SUBMISSION INFORMATION FOR CONTRIBUTORS
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Articles should be **6,000 to 10,000 words** (including notes and references), but longer articles may be considered. Research reports should be 2,000 to 6,000 words, reviews 800 words, and discussions 1,000 to 5,000 words.

**FORMATTING**
The document must be set at the US letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides. A 12-point standard font such as Times or Times New Roman is required and should be used for all text, including headings, notes, and references. Any unusual characters or diacritical marks should be flagged by placing the entire word in red type.

**COVER PAGE**
The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number, and e-mail), biographical data of approximately 100 words for each author, a total word count, the number of tables and/or figures included, and any acknowledgments.

**ABSTRACT/KEYWORDS**
The article must include an abstract of **125 words** and **5 to 8 keywords**. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data, and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order, and separated by commas; only proper nouns should be capitalized.

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**ARTWORK**
For optimal reproduction, **figures** or **photos** should be submitted as high-resolution JPGs or TIFFs (300 ppi), or as EPS files with all fonts embedded. All images should be at least 4 x 4 inches at the resolution indicated. **Tables** should be made and submitted in Microsoft Word or rtf. All figures and tables should be in separate files and numbered consecutively; only placement indicators and captions (with source/copyright information) should be included in the articles themselves. For more details, please see our **Artwork** submission webpage.

**PROCESS FOR REFEREEING AND ACCEPTING ARTICLES**
Sibirica is a refereed journal. Submissions are considered on the understanding that the article is not currently under consideration for publication elsewhere. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors whether the article should be published and if so, with what recommended changes. The editors respond to the author with their decision and a list of any changes needed for the article to be accepted for publication. They also send the anonymous referees' comments to the author.

**PUBLICATION**
Manuscripts accepted for publication that do not conform to the style guide may be rejected or returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publisher. Authors cannot supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors of research articles will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.
Have other questions about submitting your manuscript? Please refer to Berghahn’s Journal Author FAQs for additional information.

STYLE GUIDE
The Sibirica style guide is based on *The Chicago Manual of Style (CMS)*. Please note that the journal uses US punctuation and spelling, following Merriam-Webster’s Collegiate Dictionary.

TRANSLITERATION TABLE FOR RUSSIAN
*Sibirica* uses a simplified version of the Library of Congress transliteration system for modern Russian without ligatures (superscript arcs above the letters).

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<th>А</th>
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</table>

For prerevolutionary characters, please use the modern sound equivalent.

<table>
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<th>ъ (at the end of a word)</th>
<th>ъ</th>
<th>V</th>
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</thead>
<tbody>
<tr>
<td>No character</td>
<td>F</td>
<td>Е</td>
</tr>
</tbody>
</table>

For the transliteration of non-Slavic indigenous languages, please consult the Library of Congress website for languages that approach the same language group. In most cases, a note must be added to adopt the Library of Congress standard to the diphthongs of the Turkic languages and the lack of iotized vowels in the Tungus languages.

PLACE NAMES
All Russian place names should be transliterated with the exception of the commonly used English language names for countries and cities that can be found in the above dictionaries. Please note that the names of Siberian and Russian regions should be transliterated strictly.

Place Name Examples:
COUNTRIES: Russia, Mongolia, Ukraine
CITIES: Moscow, St. Petersburg but Krasnoiarsk, Arkhangel’sk
REGIONS: Pomor’e, Zabaikal’e, Buriatiia, Evenkiia, Sakha (Iakutiia), Khakasiia

CITATION SYSTEMS
Contributors may choose the author-date system or the endnote system. Whichever system is decided on must be used consistently and correctly throughout the entire article.

The first mention of an author in the main body text (not in-text citations) should include the first and last name. Multiple sources in a parenthetical note should be listed alphabetically.

Please note that translations of all non-English titles in the reference list are required for indexing/abstracting purposes (see the translated title examples provided below).

CITATION SYSTEMS FOR RUSSIAN/SOVIET ARCHIVES
Russian/Soviet archives should be cited and referenced in a consistent manner. Abbreviations must be defined for the first usage and may be presented as notes in the Notes section, preceding the References.
Abbreviation Examples:
GAKK Gosudarstvennyi Arkhiv Krasnoiarskogo Kraia [The State Archive of Krasnoiarsk Territory];
GANO Gosudarstvennyi Arkhiv Novosibirskoi Oblasti [The State Archive of Novosibirsk Province];
GARF Gosudarstvennyi Arkhiv Rossisii Federatsii [The State Archive of the Russian Federation];
KKKM Krasnoiarskii Kraevoi Kraevedcheskii Muzei [The Krasnoiarsk Territorial Museum of Local History]

References to specific documents within archives are also abbreviated by indicating the class marks for the fond, opis’, delo (or edintsia khraneniia) with their unique numbers.

If using the **author-date citation system**, the document is referenced with an abbreviation with the various components of the classmark separated by hyphens. References to specific folios (or their versos) are made with the number of the folio following a colon. Thus (GAKK R769-1-306: 15) represents the document Gosudarstvennyi Arkhiv Krasnoiarskogo Kraia fond R769 opis’ 1 delo 306 list 15. With this system it is not necessary to give the full title of the document and of the document collection.

If using the **endnote citation system**, the full title of the document and its document collection must be given, and the name of the archive must be spelled out on first usage (thereafter, an abbreviation can be used).

**In-text Examples:**
Zhukov and Nagaev of the Turukhansk Polar Census expedition came up with a compromise position for their own territory (GAKK R769-1-304: 7-10v).

The damaging effect of the civil war on aboriginal people was directly cited by the Russian Society of the Red Cross for its interest in surveying the aboriginal population (Malysheva and Poznanskii 1998; GANO P45-5-7; GARF R3977-1-75: 17-25).

