



Guidelines for Authors

Typescripts should be approximately 8,000-10,000 words in length (including footnotes and references) and in a word-processing format (Microsoft Word .doc or .docx). OS X users may use the built-in .doc format.

Typescript Structure

Title of the Article

First name LAST NAME¹

Introduction

Section Headings

Section Sub-Headings

“Short quotations are running in the text inside double inverted comas.”

Longer quotations (2 lines and more) are set off from the main text and written as a separate paragraph without quotation marks with a left indent and a smaller police. Quotation cuts are mentioned with [...].

Conclusion

References

The reference list should contain in alphabetical order all the sources cited in the typescript and only these sources. It should strictly respect the following order:

- AUTHOR'S LAST NAME in small caps and transliterated, if needed.
- Author's surname(s) written in full, transliterated, if needed, and followed by the patronymic if any.
→ if there are several authors, write all names and surnames. Above three co-authors, add *et al.*
- for collective books, write (ed.) if there is only one editor and (eds.) if there are several.
- year of publication
→ when a book has been translated or re-published, add in square brackets the year of its first publication (ex: ANDERSON Benedict, 2006, [1983], *Imagined communities*).
→ works by the same author in the same year should be cited as 2009a, 2009b, etc.

¹ The first foot note consists of a biography of the author(s) of the paper with his/her/their affiliation, research topics and areas, main publications and e-mail address (max. 200 words).

- *Complete title of the book, including subtitle, if any in italics; “Title of the article or the chapter” in double inverted comas, followed by the Title of the journal in italics.*
→ when a title is written in a language other than English or French, please provide a translation in English in square brackets.
- for journal articles, write the volume followed by the number in brackets after the journal title as follows: *Central Asia Survey* 26(4)
- for books, write the city of publication followed by two points and the publisher’s name, transliterated, if needed. Notice that cities should be written in English (ex: Moscow: Nauka).
- for journal articles and book chapters, write pages (ex: pp. 23-54).
- for Internet resources or electronic files, write in square brackets the hypertext link followed by “accessed” and the date of last access.

Examples

- ABRAMZON Saul Matveevič, 1949, “Roždenie i detstvo kirgizskogo rebënka (iz obyčaev i obrâdov tân’san’skikh kirgizov)” [Birth and first age of the Kyrgyz kid (customs and rites of Kyrgyzs from the Tian-Shan)], *Sbornik muzeâ antropologii i ètnografii*, vol.12, Moscow – Leningrad: Nauka, pp. 78-138.
- AGENCY OF STATISTICS OF THE REPUBLIC OF KAZAKHSTAN, 2013, *Migraciâ RK za ânvar’-mart 2013 goda* [Migration of the RK in January-March 2013], Astana: Agentstvo Respubliki Kazakhstan po statistike [<http://www.stat.gov.kz/getfmg?id=WC16200012978>, accessed 23 March 2014].
- ANDERSON Benedict, 2006, [1983], *Imagined communities. Reflections on the origin and spread of nationalism*, London – New York: Verso.
- ANONYMOUS, 1869, “Khronika” [Chronic], *Turkestanskije vedomosti* 129, February 12.
- CENTLIVRES Pierre, 1991, “Exil, relations interethniques et identités dans la crise afghane,” *Revue du monde musulman et de la Méditerranée* 59-60, pp. 70-82.
- 1994, “Les groupes ethniques et les ‘nationalités’ dans la crise afghane,” in Riccardo BOCCO & Mohammad-Reza DJALILI (eds.), *Moyen-Orient : migrations, démocratisation, médiations*, Genève – Paris: IUHEI – Presses Universitaires de France, pp. 161-170.
- KRADER Lawrence, 1963, *Social Organization of the Mongol-Turkic Pastoral Nomads*, The Hague – Bloomington: Mouton – Indiana University [Uralic and Altaic Series, vol.20].
- HUMPHREY Caroline & David SNEATH (eds.), 1996, *Culture and Environment in Inner Asia. I. The Pastoral Economy and the Environment*, Cambridge: The White Horse Press.
- SAHADEO Jeff, 2013, “*Druzhba Narodov* or second-class citizenship? Soviet Asian migrants in a post-colonial world,” *Central Asia Survey* 26(4), pp. 559-579.
- SZPORLUK Roman (ed.), 1994, *National Identity and Ethnicity in Russia and the New States of Eurasia*, London: M.E. Sharpe [The International Politics of Eurasia, vol.2].
- YUSUPOV Ahmed, 2014, “Afghan Ethnic Tensions Rise in Media,” *New York Times*, March 11.

