Style Sheet and Submission Guidelines
Please read these style guidelines carefully. Putting your manuscript into RGWR style will be much appreciated and will significantly aid the editorial process.

Items Published
RGWR aims to publish analytical research articles that range in length from 6,000 to 8,000 words (in English). The articles must focus on the period 1914-22 or part thereof, and must largely be original work, not previously published. All articles must include a scholarly apparatus of (a) full footnotes and (b) a list at the end of all references.

Language and Format of Publication
RGWR will be published in English in the first instance and, subject to funding, in Russian in due course. The English version will be published simultaneously as printed books and e-books.

If you are not a native-speaker of English, you are urged to submit your article/s in your native language. RGWR will then arrange translation into English of all accepted articles where necessary. Editors are not able to engage in substantial stylistic reworking of individual articles and will be forced to reject any texts with serious linguistic shortcomings.

If a Russian edition becomes possible, RGWR will arrange translation of all articles into Russian as necessary. Meantime, it is very important that for any quotations in your article you keep a note of the quoted text in the original language of the document.

Submission Requirements
Please double-space all documents, including block quotations. In published form the articles will have footnotes.

All submissions to RGWR should be made electronically as an e-mail attachment sent to the series editors and to the editors of the relevant volume. They must be generated in a major word-processing program such as Microsoft Word. Name the file with your last name, and let us know the name and version of the program you used to create it. Please record your name, institutional affiliation and email address within the file immediately below the title of your article.
If electronic submission is not convenient, please contact the series editors for advice.

The DEADLINE for submission of your draft contribution/s is 1 February 2012. After peer review, the editors will confirm during August 2012 whether your submission is acceptable and whether any amendments are needed.

Authors of accepted articles and review articles will be asked for a two- or three-sentence statement for the “Contributors” page, which should normally include position, institutional affiliation, and major publications. Graduate students should indicate the topic of their dissertation research.

**General Style**


**Opener**

1. **Title.** The title of your paper should be short and descriptive of the content.

2. **Your name and affiliation.** Your name should follow the title, together with your affiliation, mailing and e-mail addresses.

**Text**

1. **Names.** Use *full names (and, in the case of Russians, patronyms)* on first mention in both text and notes of all figures treated in depth or who might otherwise be confused with other persons with the same initials. After the first mention, the last name can be used.

   Example (first mention in text): Ivan Ivanovich Ivanov, I. I. Ivanov
   
   Example (second mention): Ivanov

   In all other cases, please supply both initials or full first name in text. In notes, use double initials for Russians and the form of the name used in the publication for non-Russians.

2. **Transliteration.** Russian names should generally be written in transliterated form (e.g., “Gor’kii,” not “Gorky”). Exceptions include emperors and empresses, émigrés (Boris Bakhmeteff), and Russians whose names are foreign in origin (Alexander Herzen) or have a generally accepted form (Boris Yeltsin). When a Russian publication includes non-Russian authors, please give both the transliterated and the Latin form, as follows: Iokhan Khell’bek (Jochen Hellbeck).

   If you need to transliterate any other script (for example, Arabic), you should use the most widely accepted system and make a note in your text to this effect.

3. **Foreign (non-English) words.** Foreign words should be translated whenever possible. Those that exceptionally must remain in a foreign language should be in italics and transliterated according to the Library of Congress system of translation. Quotations must be translated, with supporting transliteration where appropriate (BUT note: please keep a full record of the
quotation in the original language, to enable the most accurate translation into Russian in due course).

4. **Titles of non-English books, articles etc.** Please refer to books, articles, etc by their translated title first, with the foreign language original in parentheses. For example, “in Lenin’s “What is to be Done” (Chto delat’)…”

5. **Numbers.** Numbers one to ten should be spelled out; those 11 and over must be in numerals. Exceptions: If the number is the first word in the sentence, it should be written out, regardless of size (Eight hundred men went to the army). If one number is in numerals, all other numbers of that type in the same sentence should be in numerals, regardless of size (The military equipment sent to the three camps included 15 tanks, 2 planes, and 100 pieces of artillery—note that three, which is not part of the series, is written out). This also applies to dates (ninth century, 19th century).

6. **Dates.** RGWR uses day month year (1 October 2003).

7. **Abbreviations.** Please restrict use of abbreviations to the minimum, using shortened titles where possible.

