

RULES FOR THE SUBMISSION OF MANUSCRIPTS

Studies and articles sent for publishing must not exceed 30 000 characters (blanks included), notes included; longer text are accepted only exceptionally; it is recommended that the texts not to be continued in the following number. We suggest that texts be sent as attachments to the editing staff e-mail address or on CD (stick), written with font size 11, in MS WORD for WINDOWS (or other compatible editing programs); please do not computer-edit the text beforehand. The title of the text will be written in CAPS, above the title, on the right, using the same type of fonts, the author's (authors') NAME and SURNAME. When the article has paragraphs, the numbers indicating them will be written in bold, including the fullstop after the figure.

The notes will be written in font size 9, as footnotes, numbered sequentially. In the first note indicate, if it is the case, the congress/communication/conference where the article was previously presented and also the research project it belongs to.

The reviews and book presentations will not exceed, as a rule, 8 000 and, respectively, 4000 characters (blanks included), font size 9. They will be presented as follows: the author's or editor's name, the coordinator (followed, for the last one, by the mention (ed.) or (coord.) in CAPS, followed by a comma; the title of the book (and, if it is the case, the subtitle, separated from the title by a fullstop), in *italics*, followed by a comma; the volume (if it is the case), followed by a comma; the number of pages, maps, etc. If the subject of the review/presentation is a periodical publication, the title will be written in between inverted commas, not underlined.

Each article will have an abstract (approximately 2 000 characters, with blanks), in English; an abstract in French, German, Italian or Spanish can be also added to this; the articles in foreign languages will have an abstract in Romanian. At the end of the abstract will be added the key-words (5) in Romanian and English.

At the end of the article, after the abstract and the key-words, will be written, in *italics*, the institution and the author's address, including his/her e-mail address.

The bibliographic references in notes or in the text will be written in the following order: the author's (or authors') name and surname, normal fonts (only the initials in caps), followed by a comma; the title of the book (and the subtitle, separated from the title by a fullstop), in *italics*, followed by a comma; the edition, the edition manager, preface, notes, etc. (if it is the case), fullstop after the title (and subtitle), and initials in caps; the volume (and/or part), in Roman numbers; comma between the title and the volume; if the volume has a title itself, a fullstop will be written before it (after the title of the book and the volume) and after the title of the volume, a comma; publishing place, completely written, normal fonts (except for the initial), followed by a comma; publishing house, followed by a comma; issue year, completely written, in arabic numbers, followed by a comma; page, marked by p., followed by arabic (or Roman) numbers. For studies published in periodical publications, the order is the following: the author's name and surname, in normal fonts (except the initials), followed by a comma; the title of the article, in *italics*, followed by a comma; the indication „in”, followed by the title of the periodical publication, in-between inverted commas (or just the abbreviation); the issue year in Roman numbers only, followed by a comma; the calendar year, in arabic numbers, followed by a comma; the number, if it is the case, (preceded by the indication

nr.), in arabic numbers, followed by a comma; page/pages. If the title (of the book or article) has, in its turn, another title or words that need marking, they will be marked with **bold** and *italic*. For the studies published in homage or collective volumes etc., after the indication „in” there will be written the title of the respective volume, in *italics*; if the volume quoted is entirely the author’s, after „in” there will be written idem; at the end of the note, fullstop. There shouldn’t be used, neither in the text, nor in notes, the abbreviation „v.” for „vezi” (see); there also shouldn’t be used neither in the text, nor in notes, abbreviations of „idem” (used only to replace the author’s or authors’ names) and „*ibidem*” (used as a synonym of „in the same place”); „quoted place” will be abbreviated *loc. cit.*, in *italics*; *supra*, *infra*, *passim* written in *italics*; s.v. (= sub voce) in normal fonts, without blanks; „quoted work” and „quoted article” abbreviated *op. cit.* (not *o.c.*), *art. cit.*, in *italics*.

If bibliographical abbreviations are used (in notes and bibliography), these can be explained either in a footnote, or at the end of the article text, before the abstract and notes, preceded by the indication, in caps, BIBLIOGRAPHICAL ABBREVIATIONS, or BIBLIOGRAPHY. If bibliographical abbreviations are used at the end of the article, they will respect the following rules: the abbreviation will contain the author’s name, followed by the year of the book’s or article’s issue, then the sign =, after that, the bibliographical reference, according to the above-mentioned rules (not repeating the issue year, obviously). For the bibliographical references in the infra-page notes or in the text, any other way of simplifying (sigles, figures, etc.) can be used, on condition it is unitary and consistent; in this case, the sigles and/or the abbreviations will be listed at the end of the article. If giving a list of *Bibliographical abbreviations* or a *Bibliography* is not considered necessary, a study can be truncatedly quoted, but, in this case, after the first quotation, the truncation will be given between parentheses.

The maps, graphs, schemes, drawings and tables will be done in Corel Draw or sent in PDF format.

The time limits for sending the manuscripts to the editorial staff are: December 1 for number 1 of the following year, respectively March 2 for the second number of the same year. *Dacoromania* is a publication that resorts to *peer reviewing*, each article received for publication being read by two reviewers appointed by the editing board. In three months after receiving the material, the editing staff will inform the authors whether or not the the article has been retained for publication. The unpublished manuscripts are not returned to the authors.