



Instructions for authors

Extent of manuscripts

The textual part of individual contributions should not exceed 50 standard pages (1 standard page = 1800 characters including spaces). The extent of reports and reviews should not exceed 5 standard pages. The submitted studies must include an English-written abstract in the extent of 500–700 characters, 3–5 keywords and relevant notes observing the citation standards used by the journal *Historická demografie*.

The manuscript is to be submitted in electronic form, in the MS Word text editor format *.doc or *.rtf, the tables and graphs together with source data are to be submitted in the MS Excel format and maps in *.jpg or *.tiff format with at least 300 dpi resolution. Individual pages of the manuscript and all attachments must be numbered. Please keep in mind that all attachments can only be printed in B/W mode, therefore modify the graphs and colour images so as to maintain their readability.

Basic rules for an optimal manuscript format

A. Texts

1. Insert footnotes with the help of the MS Word automatic function.
2. Text marking (italics, bold) and the use of exponents and indexes will be maintained.
3. Do not use different kinds of backgrounds and colours to edit the texts, headings, tables and graphs, and do not use underlining in the text.
4. Do not use other than automatic formatting and please avoid using tabulators, division breaks, non-breaking and multiple spaces, paragraph indents made by spacebar, etc. In the final layout, the text will be wrapped in a different font size and type, so that any graphic editing of the text is in vain.

B. Tables, graphs, pictures

1. Insert the elaborated tables and graphs directly into the text and attach them at the same time together with source data in a separate MS Excel file. While preparing the tables and graphs, please keep in mind that the journal is published in the A5 format and it is necessary to adapt the dimensions of inserted objects to maintain their readability in the final layout. Adapt the graphs and pictures to B/W print mode.
2. Insert all image files (maps, photographs) into the text and attach them at the same time as separate files in *.jpg or *.tiff format with at least 300 dpi resolution.
3. Each table, graph or picture must be captioned in Czech and English and the source must be quoted in the form of a short reference to used archival material, publication or own calculation.
4. The best suitable font type in graphs and tables is Times New Roman.

C. Citation rules

The journal *Historická demografie* observes the citation standards used by the journal *Český časopis historický*. In case of citing multiple works of the same author in one and the same note, always give the full first name and surname of the author and avoid abbreviations like *id.* Also avoid abbreviation of periodicals names such as *Historická demografie* (hereinafter *HD*). Recurrent reference to particular publication is to be abbreviated (E. Maur, *Základy*, p. 15; *ibidem*, p. 15), but when mentioned for the very first time, it is absolutely inevitable to give full reference without any abbreviations and parentheses. Particularly in the case of books or more extensive papers, try to quote the page range of referenced text as accurately as possible (*pp.* 15–20).

Examples of basic types of references

Monographs

Sheilagh OGILVIE, *A Bitter Living. Women, Markets and Social Capital in Early Modern Germany*, Oxford 2003.

Journal articles

Beatrice MORING, *Nordic Retirement Contracts and the Economic Situation of Widows*, *Continuity and Change* 21, 2006, pp. 383–418.

Articles in edited volumes, chapters in collective monographs

Sonya O. ROSE, *Widowhood and Poverty in Nineteenth-century Nottinghamshire*, in: John Henderson – Richard Wall (eds.), *Poor Women and Children in the European Past*, London 1994, pp. 269–291.

Internet sources

<https://archivnimapy.cuzk.cz/uazk/pohledy/archiv.html> (27. 8. 2018).

Unpublished sources

Unpublished sources must be referenced according to currently valid archival standards. The proper order of mentioned data shall be as follows: correct official name of institution, fund/collection name, inventory number/accession number/signature, storage unit. The names of archives and archival funds can be reduced to commonly used abbreviations. For the registration numbers and names of archival storage units use the designations and abbreviations in compliance with currently valid standards (Basic Rules of Archival Processing). In the case of more extensive materials add an as accurate as possible reference to the range of pages or folios.