Abstracts and Keywords

Each typescript should be completed with:

- a 100-word abstract in three languages : please provide it in English, Russian and French according to your language skills (if needed, the IFEAC can arrange translations). The abstract should be clear and informative, giving an indication of the scope of, and results contained in, the paper.
- a list of 3 to 8 keywords in the three languages.

Abstract

Keywords: between 3 and 8 keywords.

Résumé

Titre de l'article en français.

Text of the résumé in French.

Mots-clés : entre 3 et 8 mots-clés.

Аннотация

Название статьи на русском языке.

Text of the аннотация in Russian.

Ключевые слова: от 3 до 8 ключевых слов.

Footnotes and Reference System

Footnotes should be numbered throughout each chapter in an unbroken sequence.

Superscript footnote numbers

Notes should be referred to in the text by **superscripts** 1, 2, 3 etc. placed outside punctuation, but inside the closing parenthesis when referring to matter within parentheses (ex: Text,¹ text: “quotation ‘quotation in quotation’² quotation.”³ Text!⁴)

References

References are mentioned according to the author-date system: the textual reference should give the author’s surname, the date of publication and the page reference within brackets in the body of the text (ex: Young, 1994, pp. 35-38). Short references are repeated in detail in the bibliography at the end of the typescript (ex: YOUNG Crawford, 1994, *The African Colonial State*, Princeton: Princeton University Press).

Page numbers are written as follows: p. 109 or pp. 109-110 or pp. 109ff. (page 109 and following).

Abbreviations for Archives

Ex: CGARUZ, f. 12, op. 2, d. 31, č. 4, l. 112.

CGARUZ	Central’nyj gosudarstvennyj arkhiv respubliki Uzbekistan / Özbekiston Respublikasi Markazij Davlat Arkhivi [Central State Archives of the Republic of Uzbekistan]
f.	<i>fond</i> “collection”
op.	<i>opis</i> “register”
d.	<i>delo</i> “file”
č.	<i>čast’</i> “part”
l.	<i>list</i> “folio”

Illustrations

Illustrations (tables, figures, maps, photos) should be incorporated in the text with numbered captions and the author's name for photos.

ex: Illustration n° 1: Map of migration flows per age categories, 1989-1994.

Illustration n° 2: Picture of the Syr-Daria in Khujand, Tajikistan (photo: P. Smith).

The **text** of the article should clearly refer to each illustration.

ex: As illustration n° 1 shows, migration flows have intensified ...

... has led to the erosion of the banks of the Syr-Darya (see Illustration n° 2).

Beside their insertion in the article, please send each illustration in a separate file (Excel, Jpeg, Adobe Illustrator, etc.). Photos and maps should be in HD (min. 300 dpi) in order to guaranty the best quality in a black-and-white print.

Spelling, Punctuation and Capitalisation

Spelling

Authors should consistently adopt either British or American spelling conventions (-ise ou -ize) throughout their typescripts (except in quotations from other sources, where the spelling convention of the original should be retained).

Capitalisation

Transliterated capital letters are accented: Â, Û, Ë, È, Č, Š, Š, Ž

Write **acronyms** in small caps with no stops (ex: USSR, ASSR, UNDP, OSCE, UNESCO, NATO, ESCAS).

Use **capital letters** for institutions (ex: National University, Academy of Sciences, Parliament, Ministry of Education), for peoples (ex: Uzbeks, Russians), for languages (ex: Uzbek, Russian), for directions (ex: North, Northern province, North-East) and for key dates (ex: Christmas Day, October Revolution, Second World War).

Quotation Marks, Italic Font or Square Brackets

Double inverted comas (“ ”) enclose a short direct quotation within the text (interview, excerpt). Please remember that long quotes should be written in a separate paragraph without quotation marks.

Inverted comas (‘ ’) are used for familiar or informal phrases, or to mark a quotation within a quotation (ex: The lady asked: “Who shouted ‘Fire!’ in the street?”)

Italic font is used for book titles, including in references. It applies also to words written in their original language (ex: *propiska*, *nacional'nost'*) unless they are commonly used in English and should be then kept in roman letters (ex: perestroika, intelligentsia, apparatchik, ukase, bazar).

Square brackets enclose the translation of book and article titles, as well as the translation of transliterated words and phrases (ex: the journey in a *maršrutka* [mini-bus] took not less than eight hours; the access to the *madrassa* [Islamic school] was strictly controlled by the administration).

Hyphenation

Use the **hyphen** (-) when adding a prefix (ex: post-Soviet, ex-communist), creating compound words from separate words (ex: up-to-date, in April-May, a 100-word abstract) or writing numbers out as words (ex: twenty-two). Please note that there are no spaces before and after the hyphen.

Use the **dash** (–) when creating lists (ex: London – New York as the two towns of edition of a book) or for incised information within a sentence (ex: The governor of the province – a former apparatchik – had seized power by force) or at the end of the sentence (ex: This was the end of the war – or so they thought). Please note that there should be spaces before and after the dash.

