Ethnologia Europaea

SUBMISSION INFORMATION FOR CONTRIBUTORS

The editorial board welcomes contributions. Article submissions are accepted continually, and all authors are encouraged to contribute. Authors should submit articles electronically as attachments by e-mail, formatted as Microsoft Word files. Please note that all correspondence will be carried out via e-mail. Submissions without complete and properly formatted reference lists may be rejected; manuscripts that have been accepted for publication but do not conform to the *Ethnologia Europaea* style will be returned to the author for amendment.

Articles should be **no longer than 8,000 words** (including notes). 'Ethnographic snapshot' submissions **should be no longer than 2,000 words.**

E-mail submissions should be sent to: https://ojs.berghahnjournals.com/index.php/ee/submission.

FORMATTING
The document must be set to A4 standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including headings, notes, and references. Any unusual characters or diacritics should be flagged by placing the entire word in red type.

COVER PAGE
The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number, and email), biographical data of approximately 100 words for each author including an ORCID, a total word count, the number of tables and/or figures included, and any acknowledgments. Affiliations and email addresses will be posted online for indexing/abstracting purposes.

ABSTRACT/KEYWORDS
The article must include an abstract of **125 words** and **5 to 8 keywords**. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data, and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order, and separated by commas; only proper nouns should be capitalized.

ARTWORK
For optimal reproduction, **figures** or **photos** should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. All images should be at least 4 x 4 inches at the resolution indicated. **Tables** should be made and submitted in Microsoft Word or rtf. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves. For more details, please see our Artwork submission webpage.

PROCESS FOR REFEREEING AND ACCEPTING ARTICLES
Ethnologia Europaea is a refereed journal. Articles are sent to reviewers with relevant experience and expertise for comment. Referees are asked to advise the editors whether the article should be published and if so, with what recommended changes. The editors respond to the author with their decision and a list of any changes needed for the article to be accepted for publication. They also send the anonymous referees' comments to the author.

PUBLICATION
Manuscripts that have been accepted for publication but do not conform to the style guide may be returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publishers. Authors may not supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance.

Have other questions about submitting your manuscript? Please refer to Berghahn's Journal Author FAQs for additional information.

STYLE GUIDE

The *Ethnologia Europaea* style guide is based on ***The Chicago Manual of Style*** (author-date). Please note that the journal uses **UK punctuation and spelling following the Cambridge Dictionary**. Please refer to the style guide for a summary of key stylistic requirements.

Please use double quotation marks for quotes, single quotation marks for quotes within quotes. Long quotations (approx. 50 words or more) should be set off in a separate paragraph.

Acknowledgments (including funding information) can be included in a section prior to the endnotes but should also be limited to around 50 words, if possible. In-text references (inside parentheses) may be moved to an endnote if they are of awkward length (such as websites) and would disturb the flow of reading. But if the reference in the endnote is an actual source, and not just a piece of information or example, it should also be listed in the References section (the bibliography).

CITATION SYSTEM
Ethnologia Europaea uses in-text-author-date system, with full documentation in the reference list. Every quotation must be cited. Any other notes should be endnotes (using Word's automatic endnote function) and kept short and to a minimum. **Please use endnotes sparingly; they should not contain any discussion that cannot be incorporated into the article text.**

The first mention of an author in the main body text should include the first and last name. Multiple sources in a parenthetical note should be listed alphabetically.

Please note that translations of all non-English titles in the reference list are required for indexing/abstracting purposes (see the translated title examples provided below).

CITATION EXAMPLES
Author-Date Examples
(Pickett and White 1985; Smith 1987) Jones's research (1977, 1979a, 1979b) indicated that … (Kant n.d.; McGinnis forthcoming)
Single Author with Multiple Sources: (Smith 1993: 63; 1998: 124-169; 2001: 104)
Three or More Authors: (Jones et al. 2001)
Authors with the Same Last Name: (D. Smith 1981; G. Smith 1999)

Book with one author/editor
Halbwachs Maurice 1992: *On Collective Memory*. Chicago: University of Chicago Press.

Book with multiple authors/editors
Czarniawska, Barbara & Orvar Löfgren (eds.) 2012: *Managing Overflow in Affluent Societies*. London: Routledge.

Chapter or other part of a book
Bauman, Zygmunt 1990: Modernity and Ambivalence. In: Mike Featherstone (ed.), *Global Culture: Nationalism, Globalization and Modernity*. London: Sage Publications, 143–169.

Journal article (always include the doi)
Ortner, Sherry B. 2005: Subjectivity and Cultural Critique. *Anthropological Theory* 5(1): 31–52, DOI: https://doi.org/10.1177/1463499605050867.

Translated titles
Toiviainen, Sakari 2009: *Kadonnutta paratiisia etsimässä: Markku Lehmuskallion ja Anastasia Lapsuin elokuvat* [Searching for paradise lost: The films of Markku Lehmuskallio and Anastasia Lapsui]. Helsinki: Suomalaisen Kirjallisuuden Seura.

