

Communist and Post-Communist Studies

Notes for authors

Communist and Post-Communist Studies is an international journal covering all communist and post-communist states and communist movements, including both their internal developments and their international relations. The contents include: comparative analyses of historical current development in the communist world; comparative analyses of problems of Marxist ideology; and studies comparative with respect to other communist states (or parties) or to non-communist studies.

SUBMISSIONS

Three copies (the original and two copies) must be submitted to the Editor: **Professor Andrzej Korhonski**

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Articles should normally be 4000–6000 words long, although articles longer than 6000 words will be accepted on an occasional basis, if the topic demands this length of treatment. Authors are responsible for ensuring that all manuscripts (whether original or revised) are accurately typed before final submission. Manuscripts will be returned to the author with a set of instructions if they are not submitted according to our style.

Contributions are normally received with the understanding that they comprise original, unpublished material and are not being submitted for publication elsewhere. Translated material, which has not been published in English, will also be considered.

All articles are refereed to ensure both accuracy and relevance, and amendments to the script may thus be required before final acceptance. On acceptance contributions are subject to editorial amendment to suit house style, but authors will receive proofs for approval before publication.

SHORTER ITEMS

- The Viewpoint section exists for the expression of opinion, and allows authors to submit material which might not be appropriate for full-length articles but which contains ideas worthy of publication (1500–2500 words)
- Book reviews are welcomed (800–1200 words)
- Conference reports (1000–1500 words)
- Notices of forthcoming meetings for listing in the Calendar section are also welcomed. Entries must be received at least four months before publication.

PRESENTATION OF MANUSCRIPTS

Manuscripts must be typed in journal style, double spaced. Number every sheet. Footnotes, abstract and references should be double spaced on one side only. International Standard Size A4 paper, with a left-hand margin of 40 mm, should be used.

Arrangement of papers

- 1 Short title (up to 40 characters including spaces), subtitle (if desired), author's name, affiliation, full postal address and telephone and fax numbers. Respective affiliations and addresses of co-authors should be clearly indicated.
- 2 Self-contained abstract of up to 100 words outlining in a single paragraph the aims, scope and conclusions of the paper; acknowledgements (if any); article title abbreviated appropriately for use as a running headline.
- 3 Main body of text, suitably divided under headings
- 4 References
- 5 Appendices
- 6 Tables (each on separate sheet)
- 7 Footnotes where necessary (numbered consecutively)
- 8 Captions to illustrations (on a separate sheet)
- 9 Illustrations (each on a separate sheet containing no text)

The text should be organized under appropriate section headings which, ideally, should not be more than 600 words apart. All headings should be placed on the left-hand side of the text, with a double line space above and below.

Authors are urged to write as concisely as possible, but not at the expense of clarity. Descriptive or explanatory passages, necessary as information but which tend to break up the flow of text, should be put into footnotes or appendices. Where possible, however, footnotes should be avoided.

All measurements should be given in metric (SI) units.

REFERENCES AND FOOTNOTES

For *Communist and Post-Communist Studies* the Harvard system is to be used: authors' names (no initials) and dates (and specific pages, only in the case of quotations) are given in the main body of the text, e.g. (Thomson, 1988, p.29). References are listed alphabetically at the end of the paper, double spaced and conform to current journal style:

For journals: Jowitt, K. (1974) 'An organizational approach to the study of political culture in Marxist-Leninist systems', *American Political Science Review*, 68(3), 1180–1192

For books: Trotsky, L. (1977) *The Crisis of the French Section* Pathfinder, New York

For chapters of edited books: Solomon, R. (1970) 'Mao's attempt to reintegrate the Chinese polity', in Barnett, D. (ed) *Chinese Communist Policies in Action* University of Washington Press, Seattle pp. 308–316

Other publications: Where there is doubt include all bibliographical details

Footnotes should be indicated in the text by superior Arabic numerals which run consecutively through the paper. They should be grouped together in a section at the end of the text in numerical order and double spaced

TABLES

Tables should be numbered consecutively in Arabic numerals and given a suitable caption. Notes and references within tables should be included with the tables, separately from the main text. Notes should be referred to by superscript letters. All table columns should have an explanatory heading. Tables should not repeat data available elsewhere in the article, e.g. in an illustration.

ILLUSTRATIONS

All graphs, diagrams and other drawings should be referred to as Figures, which should be numbered consecutively in Arabic numerals and placed on separate sheets at the end of the manuscript. Their position should be indicated in the text. All illustrations must have captions, which should be typed on a separate sheet.

Illustrations should be provided in camera-ready form suitable for reproduction without retouching. Three copies of the illustrations should be provided: the original and two photocopies. Illustrations should permit reduction, with lines drawn proportionally thicker and symbols larger than required in the printed version.

Photographs are welcomed where they add materially to the text and will be reproduced in black and white. Colour reproduction is available if the author is willing to bear the additional printing costs. Photographs should be referred to in the text as Plates, and numbered. Only the original need be submitted: it should be identified on a label (by number, article title and journal) on the back. Captions should be provided, on a separate sheet.

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- Have you told readers, at the outset, what they might gain by reading your paper?
- Have you made the aim of your work clear?
- Have you explained the significance of your contribution?
- Have you set your work in the appropriate context by giving sufficient background (including a complete set of relevant references) to your work?
- Have you addressed the question of practicality and usefulness?
- Have you identified future developments that may result from your work?
- Have you structured your paper in a clear and logical fashion?

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