MANUSCRIPT SUBMISSION GUIDELINES

1. General Technical Requirements

• Font: Times New Roman
• Font size: Main text – 11 pt; abstract and tables – 10 pt; text within tables/figures – 8 pt
• Line spacing: Single
• Paragraphs: First paragraph after each heading should not be indented; subsequent paragraphs should begin with a 1.25 cm indent
• Page margins: Top – 2.5 cm, Bottom – 2.5 cm, Left - 3 cm, and Right – 2 cm

2. Title, Author(s), and Metadata

• Title: 12 pt, ALL CAPS, bold, centered, using "Heading 1" style
• Author name: Right-aligned, 11 pt, bold, only the first letters of the name and surname capitalized
• Header: Left side – Author's surname and initial; Right side – JOURNAL OF HISTORICAL STUDIES (2025)
• Author footnote: 10 pt, justified, academic title – affiliated institution – email – ORCID-DOI

For multiple authors:

• Names should be written with only the first letters capitalized, separated by commas, with "and" before the last name.
• Right-aligned, 11 pt, bold.
Example: Ulvu Rahimli, Nigar Mammadova and Elchin Abbasov
• Each author's footnote must be provided separately as follows:
 * Dr., Western Caspian University, ulvu.rahimli@wcu.edu.az, ORCID: 0000-0000-0000-0000
 [1] Dr., Baku State University, nigar.mammadova@bdu.edu.az, ORCID: 0000-0002-2222-3333
 [2] M.A., Azerbaijan State Pedagogical University, elchin.abbasov@adpu.edu.az, ORCID: 0000-0003-4444-5555
• The abstract section must follow the footnotes immediately without any spacing.

3. Abstract and Keywords

• Abstract heading: EN – ABSTRACT; 10 pt, ALL CAPS, bold

• Abstract content: Maximum 300 words; should include topic, objective, method, and results; 10 pt, justified, with 6 nk spacing
• Keywords: should appear in bold font, followed by a colon. The actual keywords must be written in regular (non-bold) font and separated by commas.

4. Article Structure

• INTRODUCTION: 11 pt, left-aligned, ALL CAPS, bold
• Main Sections: Must be numbered (1., 1.1., 1.2., etc.), 11 pt, bold, title case
• CONCLUSION: 11 pt, left-aligned, ALL CAPS, bold
• REFERENCES: 11 pt, left-aligned, bold
• APPENDIX: If applicable, should be placed at the end of the manuscript
• All headings must be numbered; a 6 nk space should follow each major section
• Length Requirement for Research Articles: Between 5,000 and 15,000 words, including footnotes and bibliography

5. Citation and Referencing Style

• APA 7th edition referencing system must be used
• In-text citation (single page): (İnalcık, 1994, p. 45)
• In-text citation (page range): (İnalcık, 1994, pp. 45–47)

Direct Quotations:

- Under 40 words: Included in the paragraph, enclosed in double quotation marks
- 40 words or more: Presented as a block quotation in a separate paragraph, indented 1.25 cm from the left margin, 11 pt

Multiple Author Citations (APA 7 Rules):

• Two authors: (Ismayilov & Mammadov, 2020)
• Three or more authors: (Aliyev et al., 2019)

In the Reference List:

• Two authors: Mammadov, R., & Qasimov, A. (2021). Early Historical Periods of the Caucasus.

• Three to seven authors: Aliyev, T., Guliyev, N., Hasanov, M., & Karimova, S. (2022).
• Eight or more authors: List the first six authors, followed by an ellipsis (…) and the final author's name.
Example: Aliyev, T., Guliyev, N., Hasanov, M., Karimova, S., Alizade, A., Nabiyev, R., … Mammadli, F. (2020).

6. Tables, Figures, and Graphs

• Must be centered on the page
• Captions: 10 pt, bold; should be inserted using the "Insert Caption" function in Microsoft Word
• Text within tables/graphs: 8 pt, regular font

7. Submission Requirements

• File format: .doc or .docx
• File name format: lastname_year.docx
• Submission email: historical_studies@wcu.edu.az

8. RULES FOR COMPILING THE REFERENCES SECTION (APA 7)

The reference list must be included as a separate section at the end of the article under the heading 'REFERENCES' and must comply with the following rules:

• Entries must be ordered alphabetically by the authors' surnames.

