



Comparative Southeast European Studies

Information for Authors

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1. Scope and general policies of the Journal

Comparative Southeast European Studies (COMPSEES) is a forum for scholars in the Social Sciences and Contemporary History. Taking a comparative and multidisciplinary perspective it explores critical processes and societal issues related to the area bounded by the eastern Adriatic, the eastern Mediterranean, and the Black Sea.

COMPSEES is issued four times a year (March, June, September, December), and it is published in print and digitally in open access. COMPSEES publishes English-language articles in the following categories:

- Research Articles – displays of original empirical research
- “Open Section” contributions pertain to other text genres, which are presented under headings such as
 - Commentary
 - Interview
 - Background
 - Policy Analysis
 - Film in Focus
 - Debate
 - Spotlight
 - Book Symposium
 - The Making of...
 - ... and others. This is a flexible section allowing us to address more immediately pertinent political, social, cultural, and academic matters.
- Book Reviews

Submissions in the following fields are welcomed:

- Political Science
- Sociology
- Contemporary History
- Anthropology
- Economics
- International Relations
- Law Studies
- Gender Studies
- Media Studies
- Cultural Studies
- ... and related disciplines

Peer review *COMPSEES* is a double-blind peer-review journal. Manuscripts are reviewed anonymously by at least two independent reviewers selected by the Editors or Guest Editors.

Rejection of manuscripts Manuscripts dealing with subjects that have been well studied in the literature, and that do not resolve questions raised by previous studies, or manuscripts that are methodologically underpowered, are likely to be rejected without peer review. Manuscripts are also returned to authors if they do not comply with the Information for Authors.

Unpublished material Submission of a manuscript to *COMPSEES* implies that the work described has not been published previously, except in the form of an abstract, academic thesis or lecture; that it is not under consideration for publication elsewhere; that publication of the work is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out; and that, if accepted, it will not be published elsewhere, in English, German, or in any other language, without the written consent of the Publisher.

Appeals Manuscripts that have been declined for publication will be reconsidered only at the discretion of the editor(s). Authors who wish to request reconsideration of a previously rejected manuscript must do so in written form with a rebuttal emailed to the journal editorial office. Authors should explain in detail the reasons why they believe the manuscript should be reconsidered. If the rebuttal is accepted, the author will be asked to re-submit. The new manuscript will receive a new ID and submission date and then undergo peer review.

2. Ethical conduct of research

For information on plagiarism, please refer to De Gruyter's **Publication Ethics and Publication Malpractice Statement**. Please note that *COMPSEES* uses the check program "iThenticate" to assess for potential overlap in prior publication(s). Any previously published material must be referenced appropriately in the manuscript.

Informed consent The protection of privacy is a legal right that must not be infringed without individual informed consent. In cases where the identification of personal information is necessary for scientific reasons, authors should obtain full documentation of informed consent, including written permission from the given individual or their legal guardians prior to inclusion in the study. The following (or similar) statement should be included in the Materials and methods section: Informed consent was obtained from all individuals included in this study.

Conflict of interest and author contributions A conflict of interest for a given manuscript exists when a participant in the peer review and publication process – author, reviewer, and editor – has ties to activities that could inappropriately influence his or her judgment, regardless of whether judgment is, in fact, affected. Financial relationships with industry (for example, employment, consultancies, honoraria, expert testimony), either directly or through immediate family, are usually considered the most important conflicts of interest. However, conflicts can occur for other reasons, such as financial support of the study, politics or other stakeholders, personal relationships, academic competition, and intellectual passion.

To ensure fair and objective decision-making, authors must declare any associations that pose a conflict of interest (financial, personal or professional) in connection with the manuscript under evaluation. This must be declared during the submission process and also at the end of the manuscript. If you have no declaration to make, please insert *None declared*. The below mentioned statement should be included before the Reference section (or after the Acknowledgments section, if applicable).

Acknowledgments: (If applicable).

Research funding: None declared.

Informed consent (If applicable): Informed consent was obtained from all individuals included in this study.

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3. Submission of manuscripts

Please submit manuscripts exclusively online at: <https://mc.manuscriptcentral.com/compsees>

4. Preparation of manuscripts

Language Manuscripts should be written in clear and concise English. Refer to the end of this document for style. At proof stage, only minor changes other than corrections of printers' errors are allowed.

Cover letter Each manuscript should be accompanied by a cover letter containing a brief statement by the authors describing the novelty and importance of their research.

General format and length Type the manuscript (including table legends, figure legends and references) double-spaced using 12 pt font size and 2.5 cm / 1 inch margins. Number all pages.

