

29 October 1993


Dr. Timur Kocaoglut
Radio Free Europe
Oettingenstraße 67
Am Englischen Gärten
8000 München 22
Germany

Dear Dr. Kocaoglut,

I am sorry but we have been having some system difficulties here at Loyola and my e mail messages do not seem to be all getting through. I am, therefore, sending the enclosed to you by regular post. The word length assigned to individual entries is a guide rather than an absolute cutoff. Content is more important than arbitrary limits. Some of the individuals which I have listed might in your opinion not be so important and should be eliminated from the list or replaced. Others might deserve more lengthy treatment. Please let me know if you would suggest changes or additions.

I hope that you will be willing to participate in the project. Please let me know which topics you would like to do. I look forward to hearing from you.

Sincerely yours,



Bernard Cook
Professor

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Europe since 1945: An Encyclopedia
Garland Publishing Inc.

Europe since 1945: An Encyclopedia will be a two volume reference work for students, scholars, and the general public covering European developments since 1945. The encyclopedia will unite in a single work key information and the latest scholarship concerning both western and eastern Europe. Its territorial scope will be that of the Conference on Security and Cooperation, with the exception of the United States and Canada. It will, therefore, provide a comprehensive guide to the emerging new Europe.

The encyclopedia will provide easy access to a wide array of information. The signed entries will provide the reader with both basic factual information and a starting point for further research. The book will contain an index and be cross-referenced. For undergraduates and the general public it will provide in a concise form basic information which would often have to be extracted in bits and pieces from various works. The encyclopedia should serve as an excellent starting point for research. For the graduate student or scholar, the accessible information will also be a welcome resource, and topics which are often glossed over in standard historical surveys or analyses of political systems will be readily at hand for the specialist and non-specialist alike.

Contributors will be compensated with Garland books of their selection at the rate of 10-cents per assigned word. Compensation will be made upon publication. No other compensation will be made.

EUROPE SINCE 1945: AN ENCYCLOPEDIA

Style Sheet and Guidelines:

Entry: Type title upper and lower case on a separate line. On the following line add dates, if applicable, in parenthesis, followed by a period. Open with a sentence fragment defining or identifying the subject. Do not repeat the entry title in the opening fragment. The first paragraph should consist of two or three sentences providing the nature of the subject and the basic information.

Example:

Brandt, Willy (Herbert Frahm)
(1913-1992).

Social Democratic Chancellor of the Federal Republic of Germany 1969-1974. Willy Brandt, who played a central role in the modernization of the German Social Democratic Party, became the Vice Chancellor and Foreign Minister in the Grand Coalition government formed by his party and the Christian Democrats in 1966. As Foreign Minister and after 1969 as Chancellor, he implemented his new policy of Ostpolitik.

The body of the entry should provide an organized treatment of the subject. Please keep paragraphs compact and well organized. Where appropriate the entry can be concluded with a reasoned assessment or summary.

Entries on persons should concentrate on achievements. The introduction should summarize the individual's career and impact. Limit personal biography to several sentences and concentrate on the individual's career. The entry should be concluded with an assessment of the impact of the individual.

e mail: **If you have access to e mail, you can send your articles and any other communication to me at CUHSBAC@MUSIC.LOYNO.EDU or COOK@LOYNOVM. In fact, this would be the best way to transmit articles or questions.**

Computer disk: If you do not have access to e-mail, but have access to a computer, it would be most helpful to receive your entries on a disk (please also send a printed copy for verification). I use a Macintosh and Microsoft Word 4.0 but a MAC or IBM disk in Word Perfect, Microsoft Word or ASKI should work. Please indicate on the disk the computer type and the program including version or #.

If you do not have access to a computer, use white bond paper. Do not use erasable or onion-skin paper. Use a new black ribbon.

Preparation of the Manuscript:

Double space everything. Use generous margins. Submit the original and one additional copy. The contributor's name should be typed at the end of the entry, flush right, underlined. Include a cover sheet (see below).

