

Style guide for *Acta Baltica Historiae et Philosophiae Scientiarum*

When submitting an article to *Acta Baltica Historiae et Philosophiae Scientiarum*, please ensure that all articles are formatted to conform to the guidelines below. Please do not hesitate to contact the Editorial Office if you are unsure of any style points or if you have any queries.

I Statement policy

Acta Baltica Historiae et Philosophiae Scientiarum is a peer-reviewed open access journal, specializing in the history and philosophy of science and scholarship in the Baltic area. Preference is given to original contributions that are of general scholarly interest.

II Ethics statement

Conflicts of interest

Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider evaluating manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the submission.

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or their interpretation in the manuscript. All sources of financial support for the project should be disclosed.

Plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, that this has been appropriately cited or quoted.

Correction

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with them to either retract the paper or publish an appropriate erratum.

Retraction

The editors will consider retraction of the publication when they have clear evidence that the findings are unreliable, either as a result of major error (e.g., miscalculation or experimental error), or as a result of fabrication (e.g., of data) or falsification (e.g., image manipulation); it constitutes plagiarism; the findings have previously been published elsewhere without proper attribution to previous sources or disclosure to the editor, permission to republish, or justification (i.e., cases of redundant publication); it contains material or data without authorization for use; copyright has been infringed or there is some other serious legal issue (e.g., libel, privacy); it reports unethical research; it has been published solely on the basis of a compromised or manipulated peer review process; the author(s) failed to disclose a major competing interest (a.k.a. conflict of interest) that, in the view of the editor, would have unduly affected interpretations of the work or recommendations by editors and peer reviewers.

Authorship

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be named in an Acknowledgement section. The corresponding author should ensure that all appropriate co-authors (according to the above definition) and no inappropriate co-authors are included in the author list of the manuscript, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

Peer-review policies

All research articles undergo the double-blind peer-review procedure.

Peer review assists the editor in making editorial decisions and, through the editorial communication with the author, may also assist the author in improving the manuscript.

Any invited referee who feels unqualified to review the research reported in a manuscript or knows that its timely review will be impossible should immediately notify the editor so that alternative reviewers can be contacted.

Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except if authorized by the editor.

Reviews should be conducted objectively. Personal criticism of the author(s) is inappropriate. Referees should express their views clearly with appropriate supporting arguments.

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published data of which they have personal knowledge.

III Submission and preparation of manuscript

- No submission fees are charged. Authors are not entitled to royalties for publication.
- Articles should be submitted in Times New Roman 12 points, and all text should be 1,5-spaced. All manuscripts must be written in English.
- Submitted articles should not exceed 60,000 characters with spaces and footnotes (30 double-spaced pages). Exception is granted only to papers commissioned by the Editorial Office. As a general rule, contributions to Reviews section should not exceed 18,000 characters (7 pages).
- All documents reproduced should be given in the language of the original with translation provided, if necessary.
- Both US and UK spellings are allowed but consistency throughout the paper is strongly encouraged.
- Manuscripts should be submitted in electronic form. All photos and figures should be submitted as separate image files.
- Each manuscript should be submitted with the authors' names, institutions of origin, addresses, and email addresses. Authors should also provide a short biographical note of approximately 50 words.
- All contributions are reviewed. Authors are notified about the acceptance or rejection of their papers within three months since the day their paper has been received by the Editorial Office. The authors can familiarize themselves with the content of reviews; however the Editorial Office does not comment on or discuss its decisions.

IV General specifications

Parts of paper

Title

In the paper title, capitalize the first letter of the first and last word and all the nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions. Suggesting a short title for inclusion on running heads by the author is desirable.

All *financial support* for the work in the paper is listed in the Acknowledgments section.

Abstract

Please include a brief abstract of no more than 300 words. The abstract should be one paragraph in length and should not be divided into sections, nor should it contain abbreviations or footnotes. Abstracts are not required for texts submitted to the Reviews or Documents sections.

Key words

Please include up to eight key words in alphabetical order, separated by commas, no capitalization of key words, except for proper nouns or conventionally capitalized terms.

Figures and tables

Tables and figures should be numbered consecutively (in Arabic numerals) and uploaded as a separate file. The approximate position of tables and figures should be indicated in the manuscript.

All tables must have explanatory legends. Please include original source of table/figure if not your own. All citations of figures and tables in text must be in numerical order. Citations to figures in parentheses or in footnotes always carry the abbreviation “Fig.” followed by the figure number, elsewhere please use the full word followed by the figure number.

Quotations

All quotations from other sources should be given in double quotation marks with an appropriate reference. A reference to a published source should include the page where the cited text first appears; a reference to an archival manuscript should contain all relevant information (the archive’s name, collection, inventory, file and the sheet number on which the original text appears). Lengthy quotes (four lines or more) should be displayed and indented, with a line space above and below. In quotations, all omissions should be marked with points of ellipsis in square brackets; all comments and explications should also be given in square brackets.

Footnotes

Footnotes should be numbered in consecutive order throughout the text. The footnote number, in superscript, should be placed at the end of the sentence or quotation after the punctuation. Footnotes should be placed at the bottom of the page on which they are cited.

Acronyms, use of italics

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. Anglicized words (ad hoc, per cent, a priori, coup d’etat, per capita, etc.) should be Roman with no accents. Define acronyms the first time they appear in the Abstract as well as the first time they appear in the body of the paper, written out as part of the sentence, followed by the acronym in parentheses.

