

# Instructions for Authors

*AEMI Journal* welcomes the submission of papers from AEMI conferences. The journal has been published since 2003. One volume is published per year in print and electronic form (<https://aemi.eu/category/publications/>).

Articles should be prepared according to the instructions stated below and sent in electronic form to the editors at the following address: [aemi.izi@zrc-sazu.si](mailto:aemi.izi@zrc-sazu.si). Authors are responsible for language and style proficiency. In case of poor English, the author will be asked to improve the language of the article before it can be published. Articles will be reviewed.

Please follow the instructions stated below while writing the article as it will largely shorten the time spent on *post hoc* editing. You are welcome to download a Word sample with all the needed formatting to make the process as easy as possible.

Manuscripts that are accepted for publishing should not be sent for consideration and publishing to any other journal. Authors agree that articles published in *AEMI Journal* may also be published in electronic form on the internet.

We greatly appreciate every contribution to the journal.

## Key elements

Submissions should contain the following elements in the order provided:

- title of the article (font 18), lower-case with initial capital; alignment: centered;
- name(s) and surname(s) of the author(s) (font 14, italic); alignment: centered; after the surname an endnote should be inserted stating the author's education and title (e.g. PhD, MA in History, Research Fellow etc.); full postal address (e.g. Slovenian Migration Institute, Novi Trg 2, SI-1000 Ljubljana, Slovenia); and e-mail address;
- abstract (up to 700 characters with spaces);
- article
- list of references
- explanatory endnotes when necessary (please NO footnotes)

## Article formatting

Please follow the guidelines regarding article formatting:

1. The article should not exceed 45,000 characters with spaces.
2. Please use either U.S. English or U.K. English.
3. The style of the entire text should be “Normal”: font Times New Roman 12, justified, line spacing 1,5, and 2,5 cm margins.
4. “Heading 1”: font 12, bold (used for sections of the article); please leave an empty line above the heading, not after.
5. “Heading 2”: font 12, italic (used for subsections of the article); please leave an empty line above the heading, not after.
6. Paragraphs should not be separated by an empty line. Empty lines should be used before every (sub)section title, and before and after the title of a table, chart, map, figure, etc.
7. First line of the paragraphs following the headings should not be indented, all other paragraphs should have the first line indented by 1,25 cm.
8. Titles of sections and subsections of articles (“Heading 1” and “Heading 2”) should not be indented or numbered.
9. Endnotes: please do not use endnotes to acknowledge the source of a quotation or paraphrase. Instead, please use in-text citations (parenthetical citations, i.e. name-year system, see below). Use short endnotes only in case you need to provide explanatory comments that would interrupt the flow of the main text.
10. Please use in-text citations citing the author and the year of publication in brackets. Use the following form: (Anderson 2003: 91–99). When citing several sources, separate them with a semicolon (Vah Jevšnik, Lukšič Hacin 2011: 251–253; Brumen 2017: 210).

Avoid underlining and using bold in all texts. Italics should be used when emphasizing a word or a phrase. Italics should also be used when citing titles of books and newspapers. The following abbreviations should be used: *ibid.*, *et al.*, *ed./eds.* When using quotation marks, use “this type of double quotation marks”; ‘this type of single quotation marks’ should be used when embedding quotations or concepts within quotations. Please do not use other types of quotation marks. Omitted parts of quotations should be indicated by square brackets with ellipsis [...].

Please download the formatting template here: <https://isim.zrc-sazu.si/en/strani/aemi-journal#v>.

## Quotations

Long quotations (five lines or more) should be typed separately as an indented paragraph (using the “tab” key) without quotation marks, with an empty line before and after the quoted passage. The first line of the paragraph after the quotation should not be indented. Quotations shorter than five lines should be included in the main text and separated with “this type of double quotation marks,” in normal font (not italic).

## List of references

A list of references should be placed at the end of the article and arranged in alphabetical order according to the author’s surname. The form of the paragraphs here should be hanging (by 1,25 cm). The list of references should include only the cited sources and literature. Multiple references by one author should be arranged according to the year of publication in ascending order. Multiple references by one author published in the same year should be separated with lower-case letters (e.g. Ford 1999a; 1999b). Some examples:

### a) Books:

Anderson, Benedict (1995). *Imagined Communities: Reflections on the Origin and Spread of Nationalism*. London, New York: Verso.

### b) Articles in collections of papers:

Brumen, Jerneja (2017). Okoljske migracije kot diskurzivni fenomen. *Raziskovanje slovenskega izseljenstva: Vidiki, pristopi, vsebine* (eds. Janja Žitnik Serafin, Aleksej Kalc). Ljubljana: Založba ZRC, 205–219.

### c) Articles in journals:

Vah Jevšnik, Mojca, Lukšič Hacin, Marina (2011). Theorising Immigrant/Ethnic Entrepreneurship in the Context of Welfare States. *Migracijske i etničke teme* 27 (2), 249–261.

### d) Internet sources:

De Santos - Vigo, Ágatha (2012). Los científicos gallegos, preocupados por la fuga de cerebros a causa de la crisis. *Faro de Vigo*, 1st August, <http://www.farodevigo.es/sociedad-cultura/2012/08/01/cientificos-gallegos-preocupados-fuga-cerebros-causa-crisis/670335.html> (16 July 2018).

Statistical Office of the Republic of Slovenia, <http://www.stat.si/StatWeb/en> (1 Feb. 2018).

### **Graphs, tables and figures**

Photographs, illustrations, maps, charts and other figures should not be included in the submitted document (with the exception of tables and charts created and editable in Word). All illustrative material needs to be numbered and submitted separately (charts preferably in Excel) with the author's surname. Please submit photos in .jpeg format, minimum picture quality 300 dpi.

Locations of figures in the text should be marked as follows:

*Figure 1: Lisa Cook in New York in 1905 (photo: Janez Novak, source: Archives of Slovenia, 1415, 313/14)*

*Graph 1: Natural and migration changes of the population of Slovenia (source: Statistical Office of the Republic of Slovenia, Stat'O'Book: Statistical Overview of Slovenia 2017, p. 8)*

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