• References should be justified and written without paragraph indentation.

• If the same author has multiple works, they should be listed in chronological order.

• Entries must be formatted according to APA 7 guidelines.

Examples:

• Jackson, L. M. (2019). The psychology of prejudice: From attitudes to social action (2nd ed.). American Psychological Association.

Chapter in Edited Book:

• Kumpfer, K. (2009). Prevention. In P. Korsmeyer & H.R. Kranzler (Eds.), Encyclopedia of drugs, alcohol & addictive behavior (3rd ed., Vol. 3, pp. 270–278). Detroit, MI: Macmillan.

The Journal article reference:

• Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. Psychology of Popular Media Culture, 8(3), 207–217.

Titles and names written in non-Latin scripts must be transliterated before translating and citing. For example:

• Najm, Y. (1966). Al-qissah fi al-adab Al-Arabi al-hadith [The novel in modern Arabic literature]. Beirut: Dar Al-Thaqafah.

Basic format to reference newspaper articles

• Author or authors. The surname is followed by first initials. Year and publication date. Article title. Newspaper title (in italics). Page number (if available). URL

Example:

• Spring, A., & Earl, C. (2018, May 22). 'Just not blond': How the diversity push is failing Australian fashion. The Guardian: Australia https://www.theguardian.com/fashion/2018/may/22/just-not-blonde-how-the-diversity-push-is-failing-australian-fashion

Citing Online Material from a Computer Network in APA

• Author's name (if known), date of publication or last revision (if known), in parentheses (year, month, day), title of document, title of complete work (if applicable), in italics, the word "Retrieved" followed by the date you accessed the source (month, day, year), the word "from" followed by the URL

Example:

• Harris, J. G. The return of the witch hunts. Witchhunt Information Page. Retrieved May 28, 1996, from http://liquid2-sun.mit.edu/fells.short.html&gt

• NB1: Please, do not forget to indicate DOI of the publication in bibliography, if it is provided.

• NB2: Please, do not forget to provide URL of Internet sources and date of last access (for example: (Last accessed: January 6, 2023)

To publish an article, the author must sign the following agreements:

OPEN ACCESS LICENSE

ORIGINALITY STATEMENT & COPYRIGHT AGREEMENT FORM

9. Review Procedure and Evaluation

All submitted articles are initially reviewed for technical compliance. Submissions that meet the requirements are evaluated through a double-blind peer review process by independent experts. Based on the reviewers' comments, the article may be accepted, revised, or rejected.

10. Plagiarism and Ethical Standards

All information and opinions presented in the article must belong to the authors and be properly cited. Submitted manuscripts are checked through anti-plagiarism software. Articles with a similarity rate exceeding 15% may be rejected by the editorial board. Authors are responsible for adhering to ethical standards.

11. Submission Calendar and Publication Period

The journal is published four times a year: January 31, April 30, September 30, and November 15. The manuscript acceptance and technical review process is conducted monthly. Accepted articles are numbered and published in the relevant issue.

12. Graphic and Illustration Requirements

Graphs, images, and other visuals must be submitted in 300 dpi resolution in JPEG or PNG format. Each visual added to the Word document must include a caption inserted using the 'Insert Caption' function. Figure and table captions should be 10 pt, bold, and centered.

13. Editorial Contact and Response Time

Authors will receive an initial response within 15 business days after submission. The review process will be completed within 6 weeks. Inquiries can be sent to the editorial board via the official email address: historical_studies@wcu.edu.az

• All issues are archived in PDF format, and integration with LOCKSS / PKP PN is planned for the future.

"The editorial and formatting guidelines of this journal have been compiled with reference to globally accepted academic standards (e.g., APA 7, COPE) and adapted specifically for the Journal of Historical Studies."