

Harvard Ukrainian Research Institute  
Publications Office  
Brief Submission Guidelines  
19 September 2005

### Preparation of manuscripts

- Electronic submission in Microsoft Word strongly preferred. If you do not use Word, please save your file as Rich Text Format (RTF). Please use newer, Unicode-compatible Cyrillic fonts if at all possible. If you include Cyrillic in your article, you must submit a hard copy in addition to your electronic file.
- Specific formatting issues:
  - ▶ double-spaced
  - ▶ minimal formatting (align things left, consistent 12-pt font size)
  - ▶ no justification of paragraphs
  - ▶ no automatic hyphenation, no soft or discretionary hyphens
  - ▶ automatic endnotes are acceptable if you are submitting in Word; otherwise please create notes manually (in-text numbers in square brackets; list of notes at the end of the text)
  - ▶ submit figures and illustrations in TIFF or JPEG format at a resolution of at least 300 dpi
- Submission policies: Works submitted concurrently to other journals will be rejected. All rights and/or permissions for reproduced material must be obtained by author. We do not return manuscripts.
- We adhere to the *Chicago Manual of Style*, 15th ed., regarding most issues of style and usage.

### Transliteration

- Transliteration charts for the East Slavic languages have been included at the end of this document.
- Linguistic texts adhere to a strict scholarly/linguistic transliteration scheme throughout.
- Bibliographic citations adhere to strict transliteration (Library of Congress without ligatures or scholarly/linguistic, depending on subject matter). We preserve the spelling of *i*.
- To indicate the soft sign we use a prime rather than an apostrophe (Rus' rather than Rus' or Rus'). We preserve the Ukrainian apostrophe as a single curly quotation mark.
- Special problem of transliteration  
prime + possessive suffix: drop the prime; e.g. Dmytro Hryn' vs. possessive Dmytro Hryn's

### Names in Cyrillic

- Placenames  
Omit primes in placenames (except Rus'). Unless names are well known (e.g. Moscow), use the Library of Congress transliteration from the official language of the state (Cheliabinsk, not Chelyabinsk). Use Kyiv and Kyivan for the capital of Ukraine.

- Personal names  
Please use strict transliteration, including primes, unless the name is commonly known (Yeltsin, Gogol, etc.).

## Dates

- Use the day-date-year scheme: 6 April 1984
- Where relevant, indicate whether dates are Julian or Gregorian calendar, or provide dates in both calendars.

## Numbers

- Please follow the *Chicago Manual of Style* regarding the elision of numbers. We have reproduced the table from §9.65 for your convenience.

<i>First number</i>	<i>Second number</i>	<i>Examples</i>
1–99	Use all digits	3–10, 71–72, 96–117
100 or multiples of 100	Use all digits	100–104, 1100–1113
101 through 109, 201 through 209, etc.	Use changed part only	101–8, 1103–4
110 through 199, 210 through 299, etc.	Use two or more digits as needed	321–28, 498–532, 1087–89, 11564–615, 12991–13001
	But if three digits change in a four-digit number, use all four	1496–1504, 2787–2816

## Quoted material

- Our preference is to quote in the original language, where possible. Please provide us with English translations either in the text or as an addendum.
- If you use a Cyrillic font please submit your article in hard copy as well as electronically.

## Bibliographic citation

- Include all bibliographic information in the notes rather than in a separate bibliography.
- Bibliographic citations adhere to strict transliteration (Library of Congress without ligatures or scholarly/linguistic, depending on subject matter).
- Use the bibliographic system for citations, not author-date (consult *Chicago Manual of Style* for details).
- Use traditional abbreviations for states (e.g., Mass. preferred over MA)
- Please be sure all bibliographic citations in your notes are complete. Citations lacking required bibliographic information will be returned to you for completion.

Ukrainian Transliteration

Cyrillic	Library of Congress	Linguistic/scholarly	Cyrillic	Library of Congress	Linguistic/scholarly
а	a	a	н	n	n
б	b	b	о	o	o
в	v	v	п	p	p
г	h	h	р	r	r
ґ	g	g	с	s	s
д	d	d	т	t	t
е	e	e	у	u	u
є	ie	je	ф	f	f
ж	zh	ž	х	kh	x
з	z	z	ц	ts	c
и	y	y	ч	ch	č
і	i	i	ш	sh	š
ї	ï	ji	щ	shch	šč
й	i	j	ю	iu	ju
к	k	k	я	ia	ja
л	l	l	ь	'	'
м	m	m	'	'	'

Additional East Slavic Letters

	Cyrillic	Library of Congress	Linguistic/scholarly
Belarusian	ў	ŭ	w
Russian	ё	e	ë
	и	i	i
	ъ	"	"
	ы	y	y
	ь	'	'
	э	e	è