Harvard Ukrainian Research Institute
Publications Office
Brief Submission Guidelines
rev. 2019

Preparation of manuscripts

- Electronic submission in Microsoft Word is required. Please use newer, Unicode-compatible Cyrillic fonts. If the fonts used cannot be read by the editors, the submission will be returned.

- Specific formatting issues:
  - ‣ double-spaced
  - ‣ minimal formatting (align things left, consistent 12-pt font size)
  - ‣ no justification of paragraphs
  - ‣ no automatic hyphenation, no soft or discretionary hyphens
  - ‣ all notes and bibliographic entries in roman (not Cyrillic) type or transliterated into roman
  - ‣ submit figures and illustrations in TIFF or JPEG format at a resolution of at least 300 dpi

- Submission policies: Works submitted concurrently to other journals will be rejected. All rights and/or permissions for reproduced material must be obtained by author. We do not return manuscripts.

- We adhere to the latest edition of the Chicago Manual of Style regarding most issues of style and usage.

Transliteration

- Transliteration charts for the East Slavic languages have been included at the end of this document.

- Linguistic texts adhere to a strict scholarly/linguistic transliteration scheme throughout. Literary, historical, and social sciences texts adhere to the Library of Congress conventions, without ligatures.

- Bibliographic citations adhere to strict transliteration (Library of Congress without ligatures or scholarly/linguistic, depending on subject matter). We preserve the spelling of ï.

- To indicate the soft sign we use a slanted prime (U+00B4: ACUTE ACCENT) rather than an apostrophe (Rus´ rather than Rus' or Rus'). This character is an Alt-e on most keyboards. We preserve the Ukrainian apostrophe as a single curly quotation mark.

- Special problem of transliteration prime + possessive suffix: drop the prime; e.g. Dmytro Hryn´ vs. possessive Dmytro Hryn's

Names in Cyrillic

- Place-names
  Omit primes in place-names (except Rus´). Unless names are well known (e.g. Moscow), use the Library of Congress (or scholarly) transliteration from the official language of the state (Cheliabinsk, not Chelyabinsk). Use Polatsk (LOC) or Polack (scholarly) for the Belarusian city of Полацк, but Kyiv and Kyivan (LOC and scholarly) for the capital of Ukraine.

- Personal names
  Please use strict transliteration, including primes, unless the name is commonly known (Yanukovych, Gogol, etc.).

Dates

- Use the day-date-year scheme: 6 April 1984
- Where relevant, indicate whether dates are Julian or Gregorian calendar, or provide dates in both calendars.

Numbers

- Please follow the Chicago Manual of Style regarding the elision of numbers. We have reproduced the table from §9.64 for your convenience.

First number	Second number	Examples
1–99	Use all digits	3–10, 71–72, 96–117
100 or multiples of 100	Use all digits	100–104, 1100–1113
101 through 109, 201 through 209, etc.	Use changed part only	101–8, 1103–4
110 through 199, 210 through 299, etc.	Use two or more digits as needed	321–28, 498–532, 1087–89, 11564–615, 12991–13001
	But if three digits change in a four-digit number, use all four	1496–1504, 2787–2816

Quoted material

- Our preference is to quote in the original language, where possible. Please provide us with English translations either in the text or as an addendum.

Bibliographic citation

- Include all bibliographic information in the notes rather than in a separate bibliography.

- Bibliographic citations adhere to strict transliteration (Library of Congress without ligatures or scholarly/linguistic, depending on subject matter).

- Use the bibliographic system for citations, not author-date (consult Chicago Manual of Style for details).

- Use traditional abbreviations for states (e.g., Mass. preferred over MA)

- Please be sure all bibliographic citations in your notes are complete. Citations lacking required bibliographic information will be returned to you for completion.

Ukrainian Transliteration

Cyrillic	Library of Congress	Linguistic/ scholarly	Cyrillic	Library of Congress	Linguistic/ scholarly
а	a	a	н	n	n
б	b	b	о	o	o
в	v	v	п	p	p
г	h	h	р	r	r
ґ	g	g	с	s	s
д	d	d	т	t	t
е	e	e	у	u	u
є	ie	je	ф	f	f
ж	zh	ž	х	kh	x
з	z	z	ц	ts	c
и	y	y	ч	ch	č
і	i	i	ш	sh	š
ï	ï	ji	щ	shch	šč
й	i	j	ю	iu	ju
к	k	k	я	ia	ja
л	l	l	ь	´	´
м	m	m	’	’	’

Additional East Slavic Letters

	Cyrillic	Library of Congress	Linguistic/ scholarly
Belarusian	ў	ŭ	w
Russian	ё	e	ё
	и	i	i
	ъ	″	″
	ы	y	y
	ь	´	´
	э	e	è