Transliteration of Cyrillic

The journal uses the Library of Congress transliteration method, without diacritics. Exceptions may be made for names of well-known people where a different spelling has become conventional, e.g., Yeltsin, Trotsky.

Permissions

The author is responsible for obtaining permission in writing to quote copyrighted material (including figures and tables). The authors are personally responsible for ensuring that all information, quotations, dates and names given in their papers are correct. All figures (illustrations) should be supplemented with references to their provenance and copyright holder.

V References

Full details of references should be provided in a section under the heading *References* at the end of the manuscript.

- References should use the Harvard system for published works, i.e., author's name, date of publication, and page numbers (if required) in parentheses in the text.
- For books, references should give the author's last name and initials, date of publication, title of book, place of publication and publisher, followed by a DOI code, if available. If multiple places of publication are cited, use & (e.g., New York, London & Delhi: Basic Books). If there are more than 3 authors use *et al.*, e.g., (Kahk *et al.*, 1998). For edited volumes, use (ed.) for single editor, (eds.) for joint editors. Double initials should be separated by a space (e.g., J. K.).
- For book chapters, references should give author's last name and initials, date of publication, title of book chapter, book, editor's last name and initials, date of publication, book title, place of publication and publisher, chapter page numbers, followed by a DOI code, if available.
- For articles, references should give author's last name and initials, date of publication, article title, name of journal, volume and issue numbers, the article's page numbers, followed by a DOI code, if available.
- Titles of journals should be given in full.
- References to works that are themselves of historical significance should have the date of first publication in the text and the list of references, with a supplementary note if page references are made to a later edition.
- English translations of the titles of foreign works in other than major world languages should be given in square brackets, in sentence case, e.g., *Lietuvos savivalda* [Lithuanian self-government].
- Archival material should be included as part of the reference list, providing information on its date, title or description of the nature of the material, archival code (in the format established by a given archive), the name of the archives in English and its location. In-text references of the archival material should be presented in the form of abbreviation of the archive's name (corresponding to the archive's language), followed by date (or date range), e.g. (EAA, 1803–1814).

Reference examples

Books, monographs

Barnard, C. (2007), *The Substantive Law of the EU. The Four Freedoms*, Oxford: Oxford University Press. <https://doi.org/10.1093/he/9780198830894.001.0001>

Horvath, T. M., ed. (2000), *Decentralization: Experiments and Reforms*, Budapest: Local Government and Public Service Reform Initiative, OSI Publications.

Chapters in edited volumes

Groenendijk, K. (2007), 'The long-term residents directive, denizenship and integration,' in A. Baldaccini; E. Guild & H. Toner (eds.) *Whose Freedom, Security and Justice? EU Immigration and Asylum Law and Policy*, Portland, OR: Hart Publishing, pp. 429–450.

Articles in journals

Brubaker, W. R. (1992), 'Citizenship struggles in Soviet successor states,' *International Migration Review*, vol. 26, no. 2, pp. 269–291. <https://doi.org/10.2307/12547057>

Newspaper articles

Financial Times (1998), 18 August.

The Times (2009), 'Latvian fears lead to bank protection,' 8 October.

Milne, R. (2012), 'European finance: A leaning tower of perils,' *Financial Times*, 28 March.

Institutional authors

WHO (2006), *World Health Statistics*, Geneva: World Health Organisation.

Working papers

Holm, U. & Joenniemi, P. (2001), *North, South and the Figure of Europe: Changing Relationships*, COPRI Working Paper, no. 11, Copenhagen Peace Research Institute.

Conference proceedings

Mägi, V. (2007), 'From the 17th century to the present-day Estonia: evolution of exact and natural sciences,' in *The Global and the Local: the History of Science and the Cultural Integration of Europe: Proceedings of the 2nd International Conference of European Society for the History of Science*, Krakow: European Society for the History of Science, pp. 920–924.

Conference papers

Joenniemi, P. (2008), 'The EU is not what it used to be: Once a 'peace project', and now a 'force for good', Paper presented at BRIT IX conference, Victoria, Canada, 12–15 January 2008.

Unpublished works

Rudi, E.; Mägi, M.; Link, E.-G. & Maimets, A. (2000), *Eesti roheliste kadumine poliitiliselt maastikult* [Disappearance of Estonian Greens from the political scene], [Unpublished manuscript] Department of Political Science, University of Tartu.

Government acts

Identity Documents Act (1999), Isikut tõendavate dokumentide seadus, *Riigi Teataja*, RT I 1999, 25, 365.

EU documents

The Stockholm Programme – An Open and Secure Europe Serving and Protecting the Citizens (2010), Notices from European Union Institutions, Bodies, Offices and Agencies, *OJ*, C 115/01, 4.5.2010.

Council Directive 2000/43/EC implementing the principle of equal treatment between persons irrespective of racial or ethnic origin, *OJ*, L 180, 19.7.2000, pp. 22–26.

Dissertations

Tohvri, E. (2009), *Valgustusideede mõju Tartu arhitektuurikultuurile 19. sajandi alguses. Dissertationes Historiae Universitatis Tartuensis*, [PhD thesis] Tartu: Tartu Ülikooli Kirjastus.

Websites

European Financial Facility (2012), [Home page]. Retrieved from <http://www.efsf.europa.eu> [accessed 20 Apr 2012]

Legal materials

María Martínez Sala v. Freistaat Bayern [1998], ECR I, C-85/96, ECLI:EU:C:1998:217, 12.5.1998.