When you submit your work, please ensure the following:

- The manuscript is complete and uploaded correctly. (The HTML version and the PDF file generated from the submitted files must be approved.)
- The **title page** contains the full title, short title, the full names of all authors (personal name, middle initials, family name), a 2-3 sentences long bio note for each author, as well as the full address and academic title of the corresponding author. The title page should also report the word count, the number of tables and figures, and whether the submission includes any supplemental material.
- All Figures and Tables have been uploaded and appear correctly at the end of the PDF.
- Abstract, Keywords, List of Abbreviations, Tables and Figures, and captions and legends are included.
- Manuscript is spell-checked and within the word limit for the type of article.
- References are in the correct format and cited sequentially in the text.
- References mentioned in the reference list are cited in the text and vice versa.
- Numbers in the text, tables, or figures use decimal points, not commas.

General format and total length of the types of articles accepted for submission

	Word count	Word count in abstract	Number of keywords
Research Article	appr. 9,000	max. 150	3-5
"Open Section" Contribution	appr. 5,000	max. 150	3-5
Book Review (Monographs)	appr. 1,000	n/a	n/a
Book Review (Collective Volumes)	appr. 1,500	n/a	n/a

References Adhere strictly to the reference style of the Journal. All references mentioned in the Reference list must be mentioned in the text, and vice versa. List and number the references alphabetically according to the short form used in the text. Italic and boldface font type in the Reference section is not allowed. List all authors; if the number is 7 or more, list the first 6 names followed by et al. Identify authors by last name first, followed by the authors' first name(s) initials. Do not abbreviate Journal names. End references without periods. Correct linking of the references is mandatory; mention DOIs, and URLs where applicable.

Refer to the end of this document for detailed examples of references.

Tables Number Tables consecutively using Arabic numerals. Beneath the table, provide a short descriptive caption, column headings, and an explicatory legend where applicable. Refer to Tables in the text as Table 1, etc. Use Table 1 (boldface), etc. in the title of the Table.

Figures

General requirements: All illustrations must be of reproduction-ready quality (minimum 300 dpi for halftone figures and 1200 dpi for line drawings) and be of good contrast (printing is black-and-white only). When drawing bar graphs, use patterning instead of greyscales. Cite all Figures in the text in numerical order. Indicate the approximate placement of each Figure. Do not embed Figures within the text body of the manuscript.

Figure legends: Provide a short descriptive title and a legend, either below the Figure or in the main text, to make each Figure self-explanatory. Explain all symbols used in a Figure. Remember to use the same abbreviations as in the text body.

Supplemental material You may submit Supplemental material, i.e. additional tables, figures, videos, appendices or other additional material (e.g. references) that exceeds the limitation of the article and/or illustrates the contents of your article. Supplemental material should be uploaded as separate file(s) during submission. Within the text, Supplemental material must be cited consecutively and be referred to as Supplemental material (e.g. see Supplemental Material, Figure 1, or Supplemental Figure 1). Supplemental material is subject to peer review as part of the manuscript. If the manuscript is accepted and the Supplemental material is posted online, it will be referenced in the article of the printed version together with the URL where it can be found.

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5. Post-acceptance

Proofs The corresponding author of an article will receive the proofs in electronic form to check for editing and type-setting accuracy. Major changes to the article as accepted for publication will not be considered at this stage, unless the authors pay for these changes.

As per De Gruyter policy, no author list changes are permitted after acceptance of an article. The De Gruyter production team is instructed to enforce this policy during the production/proofing process.

Please contact the Editorial Office with any further questions:

Dr. Sabine Rutar, T: +49 941 943-5473, E-mail: compsees@ios-regensburg.de

6. CMS (Author-Date) Reference Style

In-text citation		
	Direct citation	Indirect citation
No author	Uručene nagrade (10 June 2019)	(Uručene nagrade, 10 June 2019)
Single author	O'Quigley (2000)	(O'Quigley 2000)
Two authors	Greenland and Maldonado (1994)	(Greenland and Maldonado 1994)
Three authors	Robins, Breslow, and Greenland (1986)	(Robins, Breslow, and Greenland 1986)
More than three authors	Mantel et al. (1977)	(Mantel et al. 1977)
Series of references	Yanagimoto (1990), Sato (1990), and Fujii and Yanagimoto (2005)	<i>Alphabetical order</i> (Fujii and Yanagimoto 2005; Sato 1990; Yanagimoto 1990)

