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INSTRUCTIONS FOR AUTHORS FOR ARHIVI

- Papers should be submitted in electronic form (1.5 line spacing).
- Before being published, all papers are peer-reviewed. Papers are published only if they receive a positive peer-review.
- Papers for the sections *Articles and Papers*, *From Practice to Practice*, and *From Archival Files and Collections* must include a maximum 10-line **abstract**, **keywords** appropriate for indexing, and a maximum 30-line **summary**. List of **sources and literature** stands before the summary.
- Authors should state their full address, title and/or profession, work place, and address of the institution where they work, phone number, and e-mail.
- Footnotes are written uniformly under the line. Footnotes include short references that are fully explained together with abbreviations in the chapter Sources and Literature.

Example: Merku: *Slovenska plemiška pisma*, p. 110.

- Chapter **Sources and Literature** includes a systematic recording of all sources and literature cited in footnotes, in alphabetical order. Archival sources, web sources, journals, literature etc. are stated separately.
- Citation of archival sources: country reference code, name of archival institution, reference code of archival fond or collection and references of the units of description.

Example: SI AS 1, box 1.

- Citation of literature (monographs): surname, name of the author: *title (and subtitle) of the book*. Place of publication: publisher, publication year.

Example: Merku, Pavle: *Slovenska plemiška pisma*. Trst: Založništvo tržaškega tiska, 1980.

- Citation of literature (articles in periodicals): surname, name of the author: article title. In: *Title of periodical* volume (publication year), number, pages of the article.

Example: Matijević, Meta: Novomeški mestni arhiv in skrb zanj. In: *Arhivi* 26 (2003), no. 1, pp. 221–226.

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Deadlines

Papers for the section *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! Papers for other sections are to be submitted by **May 20** for the first number and by

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20. maj, za drugo številko pa **20. oktober!**