Use of *idem*, *ibid* and *op. cit.*

Idem refers to the previous source and to the same page (ex: *Idem.*)

Ibid refers to the previous source but to a different page (ex: *Ibid*, p. 38).

Op. cit. refers to a source already cited but which is not immediately preceding. There is a no-break space between *op.* and *cit.* (ex: Durkheim, 2007, *op. cit.*, p. 43).

Numbers and Dates

Numbers should be written out up to 100 (ex: one, twenty-two, one hundred), except in a discussion that includes a mixture of numbers above and below this (ex: 356 walkers overtook 72 others, as 6 fell back). Numbers with units should always be given in figures with a no-break space (Ctrl + Shift + Space) between the number and the unit (ex: 4 cm).

Numbers take commas with four or more digits (ex: 200,000 people; 2,134.50 dollars).

Dates should be written in the form: 10 December 1948; 10 December; AD 245-50.

Centuries should be written out (ex: the twentieth century) and **decades** should be written without an apostrophe (ex: in the mid-1920s).

Transliteration

All the ethnonyms, the toponyms, and the names of historical figures which exist in English should be written in their anglicized form (ex: Catherine II and not Ekaterina Alexeevna, Tashkent and not Taškent, Nazarbayev and not Nazarbäev).

The other proper nouns which do not have an anglicized form and common nouns in foreign languages should be written according to the following transliteration tables. In addition, common nouns should be written in italic font (ex: the village of *Ângiqišloq*, *nacional'nost'*, *istiqlol*).

Table of transliteration for the main Cyrillic alphabets in use in Central Asia

Russian alphabet		Additional letters							
Russian	trans-literation	Kazakh	Kyrgyz	Turkmen	Karakalpak	Tatar	Uygur	Tajik	Trans-literation
а/А	a/A	ә/Ә		ә/Ә	ә/Ә	ә/Ә	ә/Ә		ä/Ä
б/Б	b/B								
в/В	v/V								
г/Г	g/G	ғ/Ғ			ҒҒ ҒЬҒЬ		ғ/Ғ	ғ/Ғ	gh/Gh
д/Д	d/D								
е/Е	e/E								
ё/Ё	ë/Ë								
ж/Ж	ž/Ž			ж/Ж		ж/Ж	ж/Ж		dž/Dž
з/З	z/Z								
и/И	i/I							ӣ/Ӣ	ī/Ī
й/Й	j/J								
к/К	k/K	к/К			қ/Қ қьҚь		к/К	к/К	q/Q
л/Л	l/L								
м/М	m/M								
н/Н	n/N	ң/Ң	ң/Ң	ң/Ң	ң/Ң	ң/Ң	ң/Ң		ng/Ng
о/О	o/O	ө/Ө	ө/Ө	ө/Ө	ө/Ө	ө/Ө	ө/Ө	ӯ/Ӯ	ö/Ö
п/П	p/P								
р/Р	r/R								
с/С	s/S								
т/Т	t/T								
у/У	u/U	у/У	у/У	у/У	у/У	у/У	у/У		ü/Ü
/		ұ/Ұ							u/U
ф/Ф	f/F								
х/Х	kh/Kh	h/h			х/Х	h/h	h/h	х/Х	h/H
ц/Ц	c								
ч/Ч	č/Č							ч/Ч	dž/Dž
ш/Ш	š/Š								
щ/Щ	š/Š								
ъ/Ъ	"								
ы/Ы	y/Y	i/I							ī/Ī
ь/Ь	'								
э/Э	è/È								
ю/Ю	û/Û								
я/Я	â/Â								

The transliteration of proper and common nouns written in Cyrillic Uzbek will use the Latin Uzbek alphabet in force in post-Soviet Uzbekistan (www.oxuscom.com/New_Uzbek_Latin_Alphabet.pdf and for more information <http://www.oxuscom.com/orthography.htm#part%20II>).

Table of transliteration for Arabic / Persian / Chaghatay alphabet

ا – a / i / u	ج – j	ر – r	ض – ḍ	ق – q	ه – h
آ – ā	چ – ch	ز – z	ط – ṭ	ك – k	ة – a
ب – b	ح – ḥ	ژ – zh	ظ – ṣ	ل – l	ی – y / ī
پ – p	خ – kh	س – s	ع – ‘	م – m	‘ – ‘
ت – t	د – d	ش – sh	غ – gh	ن – n	
ث – th	ذ – dh	ص – ṣ	ف – f	و – w / ū	

As for Chaghatay, the transliteration of the vocalic system (particularly transcription of aperture oppositions) will be at the discretion of each author.

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