

INSTRUCTIONS TO AES ASSOCIATES

1. AES publishes as yet unpublished or difficult to access sources for Slovenian Church history (including photographs, pictures, and tables).
2. The publication of resources in their original language follows the rules of textual criticism. The document itself or a cluster of documents is introduced by the author in the preliminary discussion.
3. All articles should be submitted in electronic form (line spacing 1.5, font Times New Roman, alignment to the left) and are to be of up to about **10,000 words**.
4. All articles will be sent for review. Reviews are anonymous, and a positive review is the condition for publication of the article.
5. When submitting an article the authors must state their full address, title or occupation, workplace, the address of the institution of their employment, and the author's e-mail address.
6. All articles should include a **summary** (up to 150 words) and **key words** (up to 5 words).
7. For monographs the limit for the number of words does not apply, all other details should be arranged with the editorial board.
8. **The text of the article** should be clear and intelligibly structured (chapter, subchapter titles) so that the purpose, work method, results, and conclusions can be inferred.
9. **Notes** must be stated uniformly as **footnotes below the line** (font size 10). A **bibliographic footnote** should, when stated for the first time, include the complete title or location: full name of the author, title of the work (when citing the publication in a magazine or a collection of works, state the title), place and year of the publication, pages:
 - Example for a monograph: Bogdan Kolar, *In memoriam II: nekrolog salezijancev neslovenske narodnosti, ki so delovali na Slovenskem*, Ljubljana 1997, pp. 116–119. The publishing house of the monograph is stated only in Sources and Literature.
 - Example for an article in a magazine: Bogdan Kolar, Celje v času prve svetovne vojne kot se kaže v cerkvenem arhivskem gradivu, in: *Studia Historica Slovenica* 9 (2009), nos. 2–3, p. 543–574.
 - Example for a newspaper (author): Kanonična vizitacija in birmovanje v letu 1914, in: *Ljubljanski škofijski list (LŠL)* 49 (1914), no. II., p. 31.
 - Example for an article in a collection of works: France M. Dolinar, Die Rolle und die Bedeutung der Jesuiten während des 17. und 18. Jahrhunderts im slowenischen Raum, in: *Die Jesuiten in Innerösterreich. Die kulturelle und geistige Prägung einer Region im 17. und 18. Jahrhundert* (Eds. W. Drobesh and P. G. Tropper), Celovec/Klagenfurt 2006, p. 215–217.
 - In the continuation a meaningful abbreviation is used (hereon: Kolar, *In memoriam II*, p. 116–119.).
10. The Bible, Church documents or some other frequent quotation can be cited in the text according to the established method of citation of such works.

11. All abbreviations should be explained at the beginning of the dissertation or in the first footnote. For Slovenian abbreviations the rules of the *Slovenski biografski leksikon* should be followed, while for the foreign abbreviations the rules stated in the first volume of the *Lexikon für Theologie und Kirche*.
12. When citing archival sources state: the archive (when mentioned for the first time, state its full name; if cited several times in the article, give the abbreviation in the brackets), name of the fonds or collection (shelf mark, if there is one), binder (box) and archival unit number, and the title of the cited document (example: NŠAL 332, Birme in vizitacije, šk. 22, Usmiljeni Samarijan, Ljubljana, 5. 9. 1943, št. 934.)
13. The chapter Sources and Literature should include all sources and literature from the footnotes, in a systematic, alphabetical order. Archival sources, internet sources, newspaper sources, literary works etc. should be written separately. If the text or footnotes include any abbreviations, the list of those should be, by prior arrangement with the editorial board, included at the end of the article.
14. Graphic material should be submitted to the editorial board only in electronic form and in high resolution (300 dpi), saved uncompressed in a JPG file. Graphic material (photographs, diagrams, tables, maps etc.) should be submitted separately (the text should include only a clear marking of the material's location) in a separate folder (file) with the author's full name. Graphic material should include captions with the stated sources.
15. **Authors are solely responsible** for the scientific content of the article and the accuracy of its data.
16. The editorial board is in charge of **proofreading**. The author reviews the changes and **authorises** the proofread text. The editorial board sends **the first correction** to the author to be approved; expanding the text upon the first correction is not allowed.
17. Authors are obliged to follow the instructions published in every print edition of AES and on the AES website.
18. Articles published in the printed magazine will also, after a certain period of time, be posted on the AES website. By agreeing to the publication of the printed version, authors simultaneously agree with the publication of the e-version of the article.

In case of any questions regarding the citing of literature and archival sources, the author should contact the editor of AES.

Manuscripts and illustrations will not be returned to their authors.

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