1. **Scope and general policies of the Journal**

*Comparative Southeast European Studies* (COMPSEES) is a forum for scholars in the Social Sciences and Contemporary History. Taking a comparative and multidisciplinary perspective it explores critical processes and societal issues related to the area bounded by the eastern Adriatic, the eastern Mediterranean, and the Black Sea.

COMPSEES is issued four times a year (March, June, September, December), and it is published in print and digitally in open access. COMPSEES publishes English-language articles in the following categories:

- Research Articles – displays of original empirical research
- “Open Section” contributions pertain to other text genres, which are presented under headings such as
  - Commentary
  - Interview
  - Background
  - Policy Analysis
  - Film in Focus
  - Debate
  - Spotlight
  - Book Symposium
  - The Making of...
  - ... and others. This is a flexible section allowing us to address more immediately pertinent political, social, cultural, and academic matters.

- Book Reviews

Submissions in the following fields are welcomed:

- Political Science
- Sociology
- Contemporary History
- Anthropology
- Economics
- International Relations
- Law Studies
- Gender Studies
- Media Studies
- Cultural Studies
- ... and related disciplines
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Rejection of manuscripts Manuscripts dealing with subjects that have been well studied in the literature, and that do not resolve questions raised by previous studies, or manuscripts that are methodologically underpowered, are likely to be rejected without peer review. Manuscripts are also returned to authors if they do not comply with the Information for Authors.

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Appeals Manuscripts that have been declined for publication will be reconsidered only at the discretion of the editor(s). Authors who wish to request reconsideration of a previously rejected manuscript must do so in written form with a rebuttal emailed to the journal editorial office. Authors should explain in detail the reasons why they believe the manuscript should be reconsidered. If the rebuttal is accepted, the author will be asked to re-submit. The new manuscript will receive a new ID and submission date and then undergo peer review.

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Acknowledgments: (If applicable).
Research funding: None declared.
Informed consent (If applicable): Informed consent was obtained from all individuals included in this study.

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At proof stage, only minor changes other than corrections of printers' errors are allowed.

**Cover letter** Each manuscript should be accompanied by a cover letter containing a brief statement by the authors describing the novelty and importance of their research.

**General format and length** Type the manuscript (including table legends, figure legends and references) double-spaced using 12 pt font size and 2.5 cm / 1 inch margins. Number all pages.

When you submit your work, please ensure the following:

- The manuscript is complete and uploaded correctly. (The HTML version and the PDF file generated from the submitted files must be approved.)
- The *title page* contains the full title, short title, the full names of all authors (personal name, middle initials, family name), and the full address and the academic title of the corresponding author. The title page should also report the word count, the number of tables and figures, and whether the submission includes any supplemental material.
- All Figures and Tables have been uploaded and appear correctly at the end of the PDF.
- Abstract, Keywords, List of Abbreviations, Tables and Figures, and captions and legends are included.
- Manuscript is spell-checked and within the word limit for the type of article.
- References are in the correct format and cited sequentially in the text.
- References mentioned in the reference list are cited in the text and vice versa.
- Numbers in the text, tables, or figures use decimal points, not commas.

**General format and total length of the types of articles accepted for submission**

<table>
<thead>
<tr>
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<th>Word count</th>
<th>Word count in abstract</th>
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<td>Book Review (Collective Volumes)</td>
<td>appr. 1,500</td>
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</tbody>
</table>

**References** Adhere strictly to the reference style of the Journal. All references mentioned in the Reference list must be mentioned in the text, and vice versa. List and number the references alphabetically according to the short form used in the text. Italic and boldface font type in the Reference section is not allowed. List all authors; if the number is 7 or more, list the first 6 names followed by et al. Identify authors by last name first, followed by the authors' first name(s) initials. Do not abbreviate Journal names. End references without periods. Correct linking of the references is mandatory; mention DOIs, and URLs where applicable.

Refer to the end of this document for detailed examples of references.

**Tables** Number Tables consecutively using Arabic numerals. Beneath the table, provide a short descriptive caption, column headings, and an explication of the legend where applicable. Refer to Tables in the text as Table 1, etc. Use Table 1 (boldface), etc. in the title of the Table.

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**General requirements**: All illustrations must be of reproduction-ready quality (minimum 300 dpi for halftone figures and 1200 dpi for line drawings) and be of good contrast (printing is black-and-white only). When drawing bar graphs, use patterning instead of grayscales. Cite all Figures in the text in numerical order. Indicate the approximate placement of each Figure. Do not embed Figures within the text body of the manuscript.
Figure legends: Provide a short descriptive title and a legend, either below the Figure or in the main text, to make each Figure self-explanatory. Explain all symbols used in a Figure. Remember to use the same abbreviations as in the text body.

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As per De Gruyter policy, no author list changes are permitted after acceptance of an article. The De Gruyter production team is instructed to enforce this policy during the production/proofing process.

