.

- Where a full stop is followed by a number, no space is required,
  e.g. 19.01.

- If the reference refers to the entire sentence, the reference number should be placed after the full stop at the end of the sentence.

- Quotations:
  Quotations should be placed in quotation marks. If the quotation is short (a word, phrase or a sentence), it should be integrated into the text. Quotations longer than a sentence should be separated from the text in a new paragraph with a larger interval from the margin. An omission of text from the quotation should be marked "[…]".

Technical guidelines

- The article should be submitted as an electronic copy, observing the following requirements: text editor – *Word*, font – *Times New Roman*, font size – 12 pt, line spacing – 1.5 lines. The title should be given in 14 pt (bold), with subheadings in 12 pt (bold).

- The first line of each paragraph should be indented by 1.5 cm.

- Pages should be numbered at lower right.

- If the author wishes to mention a person/author's name or the title of a publication in Cyrillic script in the text or a footnote, the transliteration of the name in accordance with the Latin alphabet must be provided in brackets along with the translation of the title into English or Latvian, respectively, in square brackets. For transliteration purposes we recommend the site https://translit.cc/. Likewise, if the author wishes to insert a quotation in Cyrillic in the article, a translation must be provided in the footnote. In the bibliography, the author's surname must be listed in sequence based on the transliterated version.

- The figures and tables/charts should be submitted electronically, in *.jpg* or *.tif* format, or *Microsoft Excel*, respectively. Artwork should have a resolution of at least 300 dpi. Please be advised that the Journal is a black-and-white publication, and accordingly all colours in tables/charts should be various shades of grey.

Requirements regarding references

- References and notes should be placed at the bottom of the page (as footnotes).

- References should be numbered consecutively.

- A reference is a logical grammatical unit, so this unit (sentence) should end with a full stop. If the reference consists of several units, then separate them by a semicolon.

- If the year and/or place of publication of a work is unknown, use the abbreviations "n. p." ("no place") and/or "n. d." ("no date").

- If the year and/or place of publication is not mentioned in the work, but one or both are known, then give them in square brackets,
  e.g. Author's name [1932]. *Title*. [Rīga:] Publisher.

- **References to scholarly literature (secondary sources) in the footnotes should be given in abbreviated form:** the surname(s) of the author or authors, year of publication and page(s).

Example 1: Butulis 2011, 17.
Example 2: Butulis 2011, 17–19.

- For consecutive references to the same work, use "Ibid."
  Where a different page in the same work is cited, the page should be specified,
  e.g. Ibid., 56.

- **References to primary sources** should contain full information about the source.

Unpublished sources: the description of the document includes the following compulsory elements: the creator (the institution or official in whose name the text of the document has been prepared, in which case give the institution or the full name and post held by the official, or a private individual or body, in which case give the full name), the form of the text or document (e.g. draft law, minutes, letter etc.), the addressee and/or purpose, and the date (day, month, year). This a followed by the *name of the archive*, the collection number–inventory number–file number, and page number.

The dates should be provided in figures, e.g. 30.11.2011.
The title of the document should be provided in Latvian or English (corresponding to the language of the article), indicating the original language of the document in square brackets.

Example:
Draft of the statutes for Russian Catholic Apostolic Congregations [in Russian], 27.12.1871. *Russian State Historical Archives* (Rossiiskii gosudarstvennyi istoricheskii arhiv, St Petersburg, hereinafter: RGIA)*, 821–5–998, pp. 6–9.

Subsequently, when citing other pages of the same file:
Report from retired Major-General Erdberg to Sievers [in Russian], 03.05.1876. *RGIA*, ibid., pp. 103–104.

Letter from Soop, Governor-General of Livland, to Colonel Pistohlkors [in German], 20.08.1694. *Latvijas Nacionālais arhīvs - Latvijas Valsts vēstures arhīvs* (Rīga, hereinafter: *LNA-LVVA*), 7349–1–48, p. 438.

> For pages numbered on one side only, indicate the front of the page by the page number (for example p. 192), and the back by adding "v" (from *verso*) (for example, p. 192. v).
>   Example:

Letter from Soop, Governor-General of Livland, to Assessor Hagemeister [in German], 29.04.1698. *Estonian Historical Archives* (Eesti Ajalooarhiiv, Tartu, hereinafter: EAA), 278–1/IV–36:4, p. 48–48. v.

> If the text of the page is written in two columns, use the lower-case Latin letters "a" and "b" to indicate the columns, "a" referring to the left-hand column, and "b" referring to the right-hand column.

Published sources:
Examples:
> *Reference to a text in a collection of documents:*

Latvijas Republikas IV Saeimas IV sesijas 16. sēde 1932. gada 2. decembrī [1933]. *Latvijas Republikas IV Saeimas stenogrammas, 4. sesija*, Rīga: Latvijas Republikas Saeima, col. 673. [Full name of the speaker being cited].

Pārskats par galvas pilsētas Rīgas valdes darbību, 1935–1939 (1940). Rīga: Galvas pilsētas Rīgas valde, p. 331.

Liv-, Esth- und Curländisches Urkundenbuch nebst Regesten. Abt. I, Bd. 1. (1853). Hrsg. von Friedrich Georg von Bunge. Reval: Kluge & Ströhm, No. 56, Sp. 59–60.

> *Chronicles, etc.:*

The Chronicle of Henry of Livonia (2003). Translated and notes by James A. Brundage. New York: Columbia University Press, XIII, 3, pp. 89–90.

When referring to the same publication repeatedly, it can be mentioned in abbreviated form.
Example:
> *The Chronicle of Henry of Livonia,* XIII, 3, pp. 89–90.