Back-up: Please be sure to keep a copy of any entry which you send.

Names: At the first mention in the text use a subject's full name. Thereafter use only the last name. All other names in the article should appear in the most common form (first name, last name, no middle name) first, and then only the last name unless confusion would arise.

Titles: All titles should be followed by date (in parentheses) on first mention. Books, Plays, Long Poems, Motion Pictures should be underlined.

Treaties, Laws etc.: The first mention should be followed by the date in parentheses.

Style: The entries should be clearly written and readable. Please use gender-neutral language (e.g. English people, not Englishmen: unless you are specifically referring to males). Avoid: slang, faddish terms, jargon, contractions, and personal references (we or I).

Capitalization: Refer to the Chicago Manual of Style

Some examples: twentieth century (hyphenate when adjective)
 socialists, but Socialist Party
 the Second World War
 World War II

Citations: Do not use footnotes. If references are absolutely necessary make them in the text. Please limit quotes to a phrase or at most a sentence, preferably from a primary source. Quotes should come from printed sources rather than manuscript sources. If you feel compelled to use a quote of some length please provide me with the citation.

Dates: 1945-1947 (not 1945-47)
 1960s (not 1960's or the Sixties)
 on 3 November 1956

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Numbers: Use figures for all numbers of 10 or above; use words for numbers of nine or less. Use figures for statistics, percentages, decimals. Use words for currency: 1000 pounds, not 1000£. Use 122-123, not 122-3. Use commas to divide numbers: 1,000,000 (not 1.000.000).

For percentages: 10 percent (not ,10 nor .10 nor 10%).

Spelling: Use standard US spelling except in proper names: e.g. the labor movement but the Labour Party. Underline words from other languages that are not normally used in English. Reference: Webster's International Dictionary.

Bibliography: Bibliographies should contain three to ten citations depending on the length of the essay. The entries are to provide the sources need for further study. The sorts of titles to be included: 1) the most authoritative recent book; 2) the standard study; 3) a bibliography of primary and secondary sources; 4) the best biography; 5) an autobiography or collected writings. Use journal articles only if they provide information not available elsewhere. Preferably use works in English. If the major studies are in another language list those, but try to provide some English language sources if possible. If some of the more recent entries lack bibliographical references, merely indicate that so that I will know. If there is a primary archival site, please indicate the nature of the holding (e.g. personal papers) and the location (e.g. Archivio di Stato, Palermo).

Form for Bibliography: Provide the bibliography on a separate sheet. Be sure to indicate the title of the entry at the top of the page and put your name following the entries. **Double space the bibliography.** Arrange the bibliography alphabetically by author.

Form for Books: Author's Last Name, First Name. Title of the Book: Subtitle. City of Publication: Press, Year of Publication.
e.g. Prittie, Terence. Willy Brandt: Portrait of a Statesman. New York: Schocken, 1974.

Form for Articles: Author's Last Name, First Name. "Title of Article," Journal Name. Volume (year), pages.
e.g. Di Nolfo, Ennio. "The United States and Italian Communism 1942-1946," The Journal of Italian History. 1 (1978), 74-84.

Word Limit: **A specific word limit is assigned to each article. The bibliography is included in the word limit of articles. Please attempt to adhere as closely as possible to the limit. I will not be rigid. While I will generally defer to your judgment, I will be compelled to shorten articles which are excessively long.**

Originality of work: The editor assumes that your submission of entries constitutes permission to publish them in Europe since 1945: An Encyclopedia, that you are the sole author of your entry(ies), that the work has not been published before, does not violate any right of privacy, and is not libelous.

Editing: Entries will, at times, have to be edited for clarity or length, and to prevent redundancy. But every endeavor will be made not to distort your interpretation.

Deadline: Please adhere as closely as possible to the deadline which will be assigned to each entry. Early submissions will be appreciated.