Please contact the Editorial Office with any further questions:
Dr. Sabine Rutar, T: +49 941 943-5473, E-mail: compsees@ios-regensburg.de

6. CMS (Author-Date) Reference Style

<table>
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<th>Indirect citation</th>
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(A. Smith et al. 2003; T.H.E. Smith et al. 2003) |
| Archival material | (archive, folder, document, date), abbreviated format: author’s decision; coherence is mandatory | (archive, folder, document, date); abbreviated format: author’s decision; coherence is mandatory |
| Interviews / Oral Sources | (name / pseudonym of interviewee, interviewer, place, date); format: author’s decision; coherence is mandatory | (name / pseudonym of interviewee, interviewer, place, date); format: author’s decision; coherence is mandatory |
| Author initials | Abbreviated with period |  

**Reference lists**

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</tbody>
</table>
7. Additional Language Elements

In references, use the original language. Titles in languages that do not use a Latin alphabet must be transliterated using the Library of Congress system.

In English language titles, all words are to be capitalized except articles, prepositions, abbreviations, and conjunctions such as “and” and “or”. In other languages, titles follow the normal orthographic rules for that language.

Be sure you use all diacritical signs correctly (ä, ö, ü, ě, é, è, é, č, č, ń, ř, š, ý, ž, Đ, ł, Ș, ș, Ț, ţ, ā, â, î, ŭ ...).

Always give the original names of institutions, including political parties, in parentheses following the English translation. Examples: the Social Democratic Party (Partidul Social Democrat, PSD) in Romania; Poland’s Law and Justice Party (Prawo i Sprawiedliwość, PiS).

Titles of office should be in lower case. Examples: prime minister, foreign minister, president, chancellor

Percentages: Use %.

Omissions or explicatory addenda within quotations should be placed in [square] brackets. Addenda should end with your initials [like this, S.R.]. Omissions within a quotation are indicated by an ellipsis (three points) in square parentheses [...].

Serial comma: In a list of three or more items, insert a comma before the “and” or “or”.
Examples: red, white, and blue / feminine, masculine, or neuter

British style is preferred, but consistency is most important.

Hyphens: Used to join words together to form compound terms and expressions. The tendency is to use less and less hyphens. Use one form consistently.

Use the non-hyphenated variant where possible, for example: postsocialist, multidisciplinary, sociopolitical, ethnonational, antisemitic, antifascist, postwar.
Words with prefixes are usually written without hyphens, unless there is a collision of vowels or consonants. Examples: predetermine multinational, but anti-intellectual and pre-eminent
Note that ‘cooperate’ and ‘coordinate’ should be spelled without a hyphen.

En-dash rule –
Used to express a connection or relation between words; roughly meaning “to” or “and”.
Examples: Monday–Saturday, but preferably Monday to Saturday / Dover–Calais, but preferably Dover to Calais

Em-dash rule —
To be used as a parenthetical dash. No space is required on either side of the em-dash.
Example: There is nothing—absolutely nothing—half so much worth doing.
Quotation marks
Use double quotation marks, unless you have quoted matter within a quotation—then use single quotation marks. When quoting a complete sentence, place punctuation within the quotation marks. When quoting a word, an expression, or an incomplete sentence, place punctuation outside of the quotation marks.
Examples: Weber saw it as embodying “the typical power of the ‘non-economic’”. “Do you have any idea what ‘red mercury’ is?”

Quotations: displayed or run on?
Quotations of less than three manuscript lines are run on. Longer quotations are displayed.

Italics: Consistent application of italics is crucial. Use italics sparingly:
- for foreign words (the catenaccio defensive system employed by the Italians)
Do not use bold print.

Acronyms: Do not use full stops, write: EU, NATO, US, OSCE. Place the acronym in parentheses after the first occurrence of the full term. Afterwards the abbreviation may be used without further ado. Example: The research was carried out by the Economic and Social Research Council (ESRC). The European Union (EU) is presently undergoing its umpteenth crisis.

Numbers, dates, and units of measure
Separate using commas, not space, in numbers of four digits and more: 1,000 and 250,000. Format dates like this: 11 September 2001. Use metric measures except where the context makes this unsuitable. Note that a billion is now understood to mean a thousand million (1,000,000,000 or $10^9$) and not (as formerly in British practice) a million million ($10^{12}$).

Language Style
Avoid parochial references to “this country”, “our legal system”, and the like.
No language that is racist, sexist, derogatory toward a particular religion or creed, or otherwise offensive may be used.
Gender-specific pronouns (he, his, him, and so on) should be avoided if applied to more than one gender. Pluralise the reference (they, them) or repeat the noun.
Do not use the pluralis majestatis (we, our). When the reference is to only one person—the author—use “I” and “my” instead.