Slavia—Style Guide

- for text of your paper use the Unicode font, Times New Roman or Calibri script, size 12, WORD text editor (formats: doc, docx, alternatively rtf); send the identical version in pdf. format
- for the title of your paper use script size 14
- symbol * can be affixed to the title to refer to a project or grant given in a footnote

Example:

<div style="border:1px solid">

Staroslověnské termíny pro eucharistii*
Zoe Hauptová (Praha)

* Příspěvek vznikl v rámci grantu č. 12 „SJS....“ /jako součást projektu ...
  The paper was written under grant „ …..“ /as a part of the project “….“

</div>

- papers submitted to the sections „Studies“ and „Materials and Discussions“ must comprise a title translated to English, an English abstract of no more than 20 lines, and at least 3 keywords in English
- reviews and reports ranked in the sections „Critical Reviews“ and „Reports“ must include ISBN, alternatively ISSN of the reviewed publications
- bibliographical references to scholarly literature in the text of all sections conform to the so called „Harvard System“, they are inserted in parentheses, e.g. (Horák 1950, 250–251); more bibliographical items are referred to as follows: (Horák 1950, 250–251; Weingart 1938, 4).
- footnotes are meant to propose an explanation, not to refer to bibliographical items
- bibliographical entries listed alphabetically are always placed at the end of the text, „Manuscripts/Literary Sources“ can be put aside
- bellow the „Bibliography“ put an author´s name and surname, domicile and e-mail address; these data can also be written in Cyrillic alphabet or transcribed into Latin alphabet in a standard way

Example:

domicile	*name and surname*
Ústav pro jazyk český AV ČR, v. v. i.	*e-mail*
etymologické oddělení, Brno	
or	
Filozofická fakulta, Univerzita Karlova	*name and surname*
Praha	*e-mail*

Bibliography Citing rules

- a list of bibliographical entries is sited at the end of the text, authors' names are listed alphabetically – more items of the same author are arranged chronologically, more items printed in the same year differ by adding single letters in the alphabetical order (a, b, c …)

Dolanský 1972a: DOLANSKÝ, J.: xxx   // for „DOLANSKÝ“ use „Small Capitals“ in WORD
Dolanský 1972b: DOLANSKÝ, J.: xxx

- bibliographical entries respect the language of the original (Cyrillic/Greek alphabet)

Afanasyeva 2004: АФАНАСЬЕВА, Т. И.: *Славянская литургия Преждеосвященных Даров*. Санкт–Петербург 2004.

Gkoranis 2013: ΓΚΟΡΑΝΗΣ, Π.: *Παλαιοσλαβικες μεταφρασεις του εργου του Ιωαννη Χρυσοστομου. Σερβικα χειρογραφα – φιλολογικες και θεολογικες προσεγγισεις*. Θεσσαλονικη 2013.

● titles of frequently cited dictionaries, handbooks/manuals and literary sources can be abbreviated

ŘSI I: *Řecko-staroslověnský index. Tomus I.* Bláhová, E. [red.] et al. Praha 2014.

ССРЯ: *Словарь синонимов русского языка*. Бабенко, Л. Г. [red.]. Москва 2011.

● **Obligatory abbrevations in bibliographical references:**
[ed.] – editor   // [edd.] – editors
[red.] – editor/editors
et al. – et alii
[cit.] – date of the quotation
[trad.] – translation

Referring to books, book chapters or proceedings

Machek 1968: MACHEK, V.: *Etymologický slovník jazyka českého*. Praha 1968.

Sept: RAHLFS, A.: *Septuaginta, id est Vetus Testamentum graece iuxta LXX intepretes*, *I.–II.* Stuttgart 1934.

Dolanský 1972: DOLANSKÝ, J.: „Imperatrix" Iva Vojnoviće a romantické tradice Jul. Słowackého. In: Śliziński, J. [ed.]: *Polsko–jugosłowiańskie stosunki literackie. Tom studiów*. Wrocław – Warszawa – Kraków – Gdańsk 1972, 165–178.

Князев – Недялков 1985: Князев, Ю. П. – Недялков, В. П.: Рефлексивные конструкции в славянских языках. In: *Рефлексивные глаголы в индоевропейских языках*. Калинин 1985, 20–39.

- **Referring to *multivolume* dictionary**

SJS I–IV: *Slovník jazyka staroslověnského*, *I.–IV.* Kurz, J. – Hauptová, J. [red.] et al. Praha 1966, 1973, 1982, 1997.

Referring to studies in journals

Journal with continuous pagination in a volume

MacRobert 2013: MACROBERT, C. M.: The Competing Use of Perfect and Aorist Tenses in Old Church Slavonic. *Slavia* 82, 2013, 387–407.

Journal with discrete issue pagination

Daiber 2015: DAIBER, T.: Roman or Byzantine Liturgy? Theological Terminology in the Vita Methodii. *Palaeobulgarica* 39, 2015, 2, 21–47.

Journal without volume numbering

Skorvid 2014: СКОРВИД, С. С.: Чешские переселенческие говоры на Северном Кавказе и в Западной Сибири. *Славяноведение*, 2014, 1, 44–58.

Referring to Internet or electronic sources (DVD, CD etc.)

IJC: Internetová jazyková příručka (2008–2014) [on-line]. <http://prirucka.ujc.cas.cz> [cit. 15-01-2015].

VW: *Vokabulář webový* [on-line]. <http://vokabular.ujc.cas.cz> [cit. 15-01-2015].

Sádlíková 2004: SÁDLÍKOVÁ, M. et al.: *Rusko-český slovník*. Voznice 2004 [CD].