Send entries to:

e-mail: CUHSBAC@MUSIC.LOYNO.EDU or ~~COOK@LOYNOVM~~

Standard postage:

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COVER SHEET

Words: 000
(include the bibliography in the count)

Title of the Entry (dates)

Your name as you wish it to appear and the institution (if any) with which you wish to be identified in the list of contributors. Your name will be printed after your article(s) and a list of contributors with their institutional affiliation or city of residence will follow all of the entries.

Mailing address and telephone number. If you are to be away for an extended period please let me know. If you have an e mail address or FAX number please provide those.

List sources (with page numbers) for any controversial facts which disagree with standard sources.

Cross References:

Please list related topics in the encyclopedia to which a reader might refer.

Items to Place in the Index:

Please indicate individuals, events, movements, concepts, works or institutions etc. in your entry which should appear in the index.

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Tentative Topic List for Garland's Europe Since 1945: An Encyclopedia

Generally indentions will be subheadings of the previous article.

Survey Articles, main points of history 1945 to present.
Entries on countries will provide a brief overview of principal developments. In the entry on Czechoslovakia, for example, the 1948 Coup, Dubcek, the 1968 Invasion, Charter 77, the Velvet Revolution, and Slovakian Separatism would be mentioned but these topics will be developed in separate entries.

Azerbaijan	750
Kazakhstan	500
Kirgiziya	500
Tadzhikistan	500
Turkmenistan	500
Uzbekistan	500

Azerbaijani Topics

Alivev, Geidar A.*	150
Elchibey, Abulfaz	500
Guseinov, Penakh*	150
Hasanov, Hasan	150
Huseynov, Surat*	100
Karayev, Tamerlan	100
Mamedov, Yagub	100
Mutalibov, Ayaz	100
Vezirov, Abdul	150
Azerbaijani Economy	750
Azerbaijani Political Parties	500
Social Democratic Party	
National Independence Party	
Azerbaijan Popular Front	

Baku Disorder 1990 500

Kazakh Topics

Koblin, Gennady 150
Kunaev, Dinmukhamed 150
Nazarabayev, Nursultan 500
Ponomarenko, P.N. 150
Shayakhmetov, Zhumabay 150
Kazakh Economy 750
Kazakh Political Parties 500

Kyrgyz Topics

Akayev, Askar 500
Aitmatov, Chingiz 250
(And the Day Lasts Longer than a Hundred Years)
Masaliev, Absamat 250
(The Ascent of Mt. Fuji)
Muhamedjanov, Kaltay 250
Ethnic Riots (Fergana Valley, 1990) 300
Kyrgyz Economy 500
Kyrgyz Political Parties 500
Kyrgyz Communist Party
Democratic Kyrgyzstan

Tajik Topics

Aslonov, Kadriiddin 150
Iskandarov, Akbarshah 150
Kendzhayev, Safarali 150
Khayeyev, Izatullo 150
Khudonazarov, Davlat 150
Makhkamov, Kakhar 150
Mirzoyev, Akbar 150
Nabiyev, Rakhman 750
Rakhmonov, Emomali 200
Safarov, Sangak 250
Shoev, Saidshov 150
Sobir, Bozor 300
Turadzhonzoda, Akbar 200
Tursunzade, Mirzo 250
Tajik Economy 750
Garmis 250
Pamiris 250
Tajik Political Parties 500
Tajik Communist Party

Socialist Party of Tajikistan
Democratic Party of Tajikistan
Popular Front
Popular Movement Rastokhez (Revival)
Islamic Revival Party

Turkmen Topics

Niyazov, Saparmurad	200
Suyunov, Nazar	500
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Turkmen Political Parties	500
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Democratic Party	

Uzbek Topics

Karimov, Islam	150
Pulatov, Abdurahmin	500
Salikh, Mohhamed	150
Yusuf, Muhammad	500
Naqshbandi (tariqat-al-Khwajagan)	300
Uzbek Economy	750
Uzbek Political Parties	500
People's Democratic Party	
Birlik	
Islamic Renaissance Movement	
Erk Democratic Party	
Spiritual Department for the Moslems of Central Asia (Tashkent)	300

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