

VISEGRAD / INSIGHT

Style Guidelines for Submissions

(March 2023)

Visegrad Insight only publishes article submissions that address important issues. Any article submitted must demonstrate the highest standards of excellence in conceptualisation, exposition and craftsmanship.

While writing, it is essential to keep in mind that Visegrad Insight'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 speciality, interest or area of expertise.

Most importantly, your text must have a point or make an argument – it is not enough to 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 Visegrad Insight. In order to make this process simpler for all parties involved, all submissions must adhere to the following style guidelines.

For issues related to British spelling not addressed in these guidelines, please refer to Collins English Dictionary or contact the editorial team at editor@visegradinsight.eu.

General guidelines

1. Use British over American spelling (e.g. -ise, -isation, -ising, -our)
2. Do not use the serial (Oxford) comma (e.g., they spoke about gerrymandering, electoral fraud and voter suppression)
3. Use gender-neutral language when appropriate (i.e., they, spokesperson)
4. Include the correct diacritic signs (e.g., à, ć, ě, é, ž) whenever needed
5. Generally, do not use contractions (e.g., don't, I've, it's, we've)
6. Give the full name(s) of a person or author the first time you mention or cite them
7. Titles (Mr, Ms, Professor, Dr) should not be referred to in the text
8. Use double quotation marks for quotes, irony and so-called expressions (e.g., the "great" leader)
9. Set quotes of five lines or more as indented quotations
10. Omit ellipses (...) at the beginning or end of quotes
11. In general, do not begin submissions with a quote
12. Spell out acronyms the first time you use them and abbreviate in a parenthetical with capital letters and no full stops (e.g., United Nations (UN))
13. Italicise all foreign (non-English) words at every instance (except when they are a name of an entity) as well as an English translation if it follows in a parenthetical, {e.g., *czynsz* (*extra costs*)}.
14. When quoting passages from a foreign language, put the translating information at the bottom of the text (e.g., author's translation, translation modified)
15. Do not leave two spaces after a period (single space and then begin your new sentence)
16. For reasons of clarity, aim to write in full and avoid abbreviations (twentieth century, First World War, three-fourths)

17. When using a bullet-point or numbered list, do not use interpunction (e.g., semicolon or dot) at the end of each element of the list

Numbers and dates

1. Spell out numbers one to nine, except when the number in question is a per cent and has decimal fractions (e.g., five per cent, 5.45 per cent)
2. Use day-month-year for dates and no abbreviations (e.g., 4 December 1999, On 4 December, In December 1999)
3. Write amounts of money and currencies in full following the above-mentioned guidelines (e.g., 750 billion euros, one thousand dollars)
4. In case of large numbers, you may use a comma to separate each group of three digits (e.g., 253,741,338 citizens)

Citations and references

Authors have a responsibility to adhere to the highest standards of intellectual integrity, which means that you are responsible for the proper attribution of ideas, data, quotes, etc. to their original sources. In case of any severe breach of intellectual integrity, the editorial team may decide to withdraw publication of the submission.

Citations should be included as a list of endnotes in alphabetical order beginning with the last name of the first author mentioned. See examples below.

Borradori, Giovanna, Jacques Derrida, and Jürgen Habermas. 2009. *Philosophy in a Time of Terror: Dialogues with Jürgen Habermas and Jacques Derrida*. Chicago: University Of Chicago Press.

Habermas, Jürgen. 1987. *The Philosophical Discourse of Modernity: Twelve Lectures*. Cambridge: Polity Press.

Rawls, John. 1971. *A Theory of Justice*. Cambridge: Harvard University Press.

For a complete list and guidance, refer to the Chicago Manual of Style available [here](#).

Capitalisation

In titles:

1. Do capitalise nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions (e.g., before, when, etc.), but do not capitalise articles, prepositions (e.g., in, on, at, etc.) or coordinate conjunctions (e.g., and, yet, but, etc.) regardless of length when they are other than the first word.
2. Subtitles are not capitalised, except for general rules listed below
3. In-text subheadings are capitalised.

In article:

1. Capitalise the first word of a sentence quoted in full
2. Capitalise proper nouns, trademarks and institutions (Microsoft, European Commission, New York Times, Ministry of Foreign Affairs)
3. Capitalise the positions of high-ranking officials when it precedes their name. Do not capitalise such titles when it is used instead of a name (e.g., Prime Minister Jones; the prime minister went on to say...)
4. Capitalise cardinal directions only when they refer to specific regions (e.g., Central Europe, Northern Hungary, the eastern region of Ukraine)
5. 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
6. Do not capitalise the names of seasons (tend to use ‘autumn’ instead of ‘fall’)

7. Capitalise the days of the week, months and holidays
8. Capitalise the names of specific deities, religious figures, institutions and holy books
9. Capitalise the names of countries, nationalities and specific languages
10. Capitalise major periods and events, but not centuries (e.g., the Great Depression, the sixteenth century)
11. Words and abbreviations of specific names and institutions (e.g., Orwellian, the EU)

Transliteration

We favour transliteration of names, places, institutions and trademarks based on the respective national language or citizenship of the person or entity (e.g., Ukrainian, Belarusian) and following each country's most recent guidelines concerning transliteration.

Notable examples:

- Place names: Kyiv, Donbas, Yerevan
- Persons: Alyaksandr Lukashenka, Volodymyr Zelenskyy
- Countries: Belarusian with a single -s, no "the" before Ukraine

Submission to Visegrad Insight

Visegrad Insight accepts but does not offer a fee for unsolicited submissions. The editorial team makes the final decision regarding the language of any article, but most specifically, with reference to the main titles and lead.

Submissions should be sent to editor@visegradinsight.eu.

In each paper or article submission, the following information should be readily available however final decisions will be made by the editorial team:

1. Main title suggestion
2. Main subtitle suggestion
3. Author's name and surname
4. Relevant keywords
5. Lead suggestion (one or two sentences which will grab the reader's attention and summarise the main ideas of the article)
6. Body of the text (including in-text subtitles)
Each paragraph should be about one to three sentences in length. Regular in-text subtitles are used to make the article more readable. We understand this can be strange for academic authors, but it matches the website format and makes the information more easily digested
7. Suggested information for graphics, data visualisation (optional)
8. Disclaimer (sponsorship, partnership, conflict of interest, transcript of interview or discussion) and any other relevant information (i.e., regarding translation or quotation)
9. A short biography of the author(s) written in the third person
10. A profile picture to accompany the article
11. An email address for future correspondence