

## ADVICE SHEET FOR TRANSLATORS

Dear Translator,

The following hints are meant to avoid extra work. As you know, you will not only be translating the book, but, in the end, also have to provide a **carefully proof-read, fully edited and formatted master-copy** for the printing. Once the linguistic, editorial and stylistic part of your work is done, send me, before starting to format the text yourself, the manuscript in RTF or Word for some initial formatting by me. Usually, I will format the first pages which will then be the model for your formatting of the remaining text. (By the way, the present advice sheet is formatted in a similar way the future book will be formatted. However, unlike here, you should use bold letters only for headings. Emphases in the text should be put in italics.)

1. Please, have, already when starting your translation work, a look on the editing advice sheets for authors on the series' WWW site. You will find there special sections for German and English manuscripts under the section "**Instructions for Authors.**" Pay particular attention to the sections on headings, quotations, and references.
2. Note the following particularly important aspect: When writing footnotes, put an empty space and **tabulator** (on your keyboard: →|) **in the first line of each footnote** after the footnote number. Or do this job at the end of your work. This operation will later allow us to move easily the whole footnote text away from the footnote number—which will look much nicer.
3. Apply a **uniform style** when quoting, referencing and creating tables or diagrams in your translated text. Follow either the prescriptions and model manuscript on the series' WWW site, or another standard scholarly quoting/referencing style common in academic books in the language into which you are translating. Note for instance the various complications arising from quotation marks within quotes, how to pres-

ent longer quotes, how to use italics accurately, how to use round and square brackets correctly, or how to present references to WWW sites. Most of these issues are mentioned in the “Instructions for Authors.” We do not have any particular stylistic preference as long as your style is generally accepted in academia as well as applied consistently and uniformly throughout the text.

4. **Proper names** or titles in the original manuscript—for instance, journal or newspaper articles titles in the footnotes, or names of journals, newspapers, books, organizations, etc.—should be given either in the original language (e.g. in Cyrillic letters) or be **transliterated** into Latin letters in accordance with the scholarly standards of transliteration in your language. The series’ WWW site lists links to scholarly transliteration tables. If you are translating into English, transliterated foreign words should be usually written in **italics**—except in those cases in which they constitute the title of a newspaper or journal article in the footnotes. See the “Instructions for Authors” at the WWW site of the series on these issues, and confer academic books on Eastern Europe in the language into which you are translating. In some cases, you might give, in brackets, a translation of a transliterated proper name after the original word/s, e.g. *Russkoe Natsional’noe Edinstvo* (Russian National Unity).
5. The **Lists of Contents, Tables, Figures and Translations** should be done last. Putting page numbers into these lists does obviously not make sense before we have a fully edited and formatted manuscript.
6. If you have questions concerning editorial, stylistic and technical issues, please, consult first the “Instructions for Authors.” If you cannot find an answer there, please contact me. For translation issues, please, contact the author of the book, or colleagues.
7. Prepare an information sheet for the book’s jacket as advised on the WWW site of the series. Include also short biographical information (ca. three lines) on yourself in this information sheet. It will appear on the back-cover of the book.