

## BASIC STYLE SHEET FOR MANUSCRIPTS ACCEPTED BY *THE RUSSIAN REVIEW*

It is the author's responsibility to ensure that their manuscript accords with the journal's style once it has been accepted for publication. The journal's staff will also perform routine copyediting for style and content following acceptance. The best way to ensure conformity to the journal's stylebook is to read recent issues and familiarize oneself with the style. The basic requirements, however, include:

- Using American (U.S.) spelling and punctuation style;
- Using the Month Day, Year, system (July 17, 2022);
- Avoiding enumeration of elements in outline style;
- Avoiding heavy use of offset blocked quotes;
- Citations provided as footnotes, following a modified version of the Chicago Manual of Style (detailed below)
- No lists of "References" or "Works Cited";
- No in-text parenthetical references unless limited to a single, often-referred-to source (usually in an article devoted to an analysis of one work, be it a novel or a source material); and,
- Translating quotations from foreign-language sources into English (except for poetry, which may be run in side-by-side columns, Cyrillic on the left, English on the right).

Because we are a Russian and Eurasian Studies journal that nevertheless publishes English-language articles, titles of works should be given in their accepted English-language translation in the main body of the article, and then the author should provide the full, original-language bibliographic citation of the work in transliteration in the first available footnote.

For example, in the body of the article an author could write:

"Gosplan published a series of articles laying out a grand vision of "The Automobilization of the USSR" in early 1929."<sup>[FN]</sup>

The footnote itself would then be:

<sup>[FN]</sup>Gosplan, "Avtomobilizatsiia SSSR," *Izvestiia*, February 2-March 12, 1929.

The important exception here involves titles of periodicals: these by convention are run in transliterated Russian (*Pravda*, *Izvestiia*, *Istoriia SSSR*, *Literaturnaia gazeta*, etc.) [nobody writes about an article in *Truth*, for example].

### DOCUMENTATION (FOOTNOTING):

Authors are reminded that one element of good style is to not overwhelm the reader with innumerable footnotes. It is not necessary to footnote every quote, every assertion, at the exact point it is made: it can wait until the end of the sentence, even if multiple sources are used and multiple thoughts expressed. Instead of:

Stalin said that he wanted “to do this,”<sup>[FN1]</sup> but Molotov argued that “we should do that instead,”<sup>[FN2]</sup> and while they argued the people acted on their own, not waiting for instructions from above and “violently imposing their own will.”<sup>[FN3]</sup>

Authors should instead write:

Stalin said that he wanted “to do this,” but Molotov argued that “we should do that instead,” and while they argued the people acted on their own, not waiting for instructions from above and “violently imposing their own will.”<sup>[FN]</sup>

The resulting single footnote would then contain the three separate sources, in order of their reference in the sentence, separated by semicolons and concluding with a period. Any additional sources not directly cited in that sentence, or used as a source of information, but still relevant or supportive, would then be added to a second sentence that begins with “See also ...”

Authors also should avoid long, discursive footnotes on ancillary topics. If a topic truly is germane to the subject under investigation, it should be discussed in the main body of the article, not relegated to a footnote.

#### CITATION STYLE:

*The Russian Review* uses a modified version of *The Chicago Manual of Style*. A full bibliographic citation should be provided the first time a source is cited. Subsequent references may be given in shortened form. With few exceptions, the basic form of citation should be:

#### BOOKS:

<sup>[FN]</sup>Abram F. Khavin, *Kratkii ocherk istorii industrializatsii SSSR* (Moscow, 1962).

<sup>[FN]</sup>Abram F. Khavin, *Kratkii ocherk istorii industrializatsii SSSR* (Moscow, 1962), 35-46. [when citing specific pages]

<sup>[FN]</sup>Abram F. Khavin, *A Brief History of the Industrialization of the USSR*, trans. Jane Doe (New York, 1963).

<sup>[FN]</sup>V. N. Malin and A. V. Korobov, comps., *Direktivy KPSS i Sovetskogo pravitel'stva po khoziaistvennym voprosam, 1917-1957 gg.*, 4 vols. (Moscow, 1957).

[note: if there are 3 or more authors/editors/compilers you should list the first-named author and then use “et al.”]

Shortened references: After a source is cited with a full bibliographic citation for the first time, subsequent references should be limited to the author’s last name, an abbreviated title that conveys the essential information [initial articles should be dropped], and the relevant volume and page number(s).

For example: <sup>[FN]</sup>Khavin, *Kratkii ocherk*, 35.

<sup>[FN]</sup>Khavin, *Brief History*, 981

[FN] Malin and Korobov, *Direktivy KPSS*, vol. 4.

[FN] Malin and Korobov, *Direktivy KPSS* 4:213-17.

#### ARTICLES OR ESSAYS IN COLLECTED WORKS OR COLLECTIONS OF ESSAYS:

[FN] “Rezolutsiia XVI konferentsii VKP(b) o putiakh pod’ema sel’skogo khoziaistva,” April 13, 1929,” in *Direktivy KPSS i Sovetskogo pravitel’sтва po khoziaistvennym voprosam, 1917-1957 gg.*, 4 vols., ed. V. N. Malin and A. V. Korobov (Moscow, 1957), 2:38-40.

Shortened reference:

[FN] “Rezolutsiia XVI konferentsii,” *Direktivy KPSS* 2:38.

[note the absence of punctuation between the shortened collection title and the volume number. The presence of a comma after the collection title would signify that the numeral refers to a page, not a volume].

#### ARTICLES IN JOURNALS

[note that the initial articles “A” and “The” should be excluded from journal titles]:

[FN] V. P. Fadeev, “Tekushchaia rabota,” *Avto-traktornoe delo* (October 1931): 47-54.

