

# Chicago-Style Citation for English Texts in Editions of the the Institute of Contemporary History Press

## 1 Introduction

The Institute of Contemporary History Press is introducing a uniform citation method for its collection of monographs *Razpoznavanja/Recognitiones* and collections of articles *Vpogledi/Perspicacités*. The change was introduced with the desire to simplify and unify the – generally similar, but varied in details – citation systems that have been used in book collections thus far. All scientific articles and monograph manuscripts submitted for publication in any of the collections must be edited in accordance with the updated instructions. The editors reserve the right to reject a manuscript that is not edited in accordance with the instructions in this document.

The citation style chosen for use in the Institute of Contemporary History Press' publications is *The Chicago Manual of Style*,<sup>1</sup> as has been used so far for articles in *Contributions to the Contemporary History* (the citation style in this journal does not change in 2027). The basic features of this citation system are footnotes (not endnotes) and a list of cited works (bibliography), which must be included at the end of each scientific article and monograph. In the footnotes, the first mention of the cited work must include all the vital information, and the second or all subsequent mentions of the same work include a shortened version of the information.

Below are general instructions that apply to all authors of manuscripts, followed by examples that show how to cite correctly in the form of footnotes and a final list of works (bibliography).

The list is divided by the types of sources and literature. Three indented lines with examples are provided for each type. **The first indented line indicates the manner of quotation when the cited work appears in the footnote for the first time and must be cited in full. The second indented line indicates the manner of quotation when the work cited appears a second time in the footnote and in all subsequent footnotes when it is abbreviated. The**

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<sup>1</sup> »Chicago-Style Citation Quick Guide,« The University of Chicago, accessed 8. 12. 2025, [https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html).

**third indented line indicates the method of citing of sources and literature in the bibliography at the end of the article or monograph.**

When following the examples below, pay particular attention to data entry order, punctuation, quotation marks, and italics. More detailed instructions, including additional examples of citations, are available on the official website of *The Chicago Manual of Style*.

## **2 General instructions**

The following general guidelines apply to each submitted text.

- Each paper should be submitted as a Word document, written in Times New Roman, font size 12, with double-sided alignment.
- The abbreviations p. or pp. are not added before the indication of the page number.
- Quotation marks of the type »...« are used, not ”...” or ’...’
- When listing several different sources within a single footnote, the sources are separated from each other by a period and not by a semicolon or comma.
- When citing a larger range of pages from sources, a dash (–) is used, and not a hyphen, which is shorter (-).
- When citing several pages, the second number does not include the hundreds if they are the same as the first number, e.g. 118–22, 103–05 or 356–59 (but 198–203). If there are only two consecutive pages, write down both numbers separated by a comma, e.g. 184, 185.
- The comma after the quoted title of the article is written inside quotation marks (e.g.: »The Carinthian tabors,« *Historical Journal* etc.).
- When the same source is cited in two consecutive footnotes, the abbreviation »Ibid.« (for Ibidem) is used, to which a page number different from the one in the previous footnote can be added, e.g. »Ibid., 56.«
- Footnotes are primarily intended to indicate the cited source in the text. While it is permissible to include explanatory footnotes that elaborate on points from the text, authors are encouraged to avoid them and include the essential element of such notes in the main text or delete them.
- If the cited book, article or chapter has a DOI number (Digital Object Identifier), it must be indicated (more on this in the *Article in an online scientific journal* section below).

- The bibliography should be titled »Sources and literature« and divided into the following subcategories (in the order listed), which must contain appropriate alphabetical lists of the materials used: »Archival sources«, »Newspaper sources«, »Literature«, »Online sources«, »Printed sources«, »Oral sources«.
- Hyperlinks (the option of clicking on a web address and being redirected to a web page) should be removed.

### 3 Citations<sup>2</sup>

#### 3.1 A book

The basic sequence of data for cited books is the name of the author(s), title (in italics), place of publication, publisher and year, followed by the page number(s) in footnotes. In the event that the book was published by several publishers, they should all be listed and separated by commas.

##### 3.1.1 A book with one author

- Vasilij Melik, *Slovenes 1848–1918: discussions and articles* (Maribor: Litera, 2002), 99–100.
- Melik, *Slovenes 1848–1918*, 33.
- Melik, Vasilij. *Slovenes 1848–1918: discussions and articles*. Maribor: Litera, 2002.

##### 3.1.2 A book with two or three authors

- Peter Štih and Vasko Simoniti, *At the Crossroads of Worlds: Slovenian History from Prehistoric Cultures to the End of the 18th Century* (Ljubljana: Modrijan, 2009), 52.
- Štih and Simoniti, *At the Crossroads of Worlds*, 59–61.
- Štih, Peter and Vasko Simoniti. *At the Crossroads of Worlds: Slovenian History from Prehistoric Cultures to the End of the 18th Century*. Ljubljana: Modrijan, 2009.