**Author-Date System**
If following the author-date system, full documentation is in a reference list, including the publishers’ names and authors’ full first names, when known. Any other notes should be endnotes (using Word’s automatic endnote function) and kept short and to a minimum.

**Author-Date Examples**
(Pickett and White 1985; Smith 1987)
Jones’s research (1977, 1979a, 1979b)
(Kant n.d.; McGinnis forthcoming)

**Single Author with Multiple Sources:** (Smith 1993: 63; 1998: 124–169; 2001: 104)
**Three or More Authors:** (Jones et al. 2001)
**Authors with Same Last Name:** (D. Smith 1981; G. Smith 1999)

**Reference List Examples**
**Book with one author/editor**

**Book with multiple authors/editors**

**Chapter or other part of a book**
Journal article (always include the doi):

Russian collective work (cite the Otvetstvennyi Redaktor)

Russian prerevolutionary serial work (spell out all component parts in Russian):

Translation

Translated titles

Travkina, M. Iu. 2002. Regulated tourism and recreation in the national parks of Russia. [In Russian.] Moscow: Izdatel’stvo tsentra okhrany dikoii prirody.

Article in a newspaper or magazine

Paper presented at a meeting or conference

Thesis, dissertation, or unpublished manuscript


Websites and blogs
Access dates are only required when no date of publication or revision can be determined from the source.


Online video
**ENDNOTE SYSTEM**

Endnotes must include full bibliographic information on first citation, including a full page range for the work and the exact page for a quotation. Subsequent citations should provide last name(s) and a short-title form. Every quotation must be cited.

**ENDNOTE EXAMPLES**

**Book with one author/editor**

*First note citation*


*Later citations*

4. Ibid., 145–169.

**Book with multiple authors/editors**

*First note citation*


*Later citations*


**Chapter or other part of a book**

*First note citation*


*Later citations*


**Journal article (always include the doi)**

*First note citation*


*Later citations*


**Russian collective work (Cc the Otvetstvennyi Redaktor):**

*First note citation*


*Later citations*

58. Ol’denburg, *Ob”iasnitel’naia zapiska*.

**Russian prerevolutionary serial work (spell out all component parts in Russian):**

*First note citation*


*Later citations*

Materials in Russian/Soviet archives (see also above)

First note citation

Later citations
27. RGIA 1129-1-491: 81.

Translation

First note citation

Later citations
30. Liapunova, Essays on the ethnography, 98.

Translated titles

First note citation

Later citations
4. Lim, Minjogju-uneun ban-yeog-ida.
5. Bernet, A Nation like any nation.

Reprints and editions

First note citation

Later citations

Article in a newspaper or magazine

First note citation

Later citations

Paper presented at a meeting or conference

First note citation

Later citations
27. Schweitzer, “Rediscovering a continent.”

Thesis, dissertation, or unpublished manuscript

First note citation
1. Andrei V. Grinev, “Rossiiskaia kolonizatsiia Aliaski (ee khod, kharakter i rezul'taty)” (Diss. doktora istoricheskikh nauk, Sankt-Peterburgskii Gumanitarnii Universitet Profsoiuzov), 136–143.

Later citations
42. Grinev, “Rossiiskaia kolonizatsiia Aliaski,” 156.
Websites and blogs

Access dates are only required when no date of publication or revision can be determined from the source.

First note citation


Later citations

3. WHO, “Committee on technical barriers to trade.”

Online video

First note citation


Later citations

4. Rubinstein, “Rachmaninoff piano concerto no. 2.”
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☐ Copyright assignment form is signed and submitted (no later than the final revised article submission);

☐ Cover sheet is included and provides:
  o Title of the article;
  o An abstract of 125 words that is a summary or overview of the entire article, and does not duplicate verbatim sections of the main text;
  o Five to eight keywords in alphabetical order and separated by commas (with only proper nouns capitalized);
  o Complete contact information for each author (mailing address, phone number, and email);
  o A bio of approximately 100 words for each author (including an ORCID if applicable);
  o Total word count, the number of tables and/or figures included, and any acknowledgments.

☐ For any figures, ensure that:
  o Placement indicators and captions (with source/copyright information) have been provided in the main text for all figures and tables;
  o Separate files are provided (clearly named and consecutively numbered) and in the required format with all accompanying permissions.

PLEASE ENSURE THAT:

• The style guide has been followed;

• All text, including headings, notes, and references, is in a standard 12-point type, such as Times New Roman, and double-spaced with a 1-inch margin on all sides and no extra spaces between paragraphs;

• US spelling is used throughout, and a spellcheck has been performed;

• Different levels of headings are indicated by varying the typeface. Use bold type for an A head (a main text heading). Use bold italic for a B head (a first-level subheading). Use non-bold italic for a C head;

• Superscript note reference numbers and/or asterisks are not placed on article titles, headings, epigraphs, or the contributor’s name;

• Contributions are referred to as articles (not essays or papers);

• Numbers 0–100 are spelled out (as are large whole numbers, e.g., fourteen hundred), and all number ranges are non-abbreviated;

• Foreign-language words that are not common in US usage are italicized on every instance;

• Double quotation marks are used for all quotations and terms, except for quotes or terms within quotes, and quotations of more than 60 words are indented as extracts with no quotation marks;

• URLs are not located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). Any URLs have been relocated to endnotes or the reference list;

• Abbreviations such as e.g., i.e., etc., and et al. are not used in the main text except within parentheses;

• If using the author-date citation system, every author mentioned in the reference list is cited in the main text or notes, and every author cited in the main text and notes is listed in the reference list.

• If using the endnote citation system, every quotation is cited.

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