Style sheet for *Euxeinos* journal

General information for guest editors

- Guest editors are formally invited by the editorial team to be responsible for a specific *Euxeinos* issue. Prospective guest editors are welcome to present their suggested topics to the editors.
- As a guest editor you will oversee the production of a single *Euxeinos* issue, working closely with the editorial team (Ulrich Schmid, Dirk Lehmkuhl, Sandra King-Savić, Zsofia Schmidt).
- Guest editors are free to define the topic of the issue and to choose authors according to their own concept of what might be informatively discussed in an issue with three or four articles.
- Guest editors are welcome to write a preface (editorial) to the issue.
- Articles are considered to be peer-reviewed.
- Guest editors are responsible for the concept of the issue and should edit the submitted papers in terms of scholarly content.
- Please inform the editorial team about the authors invited, their institutional affiliations and email addresses.
- Do articles need to be translated into English, you as a guest editor can arrange a translation by an external translator or ask the *Euxeinos* editorial team to arrange that. Translations can be financed by *Euxeinos*.
- Do articles need to be proofread by a native English speaker, please inform the editorial team about that in advance.

General information for authors

1. General points
- All articles submitted for *Euxeinos* must be written according to the Chicago Manual Style 17 edition. More information about citation in the section Endnotes.
- Before submitting your article be sure it has all sections: an **abstract** (max. 100 words), **keywords** (5-8), the **main text** and the information **about the author** (max. 250 words). The author's biography must include her/his affiliation, his/her degree, recent publications (selection 1-3, if not in English – an English translation and an original title).
- Please submit manuscripts in Word.
- **Euxeinos has its own formatting template, so articles should be kept simple: no special fonts (only Time New Roman), single spaced and using only italics and bold print, where necessary.**
- Please divide the text in some sections/paragraphs and use section headings in order to make it look reader friendlier.

2. Special attention

- Please check the references systematically to ensure that all works cited in the text are also listed in the reference section, and vice versa.
- Please be sure to obtain written permission for the use of material (e.g., maps, figures) for which the copyright is owned by others.

2. Headings

- All headings begin flush left and should follow the following numbering system:

1 First-level heading

1.1 Second-level heading

1.1.1 Third-level heading. Run-on text.

- Never begin numbering sections with "0" ("0" should not be used anywhere in section numbering).
- In the headline and the running text, for all titles in English, headline-style capitalization is used: capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, that, etc.). Lowercase articles (a, an, the), coordinating conjunctions, and prepositions (regardless of length). The "to" in infinitives and the word as in any function are lowercased.

3. Language

- The editors of the *Euxeinos* prefers American English.
- However, if the guest editor decides to use British English, all articles in the issue must be written in British English.
- Minimal hyphenation is preferred.

4. Dates, numbers and symbols

- All dates should be written as follow: 1 February 1965, 15 June 2015, 30 November 1865
- Centuries should be written as follow: In the 16th century, 19th century.
- All numbers greater than 10 should be expressed in numerical form rather than in words.
- Please use symbols for %, $ and £.

5. Quotation and quotation marks

- Double quotation "marks" for:
  - Quoted matter up to 50 words
  - Do not use quotation marks to emphasize a word
  - You can, however, use quotation marks around a word or words used in an ironical sense
- Quoted matter more than 50 words must be should be presented as a single-spaced block quotation.
- Simple quotation 'marks'
  - Quotes within quotes

"I'm not sure what she means by 'quantamental investing,'" he said.

- Please always use rounded quotation marks ("...") not "straight" ones.
- 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.

6. Dashes
- Spaced EM-dashes are used as parenthetical dashes ("text — text"). Please do not use double hyphens.
- Unspaced EN-dashes should be used between inclusive numbers, e.g., 153–159, 1975–1979.
- Please use EN-dashes (not bullets) for any unnumbered lists.

7. Foreign words and abbreviations
- 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.

The Russian term *mir* means world and describes world, cosmos, particular society and finally freedom.

Mikhail Gefter introduced in the 1990s the concept *Russkiy mir* (the Russian world).

- Abbreviations should be given in full at first mention, followed by the abbreviation in brackets.

The Treaty on the Eurasian Economic Union (EAEU) was signed on 29 May 2014 by the leaders of Belarus, Kazakhstan and Russia, and came into force on 1 January 2015.

- If a quoted publication is not in English, please give an original title and an English translation too.

8. Romanization
- All non-English words and names must be Romanized into English according to the [BGN/PCGN 1965 System](#)

Леся Українка - Lesya Ukrayinka

Михайло Михайлович Коцюбинський - Mikhaylo Michaylovich Kotsyubins'kyy

- If you have another system of transliteration, we kindly ask you to provide us with the relevant information thereof.

9. Tables, figures, and illustrations
- Please provide us always with copyrights for all pictures you show in the article even if you took them from the internet or Wikipedia.
- Information presented together in rows and columns should be labelled as "Tables".
- Graphs, line drawings, photographs and the like should be labelled as "Figures".
- Photographs and scanned images should have a good resolution.
- Tables and figures should be numbered consecutively throughout the text.
- Table captions should appear directly above the table; figure captions should appear directly below the figure.

- Photographs and other illustrations should be submitted separately, a preferable image format is JPG.

10. Endnotes

- *Euxeinos* uses endnote citations, the type *Note*. For endnotes please use the Chicago style. Some basic rules are available here
- Book with one author

Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.

- Book with two authors

Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

- Chapter from a book

Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177–78.

- Journal article

Susan Satterfield, "Livy and the *Pax Deum*," *Classical Philology* 111, no. 2 (April 2016): 170.

- News or magazine article

Farhad Manjoo, "Snap Makes a Bet on the Cultural Supremacy of the Camera," *New York Times*, March 8, 2017, https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html.

- Website content

"About Yale: Yale Facts," Yale University, accessed May 1, 2017, https://www.yale.edu/about-yale/yale-facts.