

## Instructions for preparing contributions

### What to include?

All contributions should include following:

1. Full title
2. Abstract (up to 200 words)
3. 5 keywords
4. Main text of contribution
5. List of references
6. Figures and tables (if applicable) should be embedded in the text (in lower resolution) and attached separately (in higher resolution of at least 300 dpi)
7. Each figure/table should have a numbered caption placed under the figure or table.

### Size of contributions

Academic papers should be 5-8,000 words long. All contributions written in other genres (essays, fieldnotes, autoethnographies, creative non-fiction, oral histories, and others) should be 3-6,000 words long. For contributions with the large quantity of and strong focus on visual materials the paper size can be further reduced.

### Anonymizing contributions

All contributions of academic papers (*not contributions in other genres*) should be anonymized: names of the author/s should be removed as well as any other information that can point to the author's identity.

### Text formatting

All texts should be formatted using following guidelines.

#### *Document type and layout*

All contributions should be made as Microsoft Word files with *.doc* or *.docx* extensions and margins set to *Normal* (2.54 cm on each side).

#### *Font type and size*

Contributions should be made using the Times New Roman font, size 12. The font size for captions (for figures and tables) and footnotes should be reduced to 10.

#### *Line spacing*

Line spacing for all items in the text (including titles for sections and subsections and captions for figures and tables) should be 1.15. The spacing before and after all text in the paper should be set to zero.

There should be no extra line between paragraphs. Each paragraph should start with the intend size 1, except when it follows a section (or subsection) title and should not have intend at all.

### *Captions for figures and tables*

All captions for images (photos, drawings, maps, graphs, infographics) should be named as *Figures*. Captions for tables should be named as *Tables*. All figures and tables in the text should be properly numbered using manual method. Do not insert automatic captions. Tables should be made in the word format.

### *Footnotes*

You can use automatic “insert footnote” options to include footnotes. Footnotes should be placed in the bottom of the page and numbered using the Arabic numerals: 1,2, 3...

### *In-text references*

References with names in the text should include the year of publication set in parentheses: *Temirova (2021)*.

If the reference’s name is not included in the text, it should be set in parentheses along with the year of publication and separated with the comma: *(Temirova, 2021)*.

In-text citations should have double quotation marks and include the page number: *Temirova (2021, p.25)* or *(Temirova, 2021, p.25)*. For a range of pages use en-dash: *Temirova (2021, p.25-27)*.

If citation is longer than three lines, it should be included as a block quote without quotation marks and intend size 2 for the entire quote.

If reference has two authors, include both: *Temirova and Askarov (2021)* or *(Temirova and Askarov, 2021)*.

When referencing several publications together, separate them by a semicolon: *(Temirova, 2021; Askarov, 2020)*.

If reference has three and more authors, use all names when you referenced them first time *(Temirova, Askarov and Lebedeva, 2021)* and then use the name of the first author and “et al.” in all further references *(Temirova et al., 2021)*.

### *List of references*

List of references should be included after the main body of text and should be titled as “List of references”.

The general order is following:

- Last name of author(s), followed by comma and first letter of first name followed by dot: *Temirova, N.* (for the second author put the first letter of first name first: *Temirova, N. and D. Askarov*)
- Year of publication in parentheses: *(2021)*

- Title of publication in *Italic* without quotation marks followed by:
  - For books: Publisher
  - For chapters in edited volumes: last name(s) of editor(s) and full title of edited volume in *Italic*, followed by
    - Publisher
  - For papers in academic journals: name of the journal, issue and page numbers
- For online resources add “last accessed at <http://...> on (date of access)”

Here are some examples:

Book:

Temirova, N. (2021) *History of Central Asian Nationalist Movements*, New York: Palgrave/MacMillan

Chapter in edited volume:

Temirova, N. (2021) *Nationalist Movements in Uzbekistan* in Askarov and Lebedeva (eds) *History of Central Asian Nationalist Movements*, New York: Palgrave/MacMillan

Paper in academic journal:

Temirova, N. and D. Askarov (2021) *Nationalist Movements in Uzbekistan*, Ketmen: international Journal for Central Asian Voices, Issue #2, p.46-71

Online source

Temirova, N. (2021) *Nationalist Movements in Uzbekistan*, Central Asian Analytical Network, last accessed at <https://www.caa-network.org/archives/23215/nationalist-movements-in-ubekistan> on 04 May 2022