Long titles of source publications that are referred to repeatedly may also be mentioned by an abbreviation derived from the title in the original language (e.g. HCL (from Heinrici Cronicon Lyvoniae) for The Chronicle of Henry of Livonia) and explained in the list of abbreviations.

Examples:
> HCL, XIII, 3, pp. 89–90.
> LUB I/1, No. 56, Sp. 59–60.

Requirements regarding the bibliography

- **List of Secondary Sources**

The bibliography should provide full information about the publication: the full name(s) of the author(s) or (editor(s), followed by the date of publication. For editors, the abbreviation "(ed.)" should be given in brackets, with other information corresponding to the appropriate descriptors, for example the title, subtitle, series title and volume number (if any) in brackets, place of publication, publisher, and pages.

Monograph or collective work

Example 1: *monograph*

Petrone, Karen (2011). *The Great War in Russian Memory* (Indiana–Michigan series in Russian and East European studies). Bloomington and Indianapolis: Indiana University Press.

Example 2: Dissertation

Woodworth, Bradley (2003). *Civil Society and Nationality in the Multiethnic Russian Empire: Tallinn/Reval, 1860–1914*. Ph. D. Bloomington: University of Indiana.

Example 3: Collective work

Romanov, Pavl; Iarskaia-Smirnova, Elena (eds.) (2007). *Sovetskaia sotsial'naia politika 1920– 1930-kh godov: ideologiia i povsednevnost'*. Moskva: Variant.

Spiegel, Gabrielle M. (ed.) (2005). *Practicing History. New directions in Historical Writing after the Linguistic Turn* (Rewriting histories). New York and London: Routledge

Example 4. Article in a collective work

Eksteins, Modris (1985). History and Degeneration. *Degeneration: The Dark Side of Progress*. Ed. by Edward J. Chamberlin and Sander L. Gilman. New York: Colombia University Press, pp. 1–23.

Oberländer, Erwin (2003). Sovetizācijas instrumenti 1939./40. gadā un pēc 1944./45. gada. *Padomju okupācijas režīms Baltijā 1944.–1959. gads: politika un tās sekas / The Soviet Occupation Regime in the Baltic States 1944–1959: Policies and Their Consequences* (Latvijas vēsturnieku komisijas raksti, 9). Ed. by Iveta Šķiņķe. Rīga: Latvijas vēstures institūta apgāds, pp. 50–58.

Article in a journal or other periodical

For a text in a periodical, the full page range of the relevant article or chapter should be provided.

The issue (volume and issue number) of the journal should be given after the title.
Examples:
When only the issue number is indicated:

Zimons, Gerhards (2005). Jaunās nacionālās elites kopš 20. gadsimta 50. gadiem: Padomju Savienības kopējā perspektīva. *Latvijas Arhīvi*, 4, pp. 62–72.

When both the volume number and issue number are indicated:

Kuhlman, Erika (2007). American Doughboys and German *Fräulens*: Sexuality, Patriarchy, and Privilege in the American-Occupied Rhineland, 1918–1923. *The Journal of Military History*, 71 (4), pp. 1077–1106.

For articles in newspapers that originally have page numbering, indicate the page(s):

Examples:

Aspazija. Galvas inteliģence un sirds inteliģence (Vēlreiz par sieviešu jautājumu). *Jaunākās Ziņas*, 12.03.1932., p. 3.

Cīņas pieteikšana pornogrāfijai Rīgā. *Jaunākās Ziņas*, 12.10.1925., p. 4.

Text on the Internet

If the reference is to a text in a language other than Latvian, English or German, then a translation into English (if the article itself is in English) or into Latvian (if the article is in Latvian) should be provided in square brackets.

Example:

Irma Šidiškienė (2006). Institucinės santuokos apeigos: socialinės tvarkos įteisinimas Lietuvoje XIX a. II pusėje – XXI a. pradžioje [Institutional Marriage Rituals: Legitimation of Social Order in Lithuania from the 2nd Half of the 19th Century to the Beginning of the 21st Century]. Accessible at: http://www.lmaleidykla.lt/publ/0235–716X/2006/4/Lit_084_099.pdf (viewed 14.11.2011).

If a printed version of the text has also been published, the reference may be in the following form:

Example:

Irma Šidiškienė (2006). Institucinės santuokos apeigos: socialinės tvarkos įteisinimas Lietuvoje XIX a. II pusėje – XXI a. pradžioje [Institutional Marriage Rituals: Legitimation of Social Order in Lithuania from the 2nd Half of the 19th Century to the Beginning of the 21st Century]. *Lituanistica*, 68 (4), pp. 84–99; also accessible at: http://www.lmaleidykla.lt/publ/0235–716X/2006/4/Lit_084_099.pdf (viewed 14.11.2011).

- **List of Primary Sources**

In the bibliography, only the repository and collection (for unpublished sources) and publication (for published sources) should be given.

Examples:

Unpublished sources:

Repository of Ethnographic Material of the University of Latvia, Institute of Latvian History: E 22, 3533; E 22, 3539; E 22, 3570; E 33, 1824; E 33, 1829; E 35, 531; E 35, 1343; E 35, 1348; E 35, 1690–1692; E 35, 1703.

Published sources:

Document collections

Polnoje sobranie zakonov Rossiiskoi imperii s 1649 goda (1830)

Latvijas Republikas II Saeimas stenogrammas, 1. sesija [1926]. Rīga: Latvijas Republikas Saeima

Liv-, Esth- und Curländisches Urkundenbuch nebst Regesten. Abt. I, Bd. 1. (1853). Hrsg. von Friedrich Georg von Bunge. Reval: Kluge & Ströhm

Chronicles. etc.

The Chronicle of Henry of Livonia (2003). Translated and notes by James A. Brundage. New York: Columbia University Press