

## *POLYMATHEIA*

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### **INFORMATION FOR AUTHORS**

#### **1. MANUSCRIPTS**

Original and unpublished quantitative and qualitative manuscripts discussing any topics related to or with implications for Cultural History, are considered.

Only manuscripts that comply in all respects with the publication regulations will be accepted. The editor notifies the author of the receipt of the manuscript, even if it is incomplete, and returns it to the author for correction or replacement.

#### **Manuscript submissions:**

Manuscript submissions should be sent as email attachments, in either Microsoft Word or Rich Text Format to the editor-in-chief, Irén Simándi (polymatheia.mnf@gmail.com), and should include full names, organizational affiliation, country and email address and indicate the corresponding author in case of multiple authors.

#### **Evaluation process:**

When a manuscript is queued, the acceptance and publication of the submitted manuscripts is decided by the editorial board. In case of acceptance submitted articles are peer reviewed. Review results once available are sent to the corresponding author. Review results may mean acceptance or rejection of a manuscript. References should be placed in footnotes.

**Address** of Editorial Board: Kodolányi János Egyetem, Budapest, Frangepán u. 50-56, 1139.

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#### **2. STYLE SHEET GUIDELINES**

Manuscripts should be written in clear, concise, and grammatically correct English. Figures and tables are placed in the text or in an appendix at the end of the manuscript, indicating their place in the text – in both cases, the source must be indicated. Please note that the appendices are included in the length of the articles. Submissions should be written in MS Word format and should follow the style sheet guidelines.

The length of the articles should be 40 000 – 50 000 characters including spaces (app. 20 pages). Manuscript should contain the title of the article, the author(s), an abstract (800-900 characters) and 5 keywords.

The abstract must state the rationale, objectives, methods, results and conclusion of the study reported in the manuscript.

Script is written with Times New Roman, font size: 12, spacing: 1,5, paragraph of article not indented. *Highlights should be written in italics only.* Only title and the titles of the chapters

are written in bold. Chapters should not be numbered, the **title of main chapters** should be in bold, the *title of sub-chapters* should be in italics.

### References:

Include the URL and/or DOI of each of the cited sources in the references, place the DOI number at the end of the reference.

### Examples in full footnotes:

*To reference a book with DOI:*

Miller, Donald L. (1997): *City of The Century: The Epic of Chicago and the Making of America*. Simon & Schuster, New York. <https://doi.org/10.1086/ahr/102.5.1571>

*Contribution in a collective book:*

Erdő Péter (2011): Igazságosság és közjó. In: Rochlitz Bernadett (szerk.): *Krisztusban van az igazság*. A Keresztény Értelmiségiek Szövetsége VIII. országos kongresszusa. KÉSZ, Budapest. 121-130.

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Gordon, Alan (2004): Introduction: The New Cultural History and Urban History: Intersections. *Urban History Review / Revue d'histoire urbaine*, 33(1): 3–7. <https://doi.org/10.7202/1015670ar>

*Newspaper article:*

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Citation for the first time is requested in full, followed by a short reference based on author and year. Please use *ibid.* if only one work is quoted from that author. There should be no cross-references.

### Example of a reference in a short footnote:

*When using a single work by an author*

Author: *ibid.* cited pages.

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Author (Year): Cited pages.

Kovács (1989): 12.

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### Reference to an archival source:

In the first place, the name of institution e.g. Hungarian National Archives (HNA). Followed by full catalogue reference(alphanumeric code) and the internal identifier and finally folio, page, docket, membrane or other number within the piece (the container box, volume, folio, bundle, roll and so on). (Indicate everything that can be described about the document.)

### Online material:

A Magyar Rádió hőskora (1925-1932). <https://mek.oszk.hu/02100/02185/html/497.html> (Accessed: 2020. 01. 19.)