

## Guidelines for Authors

Articles in the Southeast Europe in Focus Series are designed as short papers regarding topical political or socio-economic issues in Southeast Europe. They can either take the form of an analytical paper or the form of an opinion piece.

### Formal Guidelines for the Text

**Scope:** As a rule, max. 10 to 12 pages (around 5.000 words // 35.000 characters including spaces); in coordination with SOG different lengths can be agreed in exceptional cases. Charts, tables, graphics are very much welcome and possible in all colors.

**Structure:** Please use sub-headings to increase the understanding of the structure of your text and readability, but only a maximum of two different levels of sub-headings. The structure of the sub-division must be comprehensible (level 1: **bold**, level 2: *italic*)

### Format in the Text

- Font: Times New roman, 12 pt., single spacing
- Please do not use automatic syllable separation or manual word separation
- left-aligned; no justification
- no indent at the beginning of a paragraph or tab-stops at the beginning of a new line
- use a blank line between the paragraphs
- special characters can and should be used (e.g., Milošević). If possible, no Cyrillic or Greek signs, better transcribe these
- italics: do not put names, institutions, book titles in the text in italics (book titles in quotation marks). Only use italics for emphasized content or subheadings

### Footnotes

- Will be used for data/citations or additional information
- Serial numbering at the bottom of each page
- Emphasize names of authors and editors in italics; do not put book title in italics
- When using online sources, please add author / institution, title and date of accession in addition to the link
- No end notes needed

### Examples of citations in footnotes:

- *Reuters* (May 2022), EU Commission has been given mandate to examine gas price cap – Italy PM, <https://www.reuters.com/article/ukraine-crisis-eu-draghi-idINR1N2WC01E> (accessed 15.11.2022).
- *Vidovic, H.* (2019), Slovenia: Personal reflections; In: Grieseson, R. (ed.): Looking Back, Looking Forward: Central and Eastern Europe 30 Years After the Fall of the Berlin Wall, Essays and Occasional Papers 4, wiiw, Vienna, pp. 25–27.
- *Rizman, R.* (2006): Uncertain Path: Democratic Transition and Consolidation in Slovenia. Texas A&M University Press.

## Information on the Author / Short Bio

- Please provide a short bio with the following information: Title, first name, family name, year of birth; Key reference points of professional career; Main professional priorities / research fields (will be printed on the cover page of the online paper)
- Email address (will be displayed on the cover page of the online paper)
- Time of completion of the manuscript (month / year)
- Scope: overall up to 150 words // 650 characters including blanks

## Executive Summary

Please submit an executive summary of the key points in English, which will be printed on the cover page of the article. Length: around 250 words (about 1,500 characters including blanks). You are encouraged to use bullet points for each main point you will make.

## Language and Gender

We encourage authors to use gender neutral language. Pronouns: avoid generalizing masculine forms like “he, his” and use “they, their” instead or replace “his” by “the / a(n)”. Or use “his or her”, “he or she”.