

## **GUIDELINES FOR PREPARATION OF TEXTS IN THE MAKEDONSKI ARHIVIST PERIODICAL**

### **GENERAL RULES**

All the articles should be original works which have not been previously published in any language. Each author shall sign a statement of originality of the submitted article.

All the articles should be submitted by e-mail and formatted in some of the MS Word versions with Macedonian support and saved in doc or docx format. The use of the Times New Roman font is compulsory, and if any other special fonts were used in the article, the author shall submit them with the text. The font size in the text shall be 12 points, with 1.5 spacing, while the font size in the footnotes shall be 10 points, with single spacing. The length of the articles and the materials should range between 14,000 to 40,000 characters with spaces, including the abstracts, key words and used literature, while the length of the other materials should be limited to 12,000 characters.

### **Title Of The Work**

Centre alignment, in bold uppercase letters, 12 pts. size.

### **Author**

Name and surname, centre alignment in italic under the title of the article, 12 points size. After the surname there should be an asterisk symbol and the basic information about the author should be provided in a footnote. institution, scientific/professional title, e-mail.

For example:

УЛОГАТА НА ИСТОРИСКИОТ АРХИВ – БИТОЛА ВО КУЛТУРАТА НА СЕЌАВАЊЕ  
ЗА ДЕПОРТАЦИЈАТА НА БИТОЛСКИТЕ ЕВРЕИ: ИНТЕРЕСНИОТ СЛУЧАЈ НА  
ПУБЛИКАЦИЈАТА „11 МАРТ: 1943 – 1958“  
*Ивана Хаџиевска\**

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\* DARSM – Department of Bitola, junior associate for arranging and processing archive materials – old and new period, e-mail: ivana15hadjievska@gmail.com.

### **Abstract**

Up to 150 words in Macedonian and English language, notwithstanding the original language of the article.

## **Keywords**

From 5 to 8 words, both in English and Macedonian language.

## **Subtitles** (with and without numeration)

Bold and center alignment.

## **Names**

The first time it appears in the text, the full name and surname of the individual (and an abbreviation for the patronymic) shall be used. After the first mentioning, an initial of the name and the full surname can be used in the subsequent text.

## **Use of hyphen**

A hyphen is used for denoting the relationship *from – to*, for example, for years: 1931 – 2018 (with a space before and after the hyphen), for pages: 2–16 (no spaces), etc.

## **Photographs**

The photographs, illustrations, tables, maps and the remaining attachments should be numerated (for example: fig. 1), followed by a brief explanation (10 points font size), while the reference to a photograph in the text should be: see fig. 1. The provenance of the submitted material should be stated in a footnote (in compliance with the legal regulations for citation), i.e. the source. The author shall take responsibility for the provenance of the photographs and the remaining accompanying materials which are published.

## **Numbers**

The numbers from one to ten should be written in letters (one, two); the ones starting with 11 and greater should be in numerals (11, 17). However, in one sequence, if one number is written in numerals, all the subsequent numbers of the same type in the sentence should be represented in numerals notwithstanding the size (27 tanks, 5 planes and 80 soldiers). The centuries in the texts written in Macedonian are represented in Roman uppercase numerals (V, XIV).

## **Dates**

The dates should be represented uniformly throughout the text, in the following manner, for example: 1 February 2020

## Citations

If the citation is shorter (2-3 lines), then it is provided in quotation marks after the text in the same line. If the citation is longer, it is quoted in quotation marks in a new line.

## References

The citation is provided in footnotes under the text, while the used literature is listed at the end.

## EXAMPLES OF CITATION

### Book

➤ If the book has one author: author's name and surname, book title in italic. Place of publishing: publisher, year of publishing, page/pages.

Боривоје Цимревски, *Градска инструментална музичка традиција во Македонија (1900 – 1941)*. Скопје: Институт за фолклор „Марко Цепенков“, 2005, 101.

➤ When the same work is quoted again in the text, the citation shall contain the author's surname, abbreviated title of the work, page/pages. It is advisable that the abbreviated title ends with the first or the second noun.

Цимревски, *Градска инструментална музичка традиција*, 25–26.

➤ If the same work and page is quoted in a subsequent footnote, only Ibid is written, while if a different page of the same work is quoted, it is referenced by Ibid and the page number, for example: Ibid, 9 (this also applies to the citation of the other bibliographic units: articles, features etc.)

➤ In a case of a book which is a part of an edition, the volume or the year/years and the page/pages are provided after the abbreviated title.

Теон Цинго, *Владислав Ковачев*. Скопје: Државен архив на Република Македонија, 2018, 198.

Abbreviated citation: Цинго, *Владислав Ковачев*, 113–114.

➤ If there are two authors: Name, surname of one of the authors, name, surname of the other author, book title in italic. Place of publishing: publisher, year of publishing, page/pages.

Ристо Стамков, Златко Трајков, *Гевгелија 130 години град*. Гевгелија: Општина Гевгелија, 2017, 155.

➤ If there are three authors or more: name of the first author, surname of the first author et al., book title in italic. Place of publishing: publisher, year of publishing, page/pages.

Јасмина Дамјановска et al., *Книга за меморија: Учениците и студентите Евреи од град Скопје (1919 – 1943)*. Скопје: Институт за национална историја, Државен архив на Република Северна Македонија, 2023, 213.

### **Article in periodical**

➤ Author's name and surname, article title in quotation marks, periodical title in italic, number of years it is circulated/issue (year of publishing in brackets), page/pages.

Елена Јосимовска, „Прилогот на средношколската младина во театарскиот живот преку примери од штипската гимназија“, *СУМ: списание за уметност*, XXIV, бр. 78 (2016), 131.

