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.

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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 peer and editorial 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 and peer review.
- *Forums*: A cluster of 4–6 essays (1500–2500 words with limited endnotes) 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 and inquiries to our managing editor, Maya Jean Lo Bello: lo.bello.maya.jean@tok.elte.hu

Send all suggestions for books to review to our book review editor, Szabolcs László: szlaszlo@iu.edu

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.
The journal provides copy-editing assistance to contributors, though we will return submissions to authors prior to consideration for publication if significant revisions are necessary.

All submissions should be uploaded electronically through the online submission system, *Editorial Manager*: 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 an 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 9 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 75–125 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. Charts and illustrations should be submitted in digital form as separate files / documents from the article text. Authors are responsible for obtaining permissions.

6. Figures must be submitted in high-resolution .jpg or .tiff files (300 dpi) at least 2.25 inches in width.
7. Authors provide **alt text** to describe image content (for figures, charts, and tables) to ensure accessibility for individuals using screen readers. Please see the **PSU Press Alt text Guide on page 11** for more on writing alt text.
8. 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 with the author's publication contract.
9. Authors guarantee that the contribution does not infringe any copyright, violate any other property rights, or contain any scandalous, libelous, or unlawful matter.
10. Authors guarantee that the contribution has not been published elsewhere and is not currently under consideration elsewhere.
11. Authors have reviewed the submission checklist on page 12 of this guide to ensure all submission directions have been followed.

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: <Table 1>, <Figure 2>, <Appendix 1>
    c. Figures must be submitted in .jpg or .tiff files at 300 dpi at least 2.25 inches in width.
    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. If possible, all digital files (photos) should be grayscale.
    g. Please provide **alt text** for all tables, figures, charts, and graphics. For more information on writing alt text, see the **PSU Press Alt text Guide on page 11.**

General Style Guidelines

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

2. Capitalization should follow English-language guidelines. English-language book titles and titles of journals are capitalized and italicized (for example, *The Lawful Revolution: Louis Kossuth and the Hungarians, 1848-1849; Hungarian Studies Review*).
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.
8. Dates should be written as follows: 1931–39 (not 1931–1939); October 16, 1888 (not 16 October 1888). For month-and year combinations, use November 1990 (not November, 1990, or November of 1990).
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

       Mark Pittaway, "Making Peace in the Shadow of War: The Austrian-Hungarian Borderlands, 1945–1956," *Contemporary European History* 17, no. 3 (2008): 345.
    b. Single-Author Book

       Mary Gluck, *The Invisible Jewish Budapest: Metropolitan Culture at the Fin de Siècle* (The University of Wisconsin Press: 2016), 36.
    c. Two or Three Authors

       Catherine Margaret Orr and Ann Braithwaite, *Introducing Women's and Gender Studies: Concepts for Everyday Use* (Routledge, 2014), 203.
    d. Two or Three Editors

       Frank Tallett and D. J. B. Trim, eds., *European Warfare, 1350–1750* (Cambridge University Press, 2010), 111–12.
    e. Four or More Authors or Editors

       Julie Evans et al., *Equal Subjects, Unequal Rights: Indigenous Peoples in British Settler Societies* (Manchester University Press, 2003), 29.
    f. Chapter in a Collected Edition

       Mária Palasik, "The Role of Women in the 1956 Revolution," in *The 1956 Hungarian Revolution: Hungarian and Canadian Perspectives*, ed. Christopher Adam et al. (The University of Ottawa Press, 2010), 93.
    e. Newspaper Article (electronic)

       Madevi Dailly, "Let's Go to the Lindy Hop: A Swing Dance Holiday in Budapest," *The Guardian*, January 26, 2020, https://www.theguardian.com/travel/2020/jan/26/lindy-hop-festival-holiday-budapest-swing-dance-course-lindy-shock

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

       Árpád Papp-Váry, "Iskolai atlaszok kiadása az 1950-es években" [The publication of school atlases in the 1950s], *Földrajzi Közlemények* 122, no. 2 (1998): 201–02.
    b. Book

       Edit Lettrich, *Kecskemét és tanyavilága* [Kecskemét and its scattered farms] (Akadémiai Kiadó, 1968), 89.
    c. Chapter in an Edited Collection

