

Notes for contributors for ARHIVI

1. ARHIVI, the Gazette of the Archival Association and Archives of Slovenia, is the central Slovenian archival journal. It deals with a wide range of archival issues and features articles from the field of archival science, (administrative) history, auxiliary sciences of history, primary source science, archival theory and practice, and daily activities of the Slovenian archives.
2. Manuscripts are to be sent to the editorial board at: Uredništvo Arhivov, Arhivsko društvo Slovenije, Zvezdarska 1, 1000 Ljubljana, Tel.: +386 1 24 14 247, e-mail: jure.volcjak@gov.si.

Authors should comply with the following instructions:

- ✦ Papers should be submitted in electronic and printed form (1.5 spacing).
- ✦ Before being published, all papers are reviewed. Papers are published only if they receive positive review.
- ✦ Papers for the sections *Articles and papers*, *From practice to practice* and *From archival files and collections* should not exceed 24 pages, papers for other sections should not exceed 8 pages.
- ✦ Papers for the sections *Articles and papers*, *From practice to practice* and *From archival files and collections* must include a maximum 10 line abstract, key words appropriate for indexing, and a maximum 30 line summary. List of sources and literature stands before summary.
- ✦ Authors must state their full address, title or/and profession, work rank, title and address of the institution where the author works, phone number, and e-mail.
- ✦ Footnotes are listed uniformly at the bottom of the page under the line. Footnotes include short references that are fully explained in "List of Sources and Literature", together with abbreviations.
- ✦ List of Sources and Literature includes a systematic recording of all sources and literature that are cited in notes. Archival sources, literature, journals etc. are stated separately in alphabetical order.
- ✦ Citation of archival sources should be presented as follows: name of archival institution, reference number of archival fond or collection, title of archival fond or collection, when necessary also the number of archival fascicles or boxes. Example: ARS, AS 1, Vicedomski urad za Kranjsko, šk. 1.
- ✦ Citation of literature (books) should be presented as follows: Surname and first name of the author: *title (and subtitle) of the work (in italics)*. Publishing place: publisher and publishing year. Example: Merku, Pavle: *Slovenska plemiška pisma*. Trst: Založništvo tržaškega tiska, 1980.
- ✦ Citation of literature (articles) should be presented as follows: Surname and name of the author: title of the article. *Title of the journal or miscellany (in italics)*, for journals also volume, year, number and page; for miscellany also (the name of the editor), publishing place, publishing year and page. Example for articles in journals: Matijević, Meta: Novomeški mestni arhiv in skrb zanj. *Arhivi* 26 (2003), no. 1, pp. 221-226. Example for articles in miscellanies: Bizjak, Matjaž: Gutenberg in briksenska posest vzhodno od Tržiške Bistrice. *Ad fonts. Otorepčev zbornik* (ed. Darja Mihelič). Ljubljana: Založba ZRC, 2005, pp. 225-269.
- ✦ Illustrations (photographs, microfilms, scans, (exceptionally) also good quality photocopies) must be submitted separately. Illustrations must be marked with the number of caption. Reviews of publications must include the photo of the book cover.
- ✦ Editorial board reserves the right to submit the papers for language proof reading. Proofs are sent to authors for correction. Other corrections of technical nature are done by editorial board.
- ✦ Authors are notified about their papers being rejected by the editorial board.
- ✦ Authors are kindly asked to follow these instructions. Should there be any uncertainties as to the mentioned instructions, please contact the editorial board for assistance.
- ✦ Articles and papers that are published in the printed version of *Arhivi*, are also published on-line on the homepage of the Archival Association of Slovenia. By giving consent for the printed version of their papers, the authors also give their consent for the papers to be published on-line.
- ✦ **Deadline for submission of papers:** papers for the sections *Articles and papers*, *From practice to practice* and *From archival files and collections* are to be submitted by May 1 **for the first number**, and by **October 1 for the second number!** Article for other sections are to be submitted by **May 20** for the first number and by **October 20** for the second number!

Ljubljana, 1. 10. 2009

Arhivi Editorial board