[FN] Kurt S. Schultz, “Building the ‘Soviet Detroit’: The Construction of the Nizhnii-Novgorod Automobile Factory, 1927-1932,” *Slavic Review* 49 (Summer 1990): 200-212.

[when an issue number is also equivalent to an issue name, the journal’s preference is to list the name rather than the number. If only an issue number is used or known, it should follow the volume number immediately, separated by a colon.]

#### ONLINE JOURNAL ARTICLES:

Authors should provide as much traditional information as possible (Author, “Title of Article,” Title of Journal, volume, issue name/number, year of publication, pages if given), and then should add the Digital Object Identifier (DOI) if the journal lists one, or a URL if not. At the end of a citation with no DOI the author should include, in parentheses, the date of last access. For example:

[FN] Tomas Balkelis, “The Logic of Violence in the Polish-Lithuanian Conflict, 1920-1923,” *Nationalities Papers* 49:5 (2021): 911-25, <https://doi.org/10.1017/nps.2020.46>.

[FN] Vitalii Syrokomskii, “Zagadka patriarkha: Vospominaniia starogo gazetchika,” *Znamia*, 2001, no 4:35-42, available at [znamlit.ru/publication.php?id=1407](http://znamlit.ru/publication.php?id=1407) (last accessed July 16, 2022).

#### NEWSPAPER ARTICLES:

[FN] “Amerikanskii avtomobil’ ili rossiiskaia telega?” *Pravda*, July 22, 1927.

<sup>[FN]</sup> “Podgotovka k postroike avtomobil’nogo zavoda-giganta,” *Ekonomicheskaiia zhizn’ (EZh)*, March 16, 1929.

<sup>[FN]</sup> Nikolai Osinskii, “Ocherednye voprosy nashego avtostroitel’stva,” *Za Industrializatsiiu (ZI)*, June 11, 1929.

[note that, in general, page references are unnecessary for newspaper articles.]

#### DISSERTATIONS:

References to dissertations should provide Author and “Title” followed in parentheses by the degree-granting institution and the year of successful defense. For example:

<sup>[FN]</sup> William K. Wolf, “Russia’s Revolutionary Underground: The Construction of the Moscow Subway, 1930-35” (Ph.D. diss., Ohio State University, 1994).

#### ARCHIVAL CITATIONS:

Information given in references to archival documents will vary widely, depending on the type of source one is citing and the filing systems used by various archives. In general, however, authors should list, in this general order, the author, title/description, and date of the document, followed by the name of the archive, and then the routing/filing information used by that archive.

If a document has a specific title, that title should be given in Latin-script transliteration (Library of Congress transliteration system only); otherwise, the author should provide a clear and concise English-language description of the document in place of the author and title. For example:

[example 1]:

<sup>[FN]</sup> “Prikaz po VSNKh SSSR No. 305,” February 18, 1931, Tsentral’nyi gosudarstvennyi arkhiv narodnogo khoziaistva (TsGANKh), f. 5808, op. 351, d. 22, ll. 13-18ob.

Subsequent reference to this document would be simply:

<sup>[FN]</sup> “Prikaz po VSNKh SSSR No. 305,” l. 14.

Subsequent reference to any document from this archive would be:

<sup>[FN]</sup> “Postanovlenie STO SSSR ‘O nizhegorodskom avtozavode,’” February 22, 1931, TsGANKh, f. 4676, op. 25, d. 122, ll. 8-13.

[If a Russian-language archival document does not have a formal title, preferred practice is to provide an English-language description of the document before giving the routing information]. For example:

<sup>[FN]</sup>Lazar Kaganovich letter to regional party secretaries, May 3, 1929, TsGANKh, f. 4647, op. 25, d. 122, l. 97.

[example 2]:

<sup>[FN]</sup>D. C. Poole (U.S. chargé d'affaires, Berlin) telegram to Frank B. Kellogg (U.S. secretary of state), November 19, 1928, National Archives of the United States, Washington, Record Group 59, General Records of the U.S. Department of State (RG 59), file: 861.797/7.

Subsequent reference to this document would be simply:

<sup>[FN]</sup>Poole to Kellogg, November 19, 1928.

Subsequent first-time references to other documents from this archive would be:

<sup>[FN]</sup> “Interview with American engineer traveling from Moscow to Berlin,” April 9, 1931, RG 59, file: 861.50-Five Year Plan.

[example 3]:

<sup>[FN]</sup> “Reminiscences of Mr. Bredo Berghoff,” Ford Motor Company Archives (FMCA), Henry Ford Museum and Dearfield Village, Dearborn, MI.

Subsequent references to this document would be simply:

<sup>[FN]</sup>Berghoff Reminiscences, FMCA.

Subsequent first-time references to other documents from this archive would be:

<sup>[FN]</sup>Frank Sorenson to James Perry, December 6, 1929, FMCA, accession 38, box 60, folder “Introduction: Letters of, and Visitors (1929).”

USE OF “*ibid.*”: Authors should use this abbreviation sparingly (it is not italicized). Instead of a succession of footnotes containing “*Ibid.*” in one paragraph, authors should run a single footnote at the end of the paragraph that contains the source used, followed by the relevant page numbers in order of reference. A footnote may not begin with “*Ibid.*” if the preceding footnote contains two sources.

SUBMITTING IN RUSSIAN: Authors may submit Russian-language manuscripts but should follow *The Russian Review*'s style for footnoting and documentation, not Russian scholarly practice. The evaluation and revision processes will be conducted using the Russian-language document, but upon acceptance it will be the author's responsibility to obtain a high-quality English-language translation that the journal will use for publication.