

Contributions to Contemporary History:

Author guidelines

Length, structure and layout of the contributions

The Contributions to Contemporary History journal accepts original contributions in Slovenian as well as in the following foreign languages: English, German, Serbian, Croatian, Bosnian, Italian, Slovak and Czech. During the publication procedures the editorial board will only accept contributions in the DOC or DOCX Microsoft Word format (Times New Roman font, line spacing of 1.5 lines), written in line with the rest of the guidelines:

1. Articles: The authors are responsible for the scientific content of the articles and precision of the information. The maximum length of texts is 45,000 characters (with spaces). The articles should be transparent and well-structured. They should contain the work method, results, conclusions, as well as the following:
 - title (lowercase, font size 16, bold, centred);
 - abstract in English and/or Slovenian (maximum 250 words, font size 10, italics);
 - keywords in English and/or Slovenian (up to five);
 - main text (font size 12):
 - paragraphs without spacing between them;
 - titles of (sub)chapters should be lowercase and bold;
 - summary of the discussion in English or Slovenian:
 - title (uppercase, font size 12),
 - up to 4000 characters with spaces.
2. Historical documentation: The maximum length of texts is 45,000 characters with spaces (font size 12). They should contain:
 - author's name and surname (font size 12, centred);
 - author's education and professional/scientific title, place of employment, address and e-mail address;
 - title (lowercase, font size 16, bold, centred);
 - titles of (sub)chapters should be lowercase and bold;

3. Evaluations and reports (16,000 characters with spaces):
 - book reviews should include the names and surnames of authors or editors as well as the title of the book (font size 12, bold), publisher, place and year of publishing, and number of pages;
 - reports from symposia, conferences and other events should:
 - contain the precise title of the event as well as date and place of the event (font size 12, bold).

Any emphases that the authors wish to make in the text should be written in italics.

References

The articles should contain complete scientific apparatuses. Footnotes should be used for references to sources and literature. In the Sources and References list all of the sources and literature referred to in the footnotes should be listed in the alphabetical order. Archive sources, literature, newspapers, online sources, oral sources etc. should be listed separately. The [Chicago-style citation](#) should be adhered to. When listing archive sources, the rules adhering to the Slovenian archive source citation guidelines ([click here](#)) should be observed.

Graphic materials, tables and charts

Graphic materials (photos, pictures, maps, etc.) should be attached in separate files. Pictures should be in high resolution (JPG format, at least 300 dpi). Tables and charts should be attached in separate Microsoft Excel files (XLS or XLSX format). The charts should already be drawn out and the headings of the tables should be clearly marked. The main document should include clear indications of where the authors wish to place the attached materials. Attached materials must contain the relevant titles and subtitles as well as references to sources and authors (font size 10). The copyright aspects of the publication of graphic materials should be addressed by the authors of the contributions.

Proofreads, corrections and translations

The editorial board proofreads and edits the incoming contributions, and the authors must review the changes and authorise them. No additions to the text are allowed during correction. The editorship ensures the translation of the abstracts and summaries from Slovenian to English as well as from English to Slovenian.

Submitting the contributions for the Open Journal System

Submitting to an OJS journal requires:

1. [Registering](#) for an account
2. Logging in to your account
3. Selecting your role as an Author
4. Selecting “Start a New Submission”
5. Completing the 5 step submission process

Submission Step 1:

- Select a Journal Section that best fits with your submission:
 - Articles
 - Historical documentation
 - Jubilees
 - Im memoriam
 - Reviews and Reports
- Next, the author must check each of the items from the submission checklist.
- The journal's copyright policy will appear next, and, if configured as a requirement, the author will need to agree to this policy.
- Authors can then review the Privacy Statement.
- Finally, the author can add any comments, which will be visible to the editor.
- Move to the next step by hitting the *Save and Continue* button.

Submission Step 2

Submission Step Two allows you to upload the submission file (Microsoft Word document: doc or docx):

- On this page, click Choose File which opens a Choose File window for locating the file on the hard drive of your computer.
- Locate the file you wish to submit and highlight it.
- Click Open on the Choose File window, which places the name of the file on this page.
- Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
- Once the submission is uploaded, click Save and Continue at the bottom of this page.

Submission Step 3

The third step of the submission process serves to collect all relevant metadata from the author:

- The first section of metadata covers the authors. The submitting author will have their personal information automatically appear.
- If there are multiple authors for the submission, their information can be added using the Add Author button. You can also re-order the list of authors, make one of the authors the principal contact with the editor, and delete any authors added in error.
- Next, enter the submission title and abstract.
- You will then add Slovenian and/or English indexing information. This will help others find your article.
- The next section allows you to enter the name of any organization that may have supported your research.
- Hit the Save and Continue button to move on to Step 4.

Submission Step 4

This is an optional step. The authors may upload the attachments they wish to make available to the public and/or editorship in any format:

- Click the *Choose File* button to open the window for the selection of the relevant files, stored on your computer.
- In the Choose File window press the *Open* button to indicate the names of the files to be uploaded to the *Contributions to Contemporary History* website.
- Press the *Upload* button to upload the files from your computer to the *Contributions to Contemporary History* website. The uploaded files will be renamed in accordance with the format of the Open Journal System.

The editorship of the Contributions to Contemporary History magazine distinguishes between two types of attachments:

- attached JPG, XLS and XLSX files, which are a part of the text of the contribution (see Graphic materials, tables and charts subsection above); and
- all other attached files in any format, which the authors wish to publish, especially in accordance with the policy of open access to research information.

For the attachments which are an integral part of the text the authors should do the following:

- indicate the titles, corresponding to the references in the main document:
 - Picture 1, Picture 2, etc.;
 - Table 1, Table 2, etc.;
 - Chart 1, Chart 2, etc.;
- in the file type section (*Type*), indicate, in the *Specify other* field: Inserted file;
- indicate the title of the picture, table or graph in the *Brief description* field;
- indicate the source and author of the picture in the *Source* field;
- additionally the authors may refer to themselves as authors of tables and graphs in the *Creator (or owner) of file* field;
- fill in the rest of the metadata fields appropriately.

For all the other attached files the authors should optionally include as much metadata as possible.

The authors should not forget to tick the option *Present file to reviewers (without metadata)*, as it will not compromise the blind review.

The authors may proceed to the next step by pressing the *Save and continue* button.

Submission Step 5

This final step provides a summary of your submission. Click Finish Submission to submit your manuscript. You will receive an acknowledgement by email and will be able to view your submission's progress through the review and editorial process by returning to the Active Submissions section of your Author page.