

NAVODILA IN PRIPOROČILA AVTORJEM*

1. Vsebinska zasnova revije

Revija *Dve domovini/Two Homelands* je namenjena objavi razprav, znanstvenih in strokovnih prispevkov, poročil, razmišljanj in knjižnih ocen s področja izseljenstva oziroma izseljenskih študij. Revija je večdisciplinarna in dvojezična. Pred sprejemom v objavo pošlje uredništvo znanstvene prispevke v anonimni obliki v strokovno recenzijo.

2. Razprave in članki

Razprave in znanstveni članki, ki jih bo uredništvo te revije prejelo v rednem roku (do 31. julija) in ki bodo napisani v skladu z navodili pod to točko, bodo po zaključenem recenzentskem postopku objavljeni v tekoči številki *Dveh domovin*, in sicer v redni rubriki *Razprave in članki* ali v občasnih rubrikah *Viri in gradivo* oziroma *Portreti*. V slednjih dveh rubrikah so lahko objavljeni tudi strokovni prispevki, za katere ta navodila ne veljajo (torej niso opremljeni z opombami, seznamom literature, povzetkom in avtorskim izvlečkom). Napisani morajo biti v slovenskem ali angleškem jeziku, kar velja za vse prispevke v tej reviji. Članki v drugih zahodnih jezikih (npr. francoščini, španščini) so objavljeni le izjemoma. V nasprotju s strokovnimi prispevki, poročili in ocenami morajo biti razprave in znanstveni članki opremljeni z opombami, seznamom literature, povzetkom in avtorskim izvlečkom. V znanstvenem članku za rubriko *Viri in gradivo* naj citirano gradivo zavzema največ dve tretjini članka, avtorjev komentar objavljenega gradiva pa naj obsega vsaj eno tretjino celotnega besedila.

Opombe in bibliografske navedbe: Opombe pod črto naj praviloma vsebujejo dopolnilno besedilo (komentarje). Ker gre za večdisciplinarno revijo, sta v skla-

* Po »Navodilih za oblikovanje znanstvenih in strokovnih periodičnih publikacij, ki jih sofinancira MZT«, morajo biti navodila avtorjem objavljena v vsakem zvezku periodične publikacije. Ker jih letos prvič objavljamo, jim tokrat namenjamo več prostora, kot jim ga bomo v prihodnje.

du z uveljavljeno mednarodno prakso posameznih znanstvenih disciplin še vedno sprejemljiva dva sistema citiranja oz. bibliografskih navedb.

V člankih s področja zgodovine, literarne zgodovine, etnologije ipd. so v mednarodni praksi tudi bibliografske navedbe v opombah (prim. znanstvene revije *Studi Emigrazione*, *Journal of American Ethnic History* itd.), vendar morajo ob prvi navedbi vsebovati vse potrebne podatke: pri citiranju iz knjige ime avtorja, naslov knjige, kraj, založbo, leto izida, stran; pri citiranju iz članka v zborniku ime avtorja, naslov članka, naslov publikacije, ime urednika, kraj, založbo, leto izida, stran; pri citiranju članka v periodiki ime avtorja, naslov članka, naslov časopisa/revije, letnik, številko (pri dnevnikih datum), stran. Glede vrstnega reda podatkov, izbora ločil in ležečega tiska naj avtorji upoštevajo obliko bibliografskih navedb v dosedanjih številkah te revije. Pri citiranju korespondence in drugega arhivskega gradiva morajo biti navedeni naslednji podatki: ime avtorja in naslov dokumenta (ime avtorja in prejemnika, če gre za korespondenco, npr. Pismo Anne Praček Krasne Mirku G. Kuhlu), datum dokumenta, ime arhiva, ime fonda, oznaka škatle in mape (ter številka dokumenta in stran).

V člankih s področja sociologije, ekonomije, psihologije, psihiatrije itd. je v praksi kratka navedba reference v oklepaju na koncu samega citata (priimek avtorja citiranega besedila, letnica izida publikacije, stran), vendar mora biti tak članek na koncu opremljen z natančnim seznamom referenc pod naslovom »Literatura« z vsemi zgoraj navedenimi bibliografskimi podatki. Bibliografske navedbe v »Literaturi« so razvrščene po abecedi, priimku in imenu avtorja sledi leto izida citiranega besedila, nato pa še vsi drugi zgoraj omenjeni podatki.

Povzetek naj obsega 1 do 3 strani in naj bo napisan v drugem jeziku kot članek: angleški članki morajo biti opremljeni s slovenskim povzetkom – za prevod lahko poskrbi uredništvo, slovenski članki pa z angleškim povzetkom. V primerih, ko je težišče članka usmerjeno na kako drugo govorno področje (npr. špansko, francosko, nemško), je članek lahko še dodatno opremljen s povzetkom v tem jeziku.