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<sup>2</sup> The examples below are the same examples given in the Slovenian version of this document but translated to English for the sake of comprehensibility; in reality, the vast majority of example texts do not exist in English.

### 3.1.3 A book with four or more authors

In the footnote, only the first author is given, followed by the abbreviation »et al.« (»and others«). All authors must be listed in the bibliography.

- Peter Štih et al., *The Foundations of Sloveneness* (Ljubljana: Cankarjeva založba, 2022), 56.
- Štih et al., *The Foundations of Sloveneness*, 106.
- Štih, Peter, Luka Vidmar, Jernej Kosi and Aleš Gabrič. *The Foundations of Sloveneness*. Ljubljana: Cankarjeva založba, 2022.

### 3.1.4 A book with the editor or translator instead of the author

- Anton Sovré, trans., *Odyssey* (Ljubljana: Mladinska knjiga, 1964), 91–92.
- Sovré, *Odyssey*, 24.
- Sovré, Anton, trans. *Odyssey*. Ljubljana: Mladinska knjiga, 1964.

### 3.1.5 A book with an indication of the editor and translator together with the author

- Stefan Zweig, *The World of Yesterday*, trans. Angela Vode (Ljubljana: Mladinska knjiga, 2008), 242–55.
- Zweig, *The World of Yesterday*, 33.
- Zweig, Stefan. *The World of Yesterday*. Trans. Angela Vode. Ljubljana: Mladinska knjiga, 2008.

### 3.1.6 A chapter or other parts of the book

If there are four or more editors, »et al.« is added in the footnote after the first name, and all editors must be listed by name in the bibliography. The penultimate and last editors are not separated by a comma, but by »and«.

- Andrej Studen, »Exhibitions of the 19th Century as a Medium of Industrial and Consumer Society,« in: Andrej Studen, ed., *The Procession of Goods: the Material*

*Culture of Consumer Society in Slovenia* (Ljubljana: Institute of Contemporary History, 2019), 28–33.

- Studen, »Exhibitions of the 19th Century,« 27.
- Studen, Andrej. »Exhibitions of the 19th Century as a Medium of Industrial and Consumer Society.« In: Andrej Studen, ed. *The Procession of Goods: the Material Culture of Consumer Society in Slovenia*, 25–44. Ljubljana: Institute of Contemporary History, 2019.
- Aleš Gabrič, »The Attitude of the Communist Authorities towards Catholic Intellectuals after 1945,« in: Kornelija Ajlec, Bojan Balkovec and Božo Repe, eds., *Nečak's Collection of Articles: Processes, Themes and Events from the 19th and 20th Centuries* (Ljubljana: Scientific Publishing House of the Faculty of Arts, 2018), 368–70.
- Gabrič, »The Attitude of the Communist Authorities,« 373–75.
- Gabrič, Aleš. »The Attitude of the Communist Authorities towards Catholic Intellectuals after 1945.« In: Kornelija Ajlec, Bojan Balkovec and Božo Repe, eds. *Nečak's Collection of Articles: Processes, Themes and Events from the 19th and 20th Centuries*, 367–78. Ljubljana: Scientific Publishing House of the Faculty of Arts, 2018.

### 3.1.7 E-books

If the book is available in different formats, cite the version you accessed. If the book is available online, please provide the DOI number or URL of the website. Be sure to include the date of access. If e-books do not contain page numbers, add the title of the chapter or sub-chapters or any numerical identification of a part of a book.

- Marija Mojca Peternel, *Into the Heights and Depths: Continuation of the Story about the Branches of the German and Austrian Mountaineering Society in Slovenia* (Ljubljana: Scientific Publishing House of the Faculty of Arts of the University of Ljubljana, 2024), accessed 1. 12. 2025, <https://ebooks.uni-lj.si/ZalozbaUL/catalog/view/553/914/9617>.
- Peternel, *Into the Heights and Depths*, 287–96.
- Peternel, Marija Mojca. *Into the Heights and Depths: Continuation of the Story about the Branches of the German and Austrian Mountaineering Society in Slovenia*.

Ljubljana: Scientific Publishing House of the Faculty of Arts of the University of Ljubljana, 2024. Accessed 1. 12. 2025. <https://ebooks.uni-lj.si/ZalozbaUL/catalog/view/553/914/9617>.