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**Figures and Tables**

We do not have the capacity to print color graphics (but see also Website below). Figures should be submitted in separate files as camera-ready copy; if scanning, please use 300dpi resolution and save as a black and white TIFF file. Tables can be included in the file if set up using Word’s Table feature or submitted as camera-ready copy in separate files if you are not using Word. In either case, please let us know in your accompanying message/cover letter how you created your figures and tables. When graphics are submitted as separate files, mark where you would like them to appear in your text (<<FIG. 1 NEAR HERE>>), and we will match your placement as closely as possible.

It is your responsibility to ensure that you have appropriate permission to reproduce in BOTH PRINTED AND ELECTRONIC FORM any illustrations, figures etc from other sources. Please provide evidence of the necessary permissions when submitting these items.

**Website**

Color graphics can be accommodated on our website. Please notify the series editors, your volume editors and the website editor (sw-palmer@wiu.edu) if you wish to have color graphics and/or other material posted on the RGWR website.

**Footnotes**

*Please include publishers, including Russian publishers, in the notes!*

1. **First reference to books, articles, etc.** Always give the complete name, title, place, publisher, date, and page number cited. Later references should be shortened. Please do not use not op. cit. or idem.

2. **Archival materials.** In references to archives, write out the full name of the archive in the language of the country in which it is located at the first reference and thereafter cite it by the standard acronym. In reference to Russian archives give the *fond, opis’, delo,* and *list* as f., op., d., and l. (ll.). Please identify fonds and documents on first use, if possible.

Example (first reference): Rossiiskii gosudarstvennyi sotsial´no-politicheskii arkhiv (RGASPI) f. 1 (Personal papers of V. I. Lenin), op. 1, d. 336, l. 4 (letter to L. D. Trotsky, 1 October 1913).
Example (second reference): RGASPI f. 1, op. 1, d. 336, l. 4.
Example (first reference to another source from the same archive): “V Sekretatiat TsK VKP(b). Dokladnaia zapiska o rabote komissii pri Prezidiume TsIK Soiuza SSR po organizatsii i provedeniiu prazdnovaniia 10-letiia Oktiabr´skoi revoliutsii,” no earlier than 7 March 1927 (RGASPI f. 495, op. 99, d. 22, l. 7).

Please note that, although the RGWR editors recognize that one form of archival citation does not fit all types of sources, the above example gives readers a much greater appreciation of the documentation you are citing than simply listing it as “RGASPI f. 495, op. 99, d. 22, l. 7.”

3. **Dissertations.** For references to dissertations, please use the following style:


4. **Page numbers.** For books and later references to all types of citations, give page numbers after a comma without “p.” or “pp.” In first full citations to journal articles, use a comma to separate volume and issue number, and a colon to set off the page numbers (see examples in “Page number series,” below).


5. **Page number series.** Series of page numbers over 100 should read as follows: 333–56, not 333–356. The exception applies to numbers under ten.


6. **Names.** Please provide double initials (with a space between them) of Russian authors on first citation.

7. **Publishers.** As noted above, whenever possible provide publishers of all printed works on first citation of the work.

8. **Journal article citation.** Whenever possible, provide number (issue) and year of a journal article in addition to the volume.
   Example (Second reference): Cooper, “Conflict and Connection,” 1545.
   If no issue number is available, please provide month or season instead.

9. **Journal articles without volume numbers.** For periodicals that do not regularly provide volume numbers, such as Russian journals, you may put a “no.” [NB: NOT “#”] preceded by a comma.

10. **Edited volumes.**
    a. If a collection of essays is cited without reference to a particular item therein, then the proper order of citation should be: Editor(s), ed(s.), *Title*, etc.
    b. If an edition of a primary text is cited, then the order is: Author, *Title*, ed. Editor(s), etc.

11. **Multi-volume works.** Please give the full title (including any sub-title) and full publication details for each volume. For example: *Arkhiv russkoi revoliutsii*, vol. 15 (Berlin: Gessen, 1924), page number.

12. “Ibid.” This may be used (and is never italicized), but avoid “op. cit.” Use short titles instead. Repeat the author’s or editor’s last name rather than using “idem.”

13. **Newspaper citations.** Please include article titles and, whenever possible, page numbers. For online references that do not exist in print form, include the website address and date last accessed.