**Instructions for the authors of Historica Aperta (HA)**

The journal is published twice a year. The closing date for the first issue of each year is set for **February, 15th**, for the second issue it is **September, 1st**. The editorial board accepts only original works created in the author´s research workshop. The works can be written in Czech, Slovak, Polish, English and German. Studies and material articles (including editions of documents and memoirs) can be comprised of no more than 60,000 characters, reviews consist of the maximum of 15,000 characters and reports of 5,000 characters.

**Instructions for the adjustment of the manuscript:**

1. Send the manuscript in electronic form to the address of the editorial department (vlh@uhk.cz). Write in MS Word, use the Times New Roman font, size 12, spacing 1.5; footnotes size 10, single spacing. Save the documents in the DOCX (or DOC) format.

2. To the text of a study or material article, attach a summary (extent max. 1,800 characters), an abstract (up to 600 characters) and key words (5–7 words). To a study, a material article and a review, it is necessary to attach a short profile of the author – max. 400 characters (professional specialization, a significant work, etc.).

The editorial board is OBLIGED to print the following data about the author along with each published text: full name with all degrees, date of birth, affiliation (employment data; if the author does not work in a specialized institution, he/she is obliged to state his/her private contact address), full contact (work or private) postal and email addresses.

THE TEXT CANNOT BE PRINTED WITHOUT THE DATA STATED ABOVE.

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Use *italics* for quotations; use **bold font** for the names of the individual parts of the work or selected parts of the text; possibly use spacing or petit (while using the usual proofreading signs). Definitely do not use underlining.

4. Add footnotes below, namely automatically created footnotes, as enabled by MS Word or a similar text editor. Write the upper index behind punctuation marks in the text.

5. Examples of citations in footnotes:

· Archival source: National Archive in Prague (further on referred to as NA Prague), f. Archives of the Bohemian Crown, (we shorten inv. no., sign., cart.).

· Edition of Sources: *Codex diplomaticus et epistolaris regni Bohemiae V/3*, eds. J. Šebánek – S. Dušková, Prague 1982, No. 1570, p. 363.

· Monographs: Josef ŠUSTA, *Úvahy o všeobecných dějinách*, Prague 1999, p. 134.

· A collective monograph and an anthology: Kurt RAAFLAUB – Nathan ROSENSTEIN (eds.), *War and Society in the Ancient and Medieval Worlds. Asia, The Mediterranean, Europe, and Mesoamerica*, Washington – Cambridge – Massachusetts – London 1999; Jaroslav BOUBÍN et al., *Hledání nové Evropy. Projekt krále Jiřího*, Prague 2015.

· A study published in a journal: Jiří MAREK, *Historie mezi teorií a praxí*, Český časopis historický. Czech Historical Journal (further on referred to as ČČH) 96, 1998, p. 792.

· A study published in an occasional anthology: Josef PETRÁŇ – Eduard MAUR, *František Kutnar a univerzita Karlova*, in: Podíl Františka Kutnara a agrárního dějepisectví na formování obrazu české minulosti, Semily 1998, p. 148.

· Shortened citations in a further reference: J. PETRÁŇ – E. MAUR, *František Kutnar*, p. 149.

· For an immediately following repetition of references to the authors´ names or publications, use the pronominal forms of Idem, Eadem, Ibidem.

· Literature entries for a review or a report should be stated in an extended form: Jitka GRUNTOVÁ, *Oskar Schindler: legenda a fakta*, Brno, Barrister a Principal 1997, 158 p.; *Bohuslav Balbín a kultura jeho doby v Čechách. Sborník z konference Památníku národního písemnictví*, Prague, Památník národního písemnictví 1992, 302 p. + pictorial supplements; *Pomezí Čech a Moravy. Sborník prací ze společenských a přírodních věd pro okres Svitavy, Vol. I*, 1997, ed. Státní okresní archiv Svitavy se sídlem v Litomyšli, 276 p.

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