

## *Author guidelines*

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1. The text should be edited in a Microsoft Office Word format.
2. The papers must be written in English.
3. **Article size:** 3.500-5.000 words, including tables, references, footnote (between 5 and 15 pages).
4. **Title of the article:** Heading 1, Times New Roman, 14 pts., center, uppercase, bold.
5. **Author name:** right after the title of the article, Times New Roman, 11 pts., justified, italic (on the footnote: institutional affiliation, e-mail address).
6. **Abstract:** the paper should have an abstract of 200-250 words, Times New Roman, 10 pts., justified, spacing between lines – 1 row, italic + **3-5 keywords**.
7. **The material must be structured by chapters and sub-chapters.** The titles should be Times New Roman, centred.
8. **Text of article/review, etc.:** Times New Roman, 11, justified, spacing between lines - 1,15 row.
9. **Quotes:** should be enclosed in quotation marks, Times New Roman, 10, justified, spacing between lines - 1. The full source of the citation will be given in the footnote. **Very important: in the footnote, the quotation should be given in the original language of it (except for books/articles in English), followed by the source.**
10. **References:** will be inserted only in footnotes, **not in the text**. Footnotes should be written in Times New Roman, 10, justified, spacing between lines - 1.
11. **References are required:** should be ordered alphabetically (first name followed by surname of the author), Times New Roman, 11 pts., justified, spacing between lines - 1,15 row. (ex.: Popescu Maria, *Istoria sociologiei [The history of sociology]*, Bucharest, Antet Publishing House, 2001).
12. Some examples of citations in footnotes:
  - a) **For books:** Author's last name followed by the first name, *Book title*, City, Publishing House, Year, p. 1/pp. 1-2.
    - Petre Comarnescu, *Istoria românilor [History of Romanians]*, Bucharest, Eminescu Publishing House, 1985, pp. 212-213.
  - b) **For editors of books:** Dan Culcer, “Creția Petru” [“Petru Cretia”], in *Dicționarul scriitorilor români [The Dictionary of Romanian Writers]*, Maria Zăciu (coord.), Bucharest, Romanian Cultural Foundation Publishing House, 1995, p. 715.
  - c) **For articles in a journal:** George Barițiu, “Scriitori clasici” [“Classical writers”], in *Journal Foaie pentru minte, inimă și literatură [Paper for mind, heart and literature]*, Brasov, Year I, no. 16/1838, pp. 123-170.
  - d) **For electronic source:** Dan Popescu, “Istoria sociologiei” [“The history of sociology”], in *Mediafax*, February 2, 2022, Available at: link, Accessed on February 22, 2021.
13. Other information regarding the citations:
  - a. **Differences between footnote and bibliography:**

1. For the footnotes: we will first write the surname, then the author's name, and page numbers must be indicated.
2. For the bibliography: we will first write the name, then the surname of the author, and the indication of pages is required only for articles published in journals or chapters in books.

**b. Titles:**

1. Titles of books, articles, etc. should be written first in the original language and then translated into English and placed in square brackets (ex: Alin Popescu, *Introducere în sociologie* [Introduction in sociology] ...).
  2. For books: title is in italics Alin Popescu, *Introducere în sociologie* [Introduction in sociology] ...
  3. For chapters in books: chapter title in quotation marks and book title in italics (ex: Alin Popescu, "Sociologia. Definiții și teorii" ["Sociology. Definitions and theories"]) ... in Alin Popescu, *Introducere în sociologie* [Introduction in sociology] ...).
  4. Articles (in journals or online): title in quotation marks "Sociologia. Definiții și teorii" ["Sociology. Definitions and theories"] ...
- a. ***op. cit.***: is used to quote a single paper of an author; first enter the complete source, and then use *op. cit.* plus the page/pages; is used if other sources of the others authors have been inserted before this reference.
  - b. ***Idem/Eadem***: is used if the author is the same as in the previous note, but is cited with another work; *Idem/Eadem* replace only the author's name.
  - c. ***Ibid.***: is used when there are consecutive references to the same author and the same work: *Ibid.*, p/pp.
  - d. **In Romanian the quotation marks are: „ ...”** (These will be used in the footnotes when the quotations are in Romanian). If we have quotation marks within quotation marks, we will proceed as follows: „« ... »”.
  - e. In English the quotation marks are: “...”. If we have quotation marks in quotation marks, we proceed as follows: “this is our ‘house’ for today”.
  - f. Apostrophe: ’
  - g. If we have two authors: Ion Popescu and Maria Ionescu, *Title*, ....
  - h. If we have three or more authors: Ion Popescu et al., *Title*, ....