
Instructions to authors

Contributions for the Arhiv review are submitted to our address until April 15 for all contributions that will be published in June and until September 15 for all contributions that will be published in January.

Contributions are submitted on Floppy 3.5" disks, zip disks, compact disks (CDs) or as e-mail attachments, and they should be accompanied by one hardcopy of the text.

The structure of categorised articles (for the Archive Administration and Historiography sections) is as follows:

- full name;
- address of the author or institution where they are employed;
- title of the paper;
- outline (50-100 words);
- keywords (3-10);
- text (of up to 16 pages);
- summary in the language in which the paper is written (300-500 words).

Contributions for other sections do not require the outline and summary.

Format of the text:

- Word text processor (versions 6.0 and subsequent versions);
- *Normal* style;
- A4 page format;
- Margins (cm): *top* – 2.5, *bottom* – 7.2, *left* – 2, *right* – 6.3, *gutter* – 0;
- Font: *Times New Roman*, 20pt title, 16pt subtitle, 11pt body of the text, 9pt footnotes;
- Line spacing *Single*,
- *Footnotes* in continuous numbering from 1 onwards.

The attached illustrations must be in black and white, properly scanned (the text, if any, must be clearly legible). All illustrations must be numbered, must have captions and notes indicating where they are situated within the text. The format of the illustration may be: *bmp*, *jpg* or *tiff*. Each illustration must be contained in a separate data bank.

Published papers will not be returned.