Avtorski izvleček naj bo napisan v slovenskem in angleškem jeziku. Vsebuje naj podatke o avtorju (gl. rubriko *Avtorski izvlečki* v dosedanjih številkah revije *Dve domovini*), naslov članka in kratek abstrakt v obsegu do 150 besed. V abstraktu naj bodo predstavljeni namen članka, tematski obseg, oris znanstvene metode in okvirna navedba virov.

3. Poročila

Poročilo o znanstvenem ali strokovnem posvetovanju, kulturni prireditvi, občnem zboru, študijskem potovanju, pedagoškem ali raziskovalnem delu na področju izseljenske problematike lahko obsega do ene polovice avtorske pole (do 8 strani) in je lahko napisano v slovenskem ali angleškem jeziku. Opombe pod črto, navedba literature, povzetek in avtorski izvleček niso potrebni. Če gre za poročilo o konferenci, ki je le deloma posvečena izseljenski problematiki, je zaželeno, da poročilo uvodoma predstavi celotno srečanje (naslov konference, kraj in datum, navedba organizatorja, število udeležencev in navedba dežel, iz katerih prihajajo, glavne teme panelov). Osrednji del poročila naj bo posvečen omizjem z izseljensko tematiko. Poročilo naj v zaključku vsebuje avtorjevo oceno posebej predstavljenih omizij/panelov (prebranih referatov, diskusij, udeležbe slušateljev in pomena teh panelov v okviru izseljenskih študij) ter končno še kratko oceno celotnega srečanja. Kadar poročilo služi avtorju kot izhodišče za širše razmišljanje, je lahko ob koncu opremljeno še s krajšim splošnejšim komentarjem.

4. Knjižne ocene

Če gre za literarno študijo izseljenskega leposlovnega dela, jo bo uredništvo uvrstilo v rubriko *Razprave in članki* pod pogojem, da je napisana v skladu z zgornjimi navodili za oblikovanje razprav in člankov. Klasične knjižne ocene znanstvenih, strokovnih in tudi leposlovnih del s področja izseljenstva pa bodo objavljene v rubriki *Knjižne ocene*. Navedba literature in opombe pod črto v tej rubriki niso nujne. Naslov ocene mora vsebovati ime avtorja ali glavnega urednika ocenjene publikacije, naslov publikacije, založbo, kraj in letnico izida ter število strani. Kadar gre za oceno zbornika ali revije s širšo tematiko, je priporočljivo, da je uvodoma na kratko predstavljena celotna publikacija, nato pa naj se avtor ocene osredotoči na vsebino in vrednotenje prispevkov s področja izseljenskih študij. Kadar knjižna ocena služi ocenjevalcu kot izhodišče za širše razmišljanje, je lahko ob koncu opremljena še s krajšim splošnejšim komentarjem. Tudi knjižna ocena je lahko napisana v slovenskem ali angleškem jeziku.

5. Sprejemanje predlaganih prispevkov

Uredništvo sprejema predlagane prispevke **na disketi** (Word 6.0/95) **in v enem priloženem izvodu tipkopisa** vse leto. Recenzentski postopek poteka tudi po zapadlem (zgoraj navedenem) rednem roku, vendar bodo znanstveni prispevki,

ki bodo prispeli v uredništvo v drugi polovici leta, le izjemoma lahko objavljeni v tekoči številki *Dveh domovin*; kadar to ne bo mogoče, bodo uvrščeni v naslednjo številko revije. Za prispevke, ki jih uredništvo ne pošilja v recenzijo (poročila in knjižne ocene), je priporočljivo, da jih avtorji pošljejo čim prej po zaključnem dogodku, o katerem poročajo, oziroma čim prej po izidu obravnavane knjige.

Janja Žitnik
Glavna urednica

INSTRUCTIONS AND RECOMMENDATIONS TO AUTHORS*

1. Content of the journal

Dve domovini/Two Homelands is a journal devoted to the publication of essays, scholarly and specialist papers, reports, reflections and book reviews from the field of emigration studies. The journal is multi-disciplinary and bilingual. Before accepting scholarly papers for publication the editorial board submits them anonymously to be reviewed by experts.

2. Essays and articles

Essays and scholarly articles received by the editorial board before the regular closing date (31 July) and written in accordance with the instructions listed under this point, will, after undergoing the review procedure, be published in the current issue of *Two Homelands*, in the regular section *Essays and Articles* or in the occasional *Documentation* or *Portraits* sections. These latter two sections may include specialist papers to which these instructions do not apply (i.e. they do not include footnotes, a bibliography, a summary and an author's abstract). They must be written in Slovene or English, as must all papers in this magazine. Articles written in other western languages (eg. French, Spanish) are published only exceptionally. In contrast to specialist papers as well as reports and reviews, essays and scholarly papers must include footnotes, a bibliography, a summary and an author's abstract. A maximum of two thirds of scholarly papers for the section *Documentation* should be taken up with the material being cited, while at least a third of the whole text must comprise the author's commentary on the published material.