Same author group with different years	Smith et al. (1985, 1986)	(Smith et al., 1985, 1986)
Same author group with same year	Lawrence and David (2009a, 2009b)	(Lawrence and David 2009a, 2009b)
First releases	Mansfield ((1922) 1993)	(Mansfield (1922) 1993)
Author (with same sur-name and different initials) with same year	T.H.E. Smith et al. (2003) and A. Smith et al. (2003)	<i>Alphabetical order</i> (A. Smith et al. 2003; T.H.E. Smith et al. 2003)
Archival material	(archive, folder, document, date), abbreviated format: author’s decision; coherence is mandatory	(archive, folder, document, date); abbreviated format: author’s decision; coherence is mandatory
Interviews / Oral Sources	(name / pseudonym of interviewee, interviewer, place, date); format: author’s decision; coherence is mandatory	(name / pseudonym of interviewee, interviewer, place, date); format: author’s decision; coherence is mandatory
Author initials	Abbreviated with period	
Reference lists		
Reference type	Example	
Reference list order	Alphabetical order	
1. Archival Sources / Oral Sources / Interviews	Interview with M., 39 years old, Sofia, 30 September 2011. National Archives (NA), HS 5/695, Major P. Bathgate, The Andarte Movement in Epirus, June 1943 - February 1944, B6/108, 3 January 1945.	
2. Journal	Kamtekar, R. 2016. “The Soul’s (After-) Life.” <i>Ancient Philosophy</i> 36 (6): 115–32.	
3. Journal with supplement	Yuan, M., and H. Liu. 2011. “The Economic Consequences of Fair Value Accounting.” <i>Accounting, Economics, and Law</i> 1 (Suppl. 2): 1–42.	
4. Collaboration	WHO. 2016. “Vitamin K for Newborns.” <i>Journal of Midwifery & Women's Health</i> 61 (5): 675–6.	
5. et al. usage (not allowed – all the authors are included)	Wolchik, S. A., S. G. West, I. N. Sandler, J. Tein, D. Coatsworth, L. Lengua, and W. A. Griffin. 2000. “An Experimental Evaluation of Theory-Based Mother and Mother-Child Programs for Children of Divorce.” <i>Journal of Consulting and Clinical Psychology</i> 68: 843–56.	
6. Epub ahead of print (DOI)	Von Ledebur, S. C. 2007. “Optimizing Knowledge Transfer by New Employees in Companies.” <i>Knowledge Management Research & Practice</i> , doi: 10.1057/palgrave.kmrp.8500141 (Epub ahead of print).	

7. Reference – forthcoming	Choi, S., D. Furceri, Y. Huang, and P. Loungani. 2017. "Aggregate Uncertainty and Sectoral Productivity Growth: The Role of Credit Constraints." <i>Journal of International Money and Finance</i> (forthcoming).
8. Book/monograph	Reeve, C. D. C. 1989. <i>Socrates in the Apology</i> . Indianapolis: Hackett Publishing.
9. Book with edition	Scherer, F., and D. Ross. 1990. <i>Industrial Market Structure and Economic Performance</i> , 3rd ed. Boston: Houghton Mifflin.
10. Edited book	Parker, R. H., and G. C. Harcourt, eds. 1969. <i>Readings in the Concept and Measurement of Income</i> . London: Cambridge University Press.
11. Edited book with chapter title and editors	Annas, J. 2015. "Plato's Defense of Justice: The Wrong Kind of Reason?" In <i>The Quest for the Good Life: Ancient Philosophers on Happiness</i> , edited by E. K. Øyvind Rabbås, H.F. Emilsson, and M. Tuominen, 275–94. Oxford: Oxford University Press.
12. Edited book series	Stole, L. 2007. "Price Discrimination and Competition." In <i>Handbook of Industrial Organization</i> , Vol. 3, edited by M. Armstrong, and R. H. Porter, 2221–99. Amsterdam: Elsevier Science Publishers B.V.
13. Proceedings/Conferences	Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H., and Lent, R. 2008. "The Basic Nonuniformity of the Cerebral Cortex." In <i>Proceedings of the Seventh International Conference on Enterprise Information Systems, Miami, FL, 97–108</i> . Berlin: Springer-Verlag.
14. Electronic publication (accessed)	Doe, J. 1999. <i>The Dictionary of Substances and Their Effects</i> . United Kingdom: Royal Society of Chemistry, http://www.rsc.org/dose/title of subordinate document (accessed 15 January, 1999). „Uručene nagrade tradicionalnog konkursa udruženja žena 'Riza' iz Bijeje.“ 10 June 2019. <i>Dan online</i> , https://www.dan.co.me/?nivo=3&rubrika=Kultura&clan=699899&datum=2019-06-10 (accessed 27 April, 2021).
15. Thesis/Dissertation	Rahman, M. 2013. "Using Authentic Materials in the Writing Classes: Tertiary Level Scenario." PhD diss., BRAC University.
16. Report	U.S. Federal Energy Regulatory Commission. 1977. <i>Annual Report of the U.S. Federal Energy Regulatory Commission</i> . Washington, D.C.: GPO.
17. Patent	Christensen G. K., inventor; 1971 Aug. 10. "Toy Building Set." United States patent US 3,597,875.
18. Standards	Standards Australia. 1989. <i>Electrical Equipment for Coal Mines – Insulating Materials – Materials for Insulating Power Conducting Components</i> (AS 1147.1-1989).
19. Cited film works	Weir, P., dir. <i>Picnic at Hanging Rock</i> . 1975. London: Picnic Productions, 2008. DVD.
20. First releases	Mansfield, K. (1922) 1993. "The Garden Party." In <i>The Norton Anthology of English Literature</i> , edited by M.H. Abrams. 6th ed. 2 Vols. London et al.: Norton, 2198-2208.

