HUNGARIAN STUDIES REVIEW: SUBMISSION GUIDELINES FOR AUTHORS

HSR is a peer-reviewed, interdisciplinary academic journal dedicated to publishing humanities and social scientific scholarship on contemporary and historical issues related to Hungary, Austria-Hungary and the region formerly encompassed by the Habsburg Empire, and the global Hungarian diaspora. Our chronological focus is primarily (though not exclusively) the eighteenth century to the present, and we welcome studies that are transnational or comparative in their approach. Disciplinary areas covered include, but are not limited to: history, political science, sociology and anthropology, arts and culture, gender and sexuality studies, minority and nationalism studies, environmental studies, and historical geography.

Submissions

HSR accepts proposals and submissions for the following types of manuscripts:

- **Articles**: 5000–7000 words (plus abstract and endnotes) based on original research and analysis. Submissions will be subject to double-blind peer review.

- **Thematic Article Clusters**: 2–4 articles (5000–7000 words per article plus abstract and endnotes) and an introduction by the cluster editor(s) (800–1000 words) on a theme. Proposals should be sent to the managing editor prior to submission. Subject to editorial review and anonymous peer review.

- **Forums**: A cluster of 4–6 essays (1500–2500 words with limited notes) and an introduction by the forum editor(s) (800–1000 words) on an issue related to a historical or contemporary debate, controversy, or question pertinent to Hungarian studies. Proposals should be sent to the managing editor prior to submission. Subject to editorial input and review.

- **Roundtables**: A cluster of 5–7 statements (800–1000 words per text with very limited notes) plus a short introductory essay by the roundtable organizer(s) that reflect conversations and debates about a topic or theme that have come primarily from an in-person or virtual roundtable. Proposals should be sent to the managing editor prior to submission. Subject to editorial input and review.

- **Book reviews**: Reviews of 1000–1500 words that provide a description of the contents as well as a critique of a book. Proposals for book reviews should be sent to the book review editor prior to submission. Subject to editorial review.
• **Review essays:** Longer reviews (up to 5000 words) of several works on a given topic, conceived as several linked book reviews. Proposals should be sent to the managing editor prior to submission. Subject to editorial review.

• **Primary Sources and Commentaries:** Translated Hungarian sources (in whole or in part) accompanied by an introduction/commentary. Proposals should be submitted to the managing editor prior to submission. Subject to editorial and peer review, and copyright restrictions.

• **Reports on New Media and Digital Content:** Overviews and analyses of online material and resources including digital collections, databases, websites, and webinars. Proposals should be submitted to the managing editor prior to submission. Subject to editorial review and copyright restrictions.

The editors of *HSR* also welcome submissions beyond those outlined above, including project and conference reports, scholarly debates, pedagogical discussions, and photo essays (subject to permissions). We also welcome proposals for special thematic issues.

Send all proposals to our managing editor, Leslie Waters: lwaters@utep.edu.

Send all suggestions for books to review to our book review editor, Szabolcs László: laszloszabolcs.87@gmail.com.

Submissions should follow the guidelines outlined below (including formatting and style guidelines), or they may be returned to the author for revision before they can be evaluated for content and sent out for peer review.

All submissions should be uploaded electronically through the online submission system, *Editorial Manager*: [http://www.editorialmanager.com/hsrj](http://www.editorialmanager.com/hsrj).

The editor is responsible for the final decision regarding acceptance or rejection of articles and other submissions. The editor's decision is final.
General Submission Guidelines

1. For stand-alone articles and articles submitted as part of a cluster, the journal uses a double-anonymous review process. Please remove all references to or clues about your identity as author(s) from the main text and endnotes of full-length articles. The submission should include an abstract of between 150 and 200 words, and up to five keywords. The abstract and keywords should come after the title and before the text of the article (please include the subheadings “Abstract” and “Keywords”). Acknowledgments and other identifying information can be added once the article has been accepted for publication. Please see pages 8–10 for guidelines on how to write an abstract.

2. For a Forum Essay, Review Essay, and Primary Source and Commentary, the submission should include an abstract of between 50 and 100 words, and up to five keywords. Book Reviews, Roundtable Statements, and Reports do not require abstracts or keywords.

3. With the exception of book reviewers, all authors should include a 75–100 word bio.

4. Please keep in mind that HSR aims to reach a broad scholarly audience, and not just Hungarian specialists. Be sure to contextualize and/or explain any events, names, or factual information that may not be known or readily familiar to readers outside of Hungarian Studies.

5. Tables, figures, appendixes, and photos must be submitted as separate files/documents from the article text. Please also submit a list of captions in a separate file.

6. Authors are responsible for securing permissions and paying the required fees for the use of any material previously published elsewhere. Copies of permission letters should be sent to the Pennsylvania State University Press.