➤ When the same article is referenced again in the text: author's surname, abbreviated title, page. It is advisable that the abbreviated title finishes with the first or the second noun.

Јосимовска, „Прилогот на средношколската младина“, 131.

### **Article in a book or miscellany**

➤ Author's name and surname, article title in quotation marks, title of the miscellany in italic, name and surname of the editor/redactor, etc. Publisher: place of publishing, year of publishing, page/pages.

Жамила Колономос, „Битолската еврејска заедница и нејзиното учество во НОВ 1941 – 1942“, *Зборник Битола и Битолско во НОВ 1941 – 1942 година*, уредник Трајче Грујовски. Друштво за наука и уметност – Битола: Битола, 1978, 542.

➤ If there are three or more redactors, the name and surname of the first redactor is provided followed by et al.

➤

Лидија Ѓурковска, „Административно-територијалната поделба во вардарскиот дел на Македонија меѓу двете светски војни (1919 – 1941)“, *Зборник на трудови*, ур. Лиљана Христова et. al. НУ Завод за заштита на спомениците на културата и музеј – Битола: Битола, 2013, 53–54.

### **Newspaper article/feature**

➤ Author's name and surname, title of the article/feature in quotation marks, name of the periodical in italic, date of publishing, page.

Спиро Прилепчански, „Пред 40 години: Оперски изведби во Штип“, *Нова Македонија*, 1 јануари 1963, 9.

➤ If the author is unknown, only the title of the feature is provided.

„Културни рад у Маџедонији“, *Илустровани лист*, 17 мај 1923, 12.

## **Published and unpublished archive materials**

### Miscellany of documents

➤ Title of the miscellany in italic, miscellany of documents, volume and/or section (if available), compilers. Place of publishing: publisher, year of publishing, document number, page/pages.

*Дипломатски документи за граѓанската војна во Грција (1947 – 1949)*, книга 2, избор, вовед и редакција Новица Велјановски. Скопје: Државен архив на Република Македонија, 2016, док. 4, 40–43.

➤ In the subsequent text the abbreviated title is used.

*Дипломатски документи*, том 1, книга 2, док. 4, 40–43.

### Unpublished archive materials

➤ Name of the archives, number of the archival fond, title of the fond in italic (if any), remaining information depending on the manner of archiving the material.

Државен архив на Република Северна Македонија (hereinafter: ДАРСМ), ф. 773, *Гоце Делчев 1875 – 1903*, кут. 1, а. е. 1, л. 1.

Централен државен архив (hereinafter: ЦДА), ф. 335К, *Българско консулство в Скопие, 1897 – 1911*, оп. 1, а. е. 400, л. 5.

➤ After the first mentioning of the fond, only the acronym of the Archives, the fond number and the remaining information are provided.

ДАРСМ, ф. 773, кут. 1, а. е. 17, л. 23–24.

ЦДА, ф. 335К, оп. 1, а. е. 400, л. 5.

➤ If the same sheet/page of the same archive unit is referred to in a subsequent footnote: Ibid, while if it is a different description/archival unit/page etc. of the same fond: Ibid, кут. 1, а. е. 40, л. 61–62.

## **Encyclopedia**

„Версајска мировна конференција“, *Македонска енциклопедија* (hereinafter ME), т. 1, Македонска академија на науките и уметностите, Скопје 2009, 267.

➤ If the encyclopedia is available on the internet, it is quoted according to the directions for citing the specified work.

### **Electronic sources (books, articles, etc.)**

➤ The internet sources are cited depending on whether they are books, articles, encyclopaedias or other types of texts. Their citation should apply the guidelines provided above for the specified type of texts, followed by the page address – URL, and the date when the data of the specified source have been accessed is provided in brackets.

Марјан Гијовски, „Улогата на Јанко Томов во националното и политичко организирање на Македонците во Австралија“, *Journal of History*, vol. 55, no. 1, 2020, <https://www.zirm.mk/%d0%b8%d1%81%d1%82%d0%be%d1%80%d0%b8%d1%98%d0%b0-55-1-2020/> (accessed: 19 March 2024).

### **Interview in a newspaper/periodical (in paper or electronic format)/video interview.**

Митко Јовановски, „Интервју со Бранислав Светозаревик: Милениумски сведоштва за опстојување на македонскиот идентитет и име“, *Нова Македонија* 17 јануари 2022, <https://novamakedonija.com.mk/makedonija/politika/mileniumski-svedoshtva-za-opstojuvanjetona-makedonskiot-identitet-i-ime/> (accessed: 19 March 2024).

➤ If the interview is available on the internet, the internet page where it can be accessed and the date of last access are provided.

### **Film**

*Republikata vo plamen*, directed by Ljubisha Georgievski, screenplay Ljubisha Georgievski and Jovan Boškovski, cast: Dragi Kostovski, Risto Shishkov, etc. Skopje: Vardar Film, 1969, 105 min.

### **Used literature**

➤ At the end of the text the used literature is listed in alphabetical order according to the surnames of the authors of cited works.

Боривоје Цимревски, Градска инструментална музичка традиција во Македонија (1900 – 1941). Скопје: Институт за фолклор „Марко Цепенков“, 2005.

➤ The bibliographic units are listed separately first the ones in Cyrillic, followed by the ones in Latin alphabet, and the sources are provided separately, i.e. the published and unpublished archival documents.

➤ For the articles and features in periodicals and miscellanies, at the end of the cited bibliographic unit the pages are provided (from - to).

Елена Јосимовска, „Прилогот на средношколската младина во театарскиот живот преку примери од штипската гимназија“, СУМ: *списание за уметност*, XXIV, бр. 78 (2016), 131–138.