Translations
Frevert, Ute 1989: *Women in German History: From Bourgeois Emancipation to Sexual Liberation*. Trans. Stuart McKinnon-Evans in association with Terry Bond and Barbara Norden. Oxford: Berg.

Article in a newspaper or magazine
Frostrup, Mariella 2007: Girl Power? Don't Make Me Laugh. *The Guardian*, 23 December 2007, [page number].

Paper presented at a meeting or conference
Szebehely, Marta 2007: Carework in Scandinavia: Organisational Trends and Everyday Realities. Paper presented at the 5th Annual ESPAnet Conference, Vienna, 20–22 September 2007.

Report
Christoplos, Ian, Simon Anderson, Margaret Arnold, Victor Galaz, Merylyn Hedger, Richard J. T. Klein, and Katell Le Goulven 2009: *The Human Dimension of Climate Adaptation: The Importance of Local and Institutional Issues*. Report to the Commission on Climate Change and Development, Ministry for Foreign Affairs, Stockholm.

Thesis, dissertation, or unpublished manuscript
Pike, Kirsten M. 2009: Girls Gone Liberated? Feminism and Femininity in Preteen Girls' Media, 1968–1980. PhD diss., Northwestern University.

Archive materials
Individual items in archives are usually best cited in endnotes and may be cited according to the conventions of the particular archive or kind of material being cited. A collection as a whole may be cited in the reference list.

Dedyk, Claudia 1933: Linguistics Memos, Rossiskii Gosudarsvenyi Isoricheskii Arkhiv [RGIA], fond 1129, opis 1, delo 491, 11 February, 74–83, 116–119. Russian State Historical Archives, St. Petersburg.

Egmont Manuscripts n.d.: Phillips Collection. University of Georgia Library, Athens.

Websites and blogs
Access dates are only required when no date of publication or revision can be determined from the source.

Rajaram, Prem Kumar 2015: Beyond Crisis. Rethinking the Population Movements at Europe's Border. *Focaal Blog*, http://www.focaalblog.com/2015/10/19/prem-kumar-rajaram-beyond-crisis/ (accessed 11 February, 2019).

Online video
The New York Times 2018: How Nations Make Up National Identities. NYT – The Interpreter. Uploaded 28.02.2018. Available at: https://www.youtube.com/watch?v=F9qF6FvwrHI

A **filmography** may be included at the end of the reference list where appropriate.

Film
Besson, Luc, dir. 1994: *Leon: The Professional*. USA

TV series
Kripke, Eric: 2012–2014. *Revolution*. USA.

☐ **License agreement form** is **downloaded**, signed and submitted to **copyright@berghahnjournals.com** (*no later than the final revised article submission*);

☐ **Cover sheet** is included and provides:

- o **Title** of the article;
- o An **abstract** of 125 words that is a summary or overview of the entire article, and does not duplicate verbatim sections of the main text;
- o Five to eight **keywords** in alphabetical order and separated by commas (with only proper nouns capitalized);
- o Complete **contact information** for each author (mailing address, phone number, and email);
- o A **bio** of approximately 100 words for each author (including an ORCID if applicable);
- o Total **word count**, the number of tables and/or figures included, and any acknowledgments.

☐ For any **Figures**, ensure that:

- o **Placement indicators** and **captions** (with source/copyright information) have been provided in the main text for all figures and tables;
- o **Examples of source/credit lines in captions:**
- ▪ Figure 1: Image of a girl with a dog (photo by the author).
- ▪ Figure 1: Image of a girl with a dog (source: Library of Congress).
- o Separate files are provided (clearly named and consecutively numbered) and in the **required format** with all accompanying **permissions**.

PLEASE ENSURE THAT:

- The style guide has been followed;
- All text, including headings, notes, and references, is in a standard 12-point type, such as Times New Roman, and double-spaced with a 2.5 cm margin on all sides and no extra spaces between paragraphs;
- US spelling is used throughout, and a spellcheck has been performed;
- Different levels of headings are indicated by varying the typeface. Use **bold** type for an **A head** (a main text heading). Use ***bold italic*** for a ***B head*** (a first-level subheading). Use *non-bold italic* for a *C head*;
- Superscript note reference numbers and/or asterisks are **not** placed on article titles, headings, epigraphs, or the contributor's name;
- Contributions are referred to as articles (not essays or papers);
- Numbers less than 10 are spelled out (as are large whole numbers, e.g., nine hundred), and all number ranges are non-abbreviated;
- Foreign-language words that are not common in US usage are italicized on every instance;
- Double quotation marks are used for all quotations and terms, except for quotes or terms within quotes, and quotations of more than 100 words are indented as extracts with no quotation marks;
- URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes or the reference list;
- Abbreviations such as e.g., i.e., etc., and et al. are not used in the main text except within parentheses;
- Every author mentioned in the reference list is cited in the main text or notes, and every author cited in the main text and notes is listed in the reference list.