7. Authors guarantee that the contribution does not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.

8. Authors guarantee that the contribution has not been published elsewhere and is not currently under consideration elsewhere.

Manuscript Format

1. Articles should be submitted as Microsoft Word files.

2. All text, including notes and works cited should be formatted in 12-point, Times New Roman font, with double line spacing throughout.

3. Use 1-inch margins; justify left margin only.
4. Dedications, statements concerning funding, or acknowledgments of parts of the research previously published should be cited in the first endnote (as noted above, for full-length articles this should only be added after peer review).

5. Paragraph indentation by tab only, not space bar or paragraph indent function.

6. No extra line space between paragraphs should be used. Extra spacing is the default in many programs, but it can be eliminated in Word under the section marked “Paragraph,” by checking the “Don’t add space between paragraphs” box.

7. Generally, paragraphs should be roughly half a page to two-thirds of a page long (double-spaced).

8. Number pages at the bottom right.

9. No function of “Track Changes” should be in use. Please check your document for any remaining tracked changes, hidden text, or comments, and delete them.

10. “Style” field should read ‘Normal’ throughout text.

11. Be sure the language is set as English (US), English (CAN), or English (UK), and that quotation marks are in “English” format.

12. With the exception of book reviews, section subheadings are allowed but should be kept to a minimum (for example, a maximum of five in a full-length article), and should not be numbered. Subheadings should start on the left margin (that is, they should not be indented). There should be a space between the subheading and the previous subsection, but no space between the subheading and the first paragraph of the new subsection.

13. Subheadings can be indicated in italics.

14. With the exception of subheadings, book and journal titles, and foreign words, remove all unnecessary italics from the text.

15. No automated lists—all numbers or bullets must be keyed.

16. Epigraphs and lengthy quotations (more than three lines) should be set off with line spacing—do not format or indent. On the line after an epigraph, be sure to include the name of the author and the source; do not use an endnote.

17. Use endnotes (not footnotes), double spaced, and rendered in 12-point Times New Roman.

18. Tables / figures / appendixes:
   a. Must be submitted as separate files / documents from the article text.
   b. An indication in the text for placement should be given, for example:
      &lt;Table 1&gt;, &lt;Figure 2&gt;, &lt;Appendix 1&gt;
c. Figures must be submitted in the original format at the size the author would like them to appear.

d. Tables should be submitted in MS-Word. All tables may be included in one document.

e. Charts and graphs should be submitted in MS-Excel or their original source files.

f. Digital images should be submitted in either .tiff or .jpeg files at 300 dpi at the size the images are to appear.

g. If possible, all digital files (photos) should be grayscale.

**General Style Guidelines**

1. Use single spaces following periods between sentences throughout the manuscript.


3. Punctuation comes *inside* quotations (as in most North American English publications). If you are using a European keyboard be sure to switch to English-language settings to employ correct quotation marks.

4. Numbers should be written out when a part of speech (e.g., eighteenth-century history, forty-seven years).

5. Use the Oxford comma, e.g., “Parliament introduced social, economic, and legal reforms” (not “. . .social, economic and legal reforms”).

6. Use en dashes, not hyphens, to separate spans of numbers and dates (e.g., 56–63, 1920–26).

7. Use em dashes with no spaces—for interruptive passages like this one—instead of hyphens.


9. Quotations that are longer than three lines should be avoided wherever possible and should typically be reserved for long primary source quotations that are key to the author’s analysis.

10. Quotations should be translated into English. The original quotation should not be included. Where necessary, individual words, short expressions, or titles in a foreign language, located *within* the text, should be in italics, with no quotation marks, and should be followed
by the translation in brackets. For example: Erdély [Transylvania], Bujdosó könyv [An outlaw’s diary]. Any questions about the translation can be dealt with in an endnote.

11. Ellipses:
   a. When omitting part of a sentence with an ellipsis, use three periods with a space before, in between, and after (‘‘...and...’’)
   b. If the end of a sentence is omitted, use four periods, the first immediately following the text, and the following spaced as above
   c. Use a four-dot ellipsis if an entire sentence is omitted
   d. Do not use ellipses at the beginning or end of a quotation

Citations
1. With the exception of book reviews (see guidelines 11–13 below), HSR uses endnotes.
2. Endnotes must be numbered consecutively and be indicated by the superscript numerals following the punctuation.
3. Manuscripts should conform to the most recent version of The Chicago Manual of Style, (CMS). In case of a discrepancy between CMS and the HSR guidelines, please follow the HSR guidelines.
4. Examples of common endnote citations are shown below. For other types of citations, please check CMS or consult the most recent issue of HSR.
   a. Journal Article
   b. Single-Author Book
   c. Two or Three Authors
   d. Two or Three Editors
e. **Four or More Authors or Editors**


f. **Chapter in a Collected Edition**


e. **Newspaper Article (electronic)**


5. If there are several places of publication listed, cite only the first.

6. See the most recent version of CMS for further directions on how to cite audio and video podcasts, blogs, e-mails, etc.

