Visegrad/Insight

Style Guidelines for Submissions

Visegrad/Insight (V/I) only publishes submissions that address important issues. Any text submitted must demonstrate the highest standards of excellence in conceptualisation, exposition and craftsmanship.

While writing, it is essential to keep in mind that **V/I**'s audience includes a reading public with a wide variety of backgrounds and competencies. While no piece can or should speak to everyone, you should try to write for an audience outside of your specialty, interest or area of expertise.

Most importantly, your text must have "a point" – it is not enough to simply summarise a conversation. In other words, any successful submission will therefore balance description with analysis.

We encourage authors to submit articles that are solution-based journalism; this means highlighting an issue and then offering possible ways to amend or alleviate the problem.

We carefully edit and refine the language of every article that will eventually appear in **V/I**. In order to make this process simpler for all parties involved, all submissions must adhere to the following style guidelines:

General

1. Do not use the serial (Oxford) comma
2. Use gender-neutral language (i.e. they)
3. Generally, do not use contractions
4. Give the full name(s) of an author the first time you cite them
5. Set quotes of five lines or more as indented extracts
6. Omit ellipses (…) at the beginning or end of quotes
7. In general, do not begin articles with a quote
8. Spell out acronyms the first time you use them {e.g., United Nations (UN)}
9. Italicise all foreign (non-English) words at every instance
10. When quoting a passage from a foreign language, put the translating information in parentheses {e.g. (author's translation)}
11. If you have found it necessary to modify an existing translation or quotation, this must be clearly indication. (Translation modified), (Quotation modified) or some such

wording should be added in parenthesis after the quote or in a footnote.

12. Do not leave two spaces after a period (single space and then begin your new sentence)
13. Use British spelling over American

Form and Headings

Important note*: **V/I** makes the final decision regarding the language of any article, but most specifically, the editorial team will decide the Title, Subtitle and Lead.

In each article/submission, the following information should be readily available:

1. Title suggestion:

2. Subtitle suggestion:

3. Author's name and surname

4. Lead suggestion: (One to two sentences which will grab the reader's attention and summarise the main ideas of the article.)

5. Body of the text (**With sub-headings**, these are important to make the text more readable online)

   Each paragraph should be about one to three sentences in length. We understand this can be strange for academic authors, but it matches the website format and makes the information more easily digested.

6. Information for graphic designers (optional): (i.e., Insert Picture 1, Insert Infographic 2, etc.)
7. Bio: The author is... (this should be a short description). Author Bio's should adhere to the following construction and always be in the third person:

   Anna Nowak is an adjunct lecturer in philosophy at the University of Warsaw and Polish Academy of Sciences. Her research is primarily focused on 20th century philosophy and the political theology of Shakespeare.

   John Doe is a photographer based in Warsaw and Madrid. His work has generally focused on the lives of Polish migrant workers in Spain.

8. A head shot that we will use for your author bio section.
9. An email address that you would like us to keep on file.

Optionally:

- information about the sponsor (i.e. The text was created in partnership with XYZ.)

- concerning transcripts: (The text is based on the discussion held at Europe Forum in Bucharest, May 26 2016.)

Numbers and Dates

1. Spell out numbers one to nine, except when the number in question is a *per cent*
2. 4 December, 1999
3. On December 4th
4. In December 1999

Citations and References

Authors have a responsibility to adhere to the highest standards of intellectual integrity, which means that you are responsible for properly attributing any ideas, data, quotes, etc. to their original sources.

However, as **V/I** is addressed to the reading public and not an exclusively "academic" audience, we do not use footnotes in publications.

Instead, please include **hyperlinks** to pages referencing any ideas or material you wish to expand upon.

Capitalisation Rules:

1. Capitalise the first word of a quoted sentence.
2. Capitalise proper nouns
3. Capitalise a person's title when it precedes the name. Do not capitalise when the title is simply used as a description following the name
4. Capitalise the titles of high-ranking government officials when it precedes their name. Do not capitalise such titles when it is used instead of a name. (e.g., Prime Minister Hull; the prime minister went on to say…)
5. Capitalise cardinal directions only when they refer to specific regions. ("Northern Hungary", "the northern part of town")
6. In titles, do capitalise nouns, pronouns, adjectives, verbs, adverbs and subordinate conjunctions (e.g., before, when, etc.), but do not capitalise all articles, coordinate conjunctions

(e.g., and, yet, but, etc.) and prepositions regardless of length when they are other than the first word, and do not capitalise "to" in an infinitive.

7. Capitalise "federal", "state" or words such as "department" "bureau" and "office" when used as part of official titles, but not when they are used as general nouns.
8. Do not capitalise the names of seasons
9. Capitalise the days of the week, months and holidays
10. Capitalise the names of specific deities, religious figures and holy books, but not capitalise the non-specific use of the word g-d
11. Capitalise the names of countries, nationalities and specific languages
12. Capitalise major periods and events, but not centuries (e.g., "The Great Depression", "the sixteenth century")
13. Capitalise Trademarks
14. Words and abbreviations of specific names ("Freudian", the "UN")

For issues not addressed in this sheet, please consult the *Chicago Manual of Style*, 17ᵗʰ edition or more recent.