### 3.2 Article in a scientific journal

#### *3.2.1 Article in a printed scientific journal*

After the name of the journal, it is necessary to add information about its volume (which is written without any punctuation directly after the name of the journal), issue number and year of publication (in brackets). If all these data are not known, only those that are available are listed. After the close parentheses with the year of publication, before the page number, a colon is written instead of a comma. If the printed article has a DOI number, it must be provided (see instructions below).

- Alfonz Gspan, »Prešeren's Grave in Kranj,« *Slavic Magazine* 2, no. 1–2 (1949): 40.
- Gspan, »Prešeren's Grave in Kranj,« 42–45.
- Gspan, Alfonz. »Prešeren's Grave in Kranj.« *Slavic Magazine* 2, no. 1–2 (1949): 30–50.
  
- Stane Pečar, »Not even the worst German Terror could bend the Rebellious Ločans,« *The Škofja Loka Panorama* 51 (2004): 250.
- Stane Pečar, »Not even the worst German Terror,« 253–55.
- Pečar, Stane. » Not even the worst German Terror could bend the Rebellious Ločans.« *The Škofja Loka Panorama* 51 (2004): 249–56.

#### *3.2.2 Article in an online scientific journal*

If the journal provides a DOI number, it must be included in the citation. A DOI is a unique permanent identifier that creates a link to the work cited in the link to the web address <http://dx.doi.org/>, even if the domain of the web page on which this source was originally published has changed. If the DOI does not exist, provide the website URL. Be sure to include the date of access.

- Neja Blaj Hribar, »Population Censuses 1857–1931: Presentation of the Source, Data and Analysis,« *Contributions to the Contemporary History* 62, no. 3 (2022): 11–12, accessed 20. 11. 2025, <https://doi.org/10.51663/pnz.62.3.01>.
- Blaj Hribar, »Population Censuses 1857–1931,« 15.
- Blaj Hribar, Neja. »Population Censuses 1857–1931: Presentation of the Source, Data and Analysis,« *Contributions to the Contemporary History* 62, no. 3 (2022): 8–29. Accessed 20. 11. 2025. <https://doi.org/10.51663/pnz.62.3.01>.

### 3.3 Articles in daily and magazine press

If the author of the article is unknown, the reference in the footnote begins with the title of the work. In the case of an unknown author of a newspaper article, the article is not entered in the bibliography as an independent unit, but the title of the newspaper and the year of publication are instead indicated in the subcategory »Newspaper sources«. If several years of the newspaper were cited, all years must be listed (e.g.: *Delo*, 1961, 1968, 1972–1975). If the article is signed, it must be instead placed under the author's last name in the bibliography in the subcategory »Literature«. An initial or initials of an otherwise unidentified author is also considered a signature.

It is not necessary to state the year and number of the daily newspaper and magazines.

In the event that you accessed the article online, it is desirable to indicate the URL of the website and the date of access.

- Špela Kuralt, »Harsh Reactions after the Damage to Tito Monument,« *Delo*, 6. 12. 2025, 5.
- Kuralt, »Harsh Reactions,« 5.
- Kuralt, Špela. »Harsh Reactions after the Damage to Tito Monument,« *Delo*, 6. 12. 2025.
- Miran Vogel, »Professional, Educational and Unifying,« *Delo*, 3. 12. 2017, accessed 23. 11. 2025, <https://old.delo.si/kultura/knjiga/strokovno-poucno-in-zdruzevalno.html>.

- Vogel, »Professional, Educational and Unifying.«
- Vogel, Miran. »Professional, Educational and Unifying.« *Delo*, 3. 12. 2017. Accessed 23. 11. 2025. <https://old.delo.si/kultura/knjiga/strokovno-poucno-in-zdruzevalno.html>.
- »From Ljubljana (Celebration of the 20th Anniversary of 'The News'),« *Agricultural and Handicraft News*, 15. 7. 1863, 222–25.
- »From Ljubljana (Celebration of the 20th Anniversary of 'The News'),« 223–24.
- *Agricultural and Handicraft News*, 1863.

### 3.4 Book review

- Katherine Woods, »Rebecca West's Brilliant Mosaic of Yugoslavian Travel,« review of *Black Lamb and Grey Falcon*, by Rebecca West, *The New York Times*, 26. 10. 1941, [https://archive.nytimes.com/www.nytimes.com/books/00/09/10/specials/west-lamb.html?\\_r=1](https://archive.nytimes.com/www.nytimes.com/books/00/09/10/specials/west-lamb.html?_r=1).
- Woods, »Rebecca West's Brilliant Mosaic.«
- Woods, Katherine. »Rebecca West's Brilliant Mosaic of Yugoslavian Travel.« Review of *Black Lamb and Grey Falcon*, by Rebecca West. *The New York Times*, 26. 10. 1941. [https://archive.nytimes.com/www.nytimes.com/books/00/09/10/specials/west-lamb.html?\\_r=1](https://archive.nytimes.com/www.nytimes.com/books/00/09/10/specials/west-lamb.html?_r=1).

