SUBMISSION GUIDELINES

- General instructions:
  - Articles should be submitted as email attachments in Microsoft Word format to the Editorial secretary (Costel Coroban) at baltoskandia@gmail.com.
  - Contributions must be original and should not be under consideration by any other publication at the time of their submission. A cover letter in this sense should accompany the manuscript.
  - The maximum length for consideration of an article is 15,000 words (including footnotes), and 2,000 words for a review.
  - Please submit double-spaced papers in 11-point Book antiqua font with 2 cm margins.
  - All research articles must include a 100-200 word English language abstract and at least five key words.
  - Submissions should include complete bibliographic references (including page numbers) in footnotes.
  - Submissions should include complete references as a separate section at the end of the manuscript;
  - For general rules of grammar, form, and style, authors should refer to The Chicago Manual of Style (The University of Chicago Press), see ttp://www.chicagomanualofstyle.org.
  - All manuscripts will be subject to anonymous peer review, and will be evaluated on the basis of their creativity, quality of scholarship, and contribution to advancing the understanding of the regions concerned.
  - The deadline for submission is:
    - Issue 1: June 1;
    - Issue 2: September 1;

- Detailed instructions:
  - Page layout:
    - Size: 17x 24 cm;
    - Margins: top,left, bottom, right - 2 cm;
  - Title: Book Antiqua 16, UPPERCASE with dropcap, bold, justify;
  - Author's name: Book Antiqua 16, lowercase, italic, justify;
  - Using a full first name helps to ensure that a name will not be conflated with another in bibliographic listings and library catalogs.
    - Example: Olaf Mertelsmann
  - Institution the author(s) belong to and contact should be inserted down the name of the author(s): Book Antiqua 10, lowercase, justify;
    - Example: Tartu University, E-mail: omertelsmann@yahoo.co.uk
  - Acknowledgements should be added down the institution: Book Antiqua 10, Sentence case, justify:
• Example: This paper has been presented at the First International Conference on Nordic and Baltic Studies in Romania: Romania and Lithuania in the Interwar International Relations: Bonds, Intersections and Encounters hosted by the Romanian Association for Baltic and Nordic Studies, Târgoviste, May 19-21, 2010.

• Abstract: Book Antiqua 10, lowercase, italic, justify; maximum length 100 to 200 words;
  • Example:
  
  The period of Stalinism is usually overshadowed by accounts of terror and a topic like leisure seems not to be appropriate. Nevertheless, leisure was an important aspect of everyday life in Estonia under Stalin's reign. Some elements of continuity with the interwar period might be identified. The state struggled to control leisure activities and to re-educate the population but obviously failed. Listening to foreign radio stations or reading forbidden books might have been subversive but were not yet signs of resistance. Many leisure activities bore the character of escaping from a harsh reality and from poverty. The paper is based on archival documents, oral history and life stories.

• Keywords: Book Antiqua 10, lowercase, justify; five to eight keywords;
  • Example: Stalinism, leisure, Estonia, censorship, state policies, everyday life;

• Body text: Book Antiqua 11, lowercase, justify, first line 1,27 cm; maximum length 15,000 words (including footnotes);

• Subheads: Book Antiqua 12, lowercase, justify, bold;

  • Standard of living and leisure

• Tables, charts, images: Please, pay attention to the copyright!
  • Should be consistent throughout the manuscript;
  • A text reference is addressed to the reader ("Table 1", "Chart 3", "Fig. 9" etc.);
  • We accept both manuscripts with the tables, charts, images placed where they are meant to appear or grouped as a separate file with callout inserted in the manuscript. A callout is an instruction, which will not appear in the manuscript, telling where a table or an illustration is to appear. In the manuscript, a callout should be enclosed in angle brackets or some other delimiter and placed on a separate line following the paragraph in which the table or illustration is first referred to ("<table 5 here>"; "<fig. 3.2 here>")
  • Each of them should be numbered, contain a short description and the source.

Example:
Table 1: Circulation of Literary Genres, 1944-53

<table>
<thead>
<tr>
<th>Genre</th>
<th>In thousands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russian classics</td>
<td>800</td>
</tr>
<tr>
<td>Category</td>
<td>Count</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Soviet classics</td>
<td>1,500</td>
</tr>
<tr>
<td>Estonian classics</td>
<td>620</td>
</tr>
<tr>
<td>Western classics</td>
<td>305</td>
</tr>
<tr>
<td>Children’s books</td>
<td>1,500</td>
</tr>
<tr>
<td>Textbooks</td>
<td>10,000</td>
</tr>
<tr>
<td>Classics of Marxism-Leninism</td>
<td>5,000</td>
</tr>
<tr>
<td>Agricultural publications</td>
<td>2,300</td>
</tr>
</tbody>
</table>

Source: VIII plenum of the ECP’s CC, 24 November 1953, ERAF 1-4-1452, 49-50.

- Footnotes:
  - Will follow the rules of The Chicago Manual of Style: [http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Style.html](http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Style.html);
  - Font: Book Antiqua 9, lowercase, justify;
  - Should be inserted automatically with insert footnote;
  - Examples of footnotes:
  - Short form quotation:
    - Books: Rahi-Tamm or whenever the author is quoted with some works: Rahi-Tamm 2004;
    - Edited book, one editor: Mertelsmann or whenever the author is quoted with some works: Mertelsmann 2005;
    - Edited book, multiple editors: Hiio or whenever the author is quoted with some works: Hiio 2006.
    - Chapters in volumes: Nevakivi or whenever the author is quoted with some works: Nevakivi 1989.
Articles: Mertelsmann and Rahi-Tamm or whenever the authors are quoted with some works: Mertelsmann and Rahi-Tamm 2009.

Archives: ERA, R-10-43-155, 1.

Short title: whenever a book, article, document is unauthored it can be used the short title when is quoted more than once;

The abbreviation Ibid. (from Ibidem, in the same place) refers to a single work cited in the note immediately preceding.

The abbreviation Idem is used when several works by the same person are cited successively in the same note.

Cf. is used to mean "see, by way of comparison" or "compare".

When a note includes a quotation, the source normally follows the terminal punctuation of the quotation. The entire source need not be put in parentheses, which involves changing existing parentheses to brackets and creating unnecessary clutter.

References: is used here to denote the full list of books, articles, archives and other references that appear in a work using footnotes for citation. The references should be divided into sections and listed in alphabetic order.

Sections of references:

- Example: archives, interviews, newspapers, books and articles, web postings.

Example of references:


Proofreading: Please, pay attention that the language in which you submit the article is checked before submission. A proofreading of the article is also arranged by the editorial college but only in case of articles that fulfill the language quality criteria.