Notes and references: footnotes should generally contain additional text (commentary). Since the magazine is a multi-disciplinary publication, two systems of

* According to the »Instructions for the design of scholarly and specialist periodical publications co-financed by the Ministry of Science and Technology«, instructions to authors must appear in every volume of a periodical publication. As this is their first appearance, the editor decided they can take up more space than they will in the future.

giving references are still acceptable, in accordance with the standard world practice of individual academic disciplines.

In articles from the fields of history, literary history, ethnology, etc., footnotes also contain bibliographical references (cf. academic publications such as *Studi Emigrazione* and *The Journal of American Ethnic History*), though the first reference to a work must contain all the necessary data: when quoting from a book, the name of the author, the title of the book, the place of publication, the publisher, the year of publication and the page number; when quoting from an article published in a collection of scholarly papers, the name of the author, the title of the article, the title of the publication, the name of the editor, the place of publication, the publisher, the year of publication and the page number; when quoting from an article in a periodical, the name of the author, the title of the article, the title of the newspaper/journal, the volume, the number (in the case of daily newspapers, the date), and the page number. With regard to the order in which the information should appear, punctuation conventions and italic text, authors should follow the form in which bibliographical references are given in previous issues of this journal. When quoting from correspondence and other archive material, the following information should be provided: the name of the author and the title of the document (in the case of correspondence, the name of the writer and the addressee, e.g. »letter of Anna Praček Krasna to Mirko G. Kuhel«), the date of the document, the name of the archive, the name of the collection, and the box and file reference numbers (plus the number of the document and the page number).

With articles from the fields of sociology, economics, psychology, psychiatry, etc., the practice is to use a short reference in brackets immediately after the quotation itself (the surname of the author of the quoted text, the year of publication and the page number), while such articles must end with a precise list of references containing all the bibliographical data listed above. Bibliographical references are arranged alphabetically, the name of the author is followed by the year of publication of the quoted text, and then by all the other above-mentioned data.

The summary should cover 1 to 3 pages and be written in a different language to the article: English articles must include a summary in Slovene – the translation can be provided by the editorial board – and Slovene articles a summary in English. In cases where the focus of the article is on a different language area (e.g. Spanish, French, German), the article may additionally include a summary in that language.

The author's abstract should be written in Slovene and English. It should contain data on the author (see the *Authors' Abstracts* section in previous issues of *Two Homelands*), the title of the article and a short abstract of up to 150 words. The abstract should present the aim of the article, its thematic scope, an outline of the academic method and a skeleton list of sources.

3. Reports

Reports on scholarly or specialist conferences, cultural events, general meetings, study trips, teaching or research work in the field of emigration studies can cover up to eight pages and may be written in Slovene or English. Footnotes, references, summaries and authors' abstracts are not required. In the case of reports on conferences only partially dedicated to emigration issues, it is preferable to include in the introduction a presentation of the conference as a whole (title of the conference, place and date, organizer, number of participants and the countries they come from, main topics of panels). The main part of the report should be devoted to panels on emigration-related themes. The report should conclude with the author's assessment of these panels (papers read, discussions, audience participation and the importance of these panels within the framework of emigration studies) and, finally, with a brief assessment of the conference as a whole. Where the report serves the author as a starting point for broader reflections, it may also include a brief general commentary at the end.

4. Book reviews

Literary studies of works of literature by emigrants will be placed in the section *Essays and Articles* provided they are written in accordance with the above instructions governing the format of essays and articles. Traditional book reviews of scholarly, specialist and literary works from the field of emigration will be published in the *Book Reviews* section. Bibliographies and footnotes are not necessary in this section. The title of the review must contain the name of the author or the editor-in-chief of the publication being reviewed, the title of the publication, the publisher, the place of publication, the year of publication and the number of pages. In the case of reviews of collections of papers or journals dealing with broader subject matter, a brief presentation of the publication as a whole is recommended in the introduction, after which the reviewer should concentrate on evaluating the articles relating to emigration studies. When a book review

serves the reviewer as a starting point for a broader reflection, it may end with a brief general commentary. Book reviews may be written in Slovene or English.

5. Acceptance of submitted articles

The editorial board accepts articles throughout the year. Articles should be submitted **on diskette** (Word 6.0/95), and **one typed copy** must also be provided. The review procedure continues to run after the regular closing date (stated above), although scholarly papers arriving at the editorial office in the second half of the year can only be published in the current issue of *Two Homelands* in exceptional cases. When this is not possible, they will be inserted in the following edition of the journal. In the case of articles not sent for review (reports and book reviews), authors are recommended to send them as soon as possible after the end of the event on which they are reporting, or as soon as possible after the publication of the book being reviewed.

Janja Žitnik
Editor-in-chief