7. Additional Language Elements

In references, use the **original language**. Titles in languages that do not use a Latin alphabet must be transliterated using the Library of Congress system.

In **English language titles**, all words are to be capitalized except articles, prepositions, abbreviations, and conjunctions such as “and” and “or”. In other languages, titles follow the normal orthographic rules for that language.

Be sure you use all **diacritical signs** correctly (ä, ö, ő, ü, ű, ë, é, è, é, ç, č, ć, í, ř, š, ý, ž, Đ, Ł, Ś, ś, Ţ, Ț, ă, â, î, ũ ...).

Always give the **original names of institutions**, including political parties, in parentheses following the English translation. Examples: the Social Democratic Party (*Partidul Social Democrat*, PSD) in Romania; Poland’s Law and Justice Party (*Prawo i Sprawiedliwość*, PiS).

Titles of office should be in lower case. Examples: prime minister, foreign minister, president, chancellor

Percentages: Use %.

Omissions or explicatory **addenda** within quotations should be placed in [square] brackets. Addenda should end with your initials [like this, S.R.]. Omissions within a quotation are indicated by an ellipsis (three points) in square parentheses [...].

Serial comma: In a list of three or more items, insert a comma before the “and” or “or”. Examples: red, white, and blue / feminine, masculine, or neuter

-ise and -ize endings: British English with -ise spelling and US with -ize spelling. British style is preferred, but consistency is most important.

Hyphens: Used to join words together to form compound terms and expressions. The tendency is to use less and less hyphens. Use one form consistently.

Use the non-hyphenated variant where possible, for example: postsocialist, multidisciplinary, sociopolitical, ethnonational, antisemitic, antifascist, postwar.

Words with prefixes are usually written without hyphens, unless there is a collision of vowels or consonants. Examples: predetermine multinational, but anti-intellectual and pre-eminent
Note that ‘cooperate’ and ‘coordinate’ should be spelled without a hyphen.

En-dash rule –

Used to express a connection or relation between words; roughly meaning “to” or “and”.

Examples: Monday–Saturday, but preferably Monday to Saturday / Dover–Calais, but preferably Dover to Calais

Em-dash rule —

To be used as a parenthetical dash. No space is required on either side of the em-dash.

Example: There is nothing—absolutely nothing—half so much worth doing.

Quotation marks

Use double quotation marks, unless you have quoted matter within a quotation—then use single quotation marks. When quoting a complete sentence, place punctuation within the quotation marks. When quoting a word, an expression, or an incomplete sentence, place punctuation outside of the quotation marks.

Examples: Weber saw it as embodying “the typical power of the ‘non-economic’”.

“Do you have any idea what ‘red mercury’ is?”

Quotations: displayed or run on?

Quotations of less than three manuscript lines are run on. Longer quotations are displayed.

Italics: Consistent application of *italics* is crucial. Use *italics* sparingly:

- for foreign words (the *catenaccio* defensive system employed by the Italians)
- for titles of books, journals, films and other self-contained works in the body text (*A Christmas Carol*, *Journal of Modern History*, *The Times*)

Do not use **bold** print.

Acronyms: Do not use full stops, write: EU, NATO, US, OSCE. Place the acronym in parentheses after the first occurrence of the full term. Afterwards the abbreviation may be used without further ado. Example: The research was carried out by the Economic and Social Research Council (ESRC). The European Union (EU) is presently undergoing its umpteenth crisis.

Numbers, dates, and units of measure

Separate using commas, not space, in numbers of four digits and more: 1,000 and 250,000.

Format dates like this: 11 September 2001.

Use metric measures except where the context makes this unsuitable.

Note that a billion is now understood to mean a thousand million (1,000,000,000 or 10^9) and not (as formerly in British practice) a million million (10^{12}).

Language Style

Avoid parochial references to “this country”, “our legal system”, and the like.

No language that is racist, sexist, derogatory toward a particular religion or creed, or otherwise offensive may be used.

Gender-specific pronouns (he, his, him, and so on) should be avoided if applied to more than one gender. Pluralise the reference (they, them) or repeat the noun.

Do not use the pluralis majestatis (we, our). When the reference is to only one person—the author—use “I” and “my” instead.