

# Acta historica Neosoliensia

Department of History, Faculty of Arts, Matej Bel University, Tajovského 40, 974 01 Banská Bystrica

<https://www.ahn.umb.sk>

---

## INSTRUCTIONS FOR AUTHORS

**Publication languages:** Slovak, Czech, English

**Paper categories:** articles, overviews, materials, polemics, reports, reviews, annotations

**Extent of papers:** articles 20 – 30 standard pages  
reflections/overviews 10 – 19 standard pages  
materials 10 – 19 standard pages  
polemics 10 – 19 standard pages  
reports 5 – 10 standard pages  
reviews 5 – 10 standard pages  
annotations 5 – 10 standard pages

**Reviewing:** anonymous, two external reviewers

### Text requirements:

word/rtf files

2.5 cm margins each side (16 cm page width)

Times New Roman font

12 pt

single spacing (0 pt spacing before and after line)

justified text

indent paragraphs using tabs – not space bar, do not skip a line, do not use spacing change, do not combine several types of indenting

use *italics* when citing titles of publications, studies and examples - do not combine italics with quotation marks, e.g. „*Dejiny Slovenska III.*“

distinguish dash (–) and hyphen (-)

form of quotation marks in Slovak text: „“

form of quotation marks in text which already is in quotation marks – use single quotation marks, i.e. comma and inverted comma , ‘ (key shortcuts Alt+0130, Alt+0145)

when citing repeatedly, use abbreviated bibliography system, not *ibidem*, *ibid.*, etc.

### Notes:

use footnotes in additional notes and bibliographic references (References in MS Word)

### Image attachments:

black-and-white, send in jpeg/tiff separately as an e-mail attachment with appropriate description and source link

### Format of a paper:

**Title** – in publication language of the paper, 12 pt font size, bold, aligned to centre, skip a line

**NAME AND SURNAME** – capital letters, 12 pt font size, aligned to centre, skip a line

*Name of home institution* – including city, in italics, 12 pt font size, aligned to centre, skip two lines

Title of paper in English – 12 pt font size, justified, skip a line

*Abstract:* – in English language, 10 pt font size, no longer than 200 words, justified text, do not skip a line

*Keywords:* – in English language, 10 pt font size, 5 – 7 words, justified text, skip a line

Text – structure of text divided into introduction, chapters, conclusion according to preferences of author

### **Images, graphs, tables in the text:**

- In the text, they are indicated in the appropriate place (Image, Table, Graph or in an abbreviated form Img., Tab.) including the number and named, e.g. Image 1 Korunovácia Františka Jozefa I. – Times New Roman font, 12 pt
- Additional information, legend and source are written further down the line after the title; if the author of the illustration/image/graph is the author of the text, then use Source: Name Surname; if the author is someone else, use Source: standard, complete bibliographic reference, including relevant pages
- Title of image placed **below** the image
- Title of table and graph placed **above** them

### **Dash and hyphen:**

- Dash (–) is written at the range of years both in the text and notes; shortcut Alt+0150
- Hyphen (-) is written at the range of pages both in text and notes, but also in compound proper names and geographical names (both in nouns and adjectives, e.g. Austria-Hungary, imperial-royal)

### **Bibliography:**

a common list of bibliographic references (published sources) arranged alphabetically in a separate file; serving as a basis for DOI assignment

## **Examples of bibliographic references**

### **Individual monograph:**

DUCHOŇOVÁ, Diana: *Palatín Mikuláš Esterházy a jeho dvor : Spoločnosť, normy, rituály každodennosti*. Bratislava : Historický ústav SAV vo vydavateľstve Prodamu, 2013, p. 9.

### **Edited book as a whole:**

BÁRTA, Miroslav et al.: *Kolaps a regenerace : Cesty civilizací a kultur : Minulost, současnost a budoucnost komplexních společností*. Praha : Academia, 2015, p. 319.

### **Chapter in monograph or edited book:**

PEŠEK, Ján: Z robotníka politický profesionál. In: LONDÁK, Miroslav – MICHÁLEK, Slavomír et al.: *Dubček*. Bratislava : Veda, 2018, p. 91-104.

### **Study in proceeding:**

TIBENSKÝ, Ján: Profesor Daniel Rapant ako vychovávateľ vedeckého dorastu. In: *Historik Daniel Rapant – život a dielo (1897 – 1988 – 1997)*. Ed. R. Marsina. Martin : Vydavateľstvo Matice slovenskej, 1998, p. 92-93.

### **Study in journal:**

NEMEŠ, Jaroslav: Pohnuté osudy troch obcí v časoch tureckej nadvlády : Sonda do dejín katastra Palárikova. In: *Acta historica Neosoliensia*, tom. 15, 2012, vol. 1-2, p. 235-241.

**Article in daily press:**

HAMAŠ, Ľubomír: Dôchodková reforma prinesie výsledky o desať rokov. In: *Sme*, 6. 7. 2006, p. 35.

**Dictionary:**

*Slovenský biografický slovník : VI. zväzok (od roku 833 do roku 1990)*. Ed. A. Maťovčík. Martin : Matica slovenská, 1994, p. 25-26.

**Internet source:**

BOČÁK, Michal: *Od znaku k diskurzu : 1. diel – semiologické východiská*. [online]. Prešov : Prešovská univerzita, 2019, s. 25, [cit. 2020-07-01]:

<<http://www.pulib.sk/web/pdf/web/viewer.html?file=/web/kniznica/elpub/dokument/Bocak6/subor/ucebnica.pdf>>

**Source edition:**

ALBERTY, Július – GINDL, Jozef – KOČIŠOVÁ, Alojzia (eds.): *Cesty za poznaním minulosti : Výber dokumentov k výuke dejín feudalizmu na školách stredného Slovenska*. Banská Bystrica : Stredoslovenské vydavateľstvo, 1970, s. 49-50, č. 3.

alebo

MÚCSKA, Vincent (ed.): *Kronika anonymného notára kráľa Bela : Gesta Hungarorum*. Budmerice : Vydavateľstvo Rak, 2000, p. 80-81.

**Archival source:**

Štátny archív v Banskej Bystrici (ďalej ŠA BB), pracovisko Archív Banská Štiavnica (ďalej p. BŠ), fond Magistrát mesta Banská Štiavnica – materiál vrátený z Maďarského krajinského archívu (ďalej f. MMBŠ – MOL), sign. I – 83, K 1.

**Short bibliographic reference:**

DUCHOŇOVÁ, *Palatín Mikuláš Esterházy...*, p. 9.

alebo

BÁRTA et al., *Kolaps a regenerace*, p. 305-312.

alebo

TIBENSKÝ, *Profesor Daniel Rapant...*, p. 94.

alebo

ŠA BB, p. BŠ, f. MMBŠ – MOL, sign. I – 83, K 1.

**DOI:**

If the cited document has a Digital Object Identifier (DOI), it has to be provided in its exact form.