7. Repeated references to the same source should use shortened reference form (e.g., Rác, 21, or if there are multiple sources by the same author, Rác, “Climate Change in Hungary,” 21); *HSR* does not use “Ibid.”

8. If a non-English language work you are referencing has already been translated and published in English, you should quote from the existing translation, unless you have a specific reason to disagree with it. If you disagree with an existing translation, please state this in your analysis or in an endnote and indicate who has provided the new translation.

9. If no English translation of the source(s) you are using is available, please indicate in an endnote who is responsible for the translation(s) you are providing (e.g., “all translations of *X* are by the author” or “unless otherwise noted, all translations are by the author”).

10. Titles in Hungarian or another non-English language must include an English translation (in sentence case, with the first word capitalized). Book and article titles need to be translated by the author into English and written out in sentence form. For example:

a. **Journal Article**

b. **Book**

c. **Chapter in an Edited Collection**

11. In book reviews, when making reference to the book being reviewed, please use a simple parenthetical reference for any direct quotation being included. For example:
   As Jones argues, the “Austrian imperial structures had a profound impact on the lived experiences of villagers in the hinterland” (236).

12. Book reviews should provide the name and affiliation of the author of the review at the end. The title of the book under review and its publication details should be listed at the top of the review as follows:

13. Endnotes are allowed in book reviews to refer to an outside source but should be kept to an absolute minimum.

**Abstracts**

**What is an Abstract?**
An abstract allows readers to quickly and accurately identify the basic content of your article. It is an invaluable research guide because it is most often what potential readers use to decide whether your article is relevant for them.

Abstracts at a Glance:
- Provides a condensed version of the article
- Highlights the major points covered
- Concisely describes the content and scope of the work
• Helps readers decide whether to read the entire article
• Provides readers with a preview of research
• Contains relevant keywords for searching and indexing

Many online databases, such as JSTOR, use both abstracts and full-text options to index articles. Therefore, abstracts should contain keywords and phrases that allow for easy and precise searching. Incorporating keywords into the abstract that a potential researcher would search for emphasizes the central topics of the work and gives prospective readers enough information to make an informed judgment about the applicability of the work.

Writing Tips
An abstract is a self-contained piece of writing that can be understood independently from the article. It must be kept brief (approximately 150–200 words for an article, and 50–100 words for a forum essay, review essay, and primary source translation and commentary) and may include these elements:

• Statement of the problem and objectives (gap in literature on this topic)
• Thesis statement or research question
• Summary of employed methods, viewpoint, or research / theoretical approach
• Conclusion(s) and/or implications of research

Keep in Mind . . . Depending on your rhetorical strategy, an abstract need not include your entire conclusion, as you may want to reserve this for readers of your article. The abstract should, however, clearly and concisely indicate to the reader what questions will be answered in the article. You want to cultivate anticipation so that the reader knows exactly what to expect when reading the article—if not the precise details of your conclusion(s).

Do
• Include your thesis, usually in the first 1–2 sentences
• Provide background information placing your work in the larger body of literature
• Use the same chronological structure as the article itself
• Employ lucid and concise prose
- Explain the purpose of the work and methods used
- Use keywords and phrases that quickly identify the content and focus of the work
- Mimic the type and style of language found in your article, including technical language

**Do not**
- Refer extensively to other works
- Add information not contained in your article
- Define terms
- Repeat or rephrase your title
- Use first-person “I” or “we”

**Examples**
The abstract should begin with a clear sense of the research question and thesis.

“While some recent scholars claim to have refuted the relevance of stylometric analysis for Plato studies, new technological advances reopen the question. This article uses two recently completed stylometric analyses of the Platonic corpus to show that advanced artificial intelligence techniques such as genetic algorithms can serve as a foundation for chronological assertions.”

It is often useful to identify the theoretical or methodological school used to approach the thesis question and/or to position the article within an ongoing debate. This helps readers situate the article in the larger conversations of your discipline.

“The debate between Jasmin Mishra and Agnes Keller over the reliability of census data suggests that . . .” or “Using the definition of style proposed by Wendy Harvey, the article argues that . . .”

Finally, briefly state the conclusion.

“A critical analysis of the results of Watts and Koupria’s genetic algorithmic stylometry demonstrates that they provide solutions to roadblocks previously identified in stylometric analyses of the Platonic corpus for the purposes of developing a reliable chronology. These solutions . . .”