### 3.5 PhD dissertations, master's theses, diplomas

- Anita Grosek, »Rudolf Dobovišek: Life and Work« (diploma, University of Ljubljana, 2001), 21.
- Grosek, »Rudolf Dobovišek,« 23.
- Grosek, Anita. »Rudolf Dobovišek: Life and Work.« Diploma, University of Ljubljana, 2001.

### 3.6 Conference papers

- Andrej Pančur, »Collection, Coding and Analysis of Large Amounts of Semi-Structured Data: Text Corpora and Digital Editions« (contribution at the 40th meeting of the Union of Historical Societies of Slovenia, Nova Gorica, 19.–20. 4. 2023).



- Pančur, »Collection, Coding and Analysis.«
- Pančur, Andrej. »Collection, Coding and Analysis of Large Amounts of Semi-Structured Data: Text Corpora and Digital Editions.« Contribution at the 40th meeting of the Union of Historical Societies of Slovenia, Nova Gorica, 19.–20. 4. 2023.

### 3.7 Website

Since the content of the web pages often changes or becomes inaccessible over time, it is necessary to indicate the date of access or the date of the last modification of the content of the web page (if the data is accessible).

- »Copyright and Related Rights,« modified 25. 11. 2025, <https://www.gov.si teme/avtorska-in-sorodne-pravice/>.
- »Copyright and Related Rights.«
- »Copyright and Related Rights.« Modified 25. 11. 2025. <https://www.gov.si teme/avtorska-in-sorodne-pravice/>.
- »Resolution on the Approval of the Textbook MODERN HISTORY, Textbook, History for the 4th year of High Schools,« Legal Information System of the Republic of Slovenia, accessed 10. 10. 2025, <https://pisrs.si/pregledPredpisa?id=SKLE5901>.
- »Resolution on the Approval of the Textbook.«
- Legal Information System of the Republic of Slovenia. »Resolution on the Approval of the Textbook MODERN HISTORY, Textbook, History for the 4th year of High Schools.« Accessed 10. 10. 2025. <https://pisrs.si/pregledPredpisa?id=SKLE5901>.

### 3.8 E-mail and text messages

We do not list e-mails and SMS messages in the bibliography.

- Janez Novak, e-mail to the author, 28. 2. 2025.
- Novak, e-mail, 28. 2. 2025.
- [nonexistent]

### 3.9 Interview

There is no abbreviation for citing the interview when mentioning it in footnotes for the second or every subsequent time.

- Marjan Novak, interviewed by the author, Maribor, Slovenia, 15. 5. 2025.
- Marjan Novak, interviewed by the author, Maribor, Slovenia, 15. 5. 2025.
- Novak, Marjan. Interviewed by the author. Maribor, Slovenia, 15. 5. 2025.

### 3.10 Archival sources

Due to the various systematizations according to which Slovenian and foreign archives are arranged, there are no exact instructions for citing archival signatures. When citing Slovenian archives, it is necessary to add the »SI« before the abbreviation of the archive. The abbreviation of the archive is followed (without a comma) by the number of the archive fund (without adding the name of the fund) and, depending on the arrangement of the material, by the archival unit (abbreviation »a. u.«), fascicle (abbreviation »f.«) and either the title of the document or the signature of the document, if any of this information is provided. If this information is not available, the author should concisely define or describe what kind of document it is. At the end, the date (or month/year) of the creation of the document is added, if the data is accessible.

There is no shorter form for the archival signature in the second or every subsequent footnote.

In the bibliography, the abbreviation of the archive is indicated (with the form SI included), which is then explained with the full name of the archive. The indents then list the designations of all funds from this archive that have been cited in the text, to which their full names are added this time.

In the event that the archival arrangement does not follow such a pattern, it is permissible, at the author's discretion and in agreement with the editors, to approach the citation of archival sources in other ways. Above all, it is of key importance that the cited document can be precisely located again according to the given data.

- SI AS 60, a. u. 28, File 102: Invoice for Lead, 15. 11. 1921.

- SI AS 60, a. u. 28, File 102: Invoice for Lead, 15. 11. 1921.
- SI AS – Archive of the Republic of Slovenia:
  - SI AS 60, Provincial Administration for Slovenia, Presidency (1918–1924).

Ljubljana, 11. 12. 2025

Institute of Contemporary History Press