       Gerhard Seewann, "Das Südost-Institut 1930–1960" [The Southeast Institute, 1930–60], in *Südostforschung im Schatten des Dritten Reiches. Institutionen – Inhalte – Personen* [Southeast-research in the shadow of the Third Reich: institutions, contents, persons], ed. Mathias Beer and Gerhard Seewann (R. Oldenburg, 2004): 49.
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:

    Ernő Munkácsi. *How It Happened: Documenting the Tragedy of Hungarian Jewry*. Trans. Péter Balikó Lengyel. Ed. Nina Munk. McGill-Queen's University Press, 2018. 396 pages. ISBN 978-0-7735-5512-9.

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

Abstracts

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 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 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 among Watts, Koupria, and Brecker over the reliability of stylometry (2009) suggests that . . ." or "Using the definition of style proposed by Markos (2014), this article argues that . . "

Finally, briefly state the conclusion.

> "Through analyzing the results of Watts and Koupria's genetic algorithmic stylometry, this article 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 . . ."

PSU PRESS ALT TEXT GUIDE

Penn State University Press is committed to making its publications accessible to the widest audience possible. The inclusion of alternative text (or "alt text") will allow those using assistive technology to access the images and other graphic elements (such as tables, charts, graphs, and maps) in the digital formats of articles. Authors are encouraged to submit alt text (and where necessary, extended descriptions) for all images and other graphic elements in their manuscripts.

General Guidelines for Composing Alt Text

Alt text should clearly and concisely describe the content and function of an image. Please limit the description to the most important elements of the image. In most cases a one- or two-sentence description, consisting of no more than 250 characters (not including spaces), should suffice. If more than 250 characters are needed to convey the content and function of an image, please provide an extended description in addition to the alt text.

Extended Description

For more complex images and graphic elements (such as graphs, charts, and maps), please provide an extended description with the necessary information. Any visible English text in an image must be transcribed in the extended description. Please note that images requiring an extended description must also have the shorter alt text.

Formatting and Submitting Alt Text

Alt text should be submitted along with captions. The alt text for a figure should be set on a new line after the caption and should be preceded by <alt text>. An extended description, when necessary, should be treated in a similar manner, preceded by <extended description>. When drafting and formatting alt text, you should:

- capitalize acronyms so assistive technology reads them as separate letters and not words (e.g., US versus us);
- avoid complex symbols, such as brackets, quotation marks, dashes, ellipses, and mathematical symbols, as assistive technology does not treat all of these symbols consistently;
- write in complete sentences but avoid overly complex sentence structures.

For examples as well as additional information and resources, see here.

Submission Checklist

- All authors and coauthors are listed in the submissions interface.
- At least one author has been designated as the corresponding author with contact details:
    - E-mail address
    - Affiliation
    - ORCID number has been provided (if you have one)
- Necessary funding statements have been provided, including funding organization name, the organization's DOI, and grant numbers if you have them.
- All necessary files have been uploaded. Submission must include:
    - Abstracts (150–200 words)
    - Keywords (3–5)

    - Separate image files (tiff, jpg, include relevant captions, **not inserted into Word file**)
    - All tables (including titles, description, footnotes)
    - Ensure all figure and table citations in the text match the files provided.
- Journal policies detailed in submission guidelines have been reviewed.
- Manuscript has been checked for spelling and grammar.
- Manuscript and Notes and or Works Cited sections follow the most recent *Chicago Manual of Style* (18th edition) for formatting and language.
- All references mentioned in the Works Cited list are cited in the text.
- If you only have 1 note or 1 work cited, the sections are called Note or Work Cited (not Notes or Works Cited).
- If your article includes notes, you have used shorten citations instead of ibid (See *CMS* 18, 13.37).
- Permission has been obtained for use of copyrighted material from other sources (including the Internet and for image use). Please provide permission documentation to journal editor for images or long text excerpts under copyright.
- All figures have been provided as individual image files (**not inserted into Microsoft Word**) and are 300 dpi at a sizing of at least 2.25 inches wide.
- **Alt text has been provided** to describe all supplied images, tables, and charts. See **PSU Press Alt Text Guide** in submission guidelines and reference more information here.