

**Text editing rules for the
Early 21st century Slavonic lexicography
international conference collection of papers**

Submission deadline: 31.5.2016

Please send publications to: slovlex2016@slu.cas.cz

Papers should not exceed 10 standard pages in length (18,000 key depressions including spaces).

*** No more than 15 standard pages in the case of plenary talks (27,000 key depressions including spaces).**

Please keep to these formal rules when editing your text:

- Please edit your texts in MS Word 2003-2010, using Times New Roman font
- Title: size 14, bold, centred.
- Underneath the first name and surname of the author, name of institution and state, contact email – size 12, not bold, centred.
- This is followed by an abstract in English (400-800 key depressions including spaces), font size 10, not bold, centred.
- Keywords (3-6 words) in English, font size 10, not bold, centred.
- Article text font: Normal, size 12, spacing 1.5, alignment: new paragraph as a block: 1.25 cm from the left margin.
- References in the text to specific works and pages are made in accordance with this model: (Uhlířová 2011: 7).
- Quotes are made in the original and their translation is given in a footnote.
- Authors' own insertions into citations are indicated by their initials in square brackets, i.e. [X. Y.].
- Important concepts and expressions may be highlighted **in bold**, as may sub-chapters.
- Examples are written in *italics*.
- Double inverted commas „“ are used in texts, while single inverted commas ‚‘ are used to explain meanings.
- An m-dash – is used for periods of years, pages and the like.
- Footnotes are used in papers (using Insert – Footnote); notes are numbered consecutively.
- The footnote font is size 10, not bold, aligned as a block, single-line spacing.
- References to literature: please include the bibliography at the end of the paper (not in the footnotes) and leave one empty line between the publications in Latin script and in Cyrillic. Individual items in the bibliography should be presented in the following form (font: Normal, size 12).
- Collected works in scholarly publications which are traditionally abbreviated (e.g. SSJČ 1 and the like), are presented as follows in the bibliography: SSJČ 1: *Slovník spisovného jazyka českého*, Díl 1 (A–M). Havránek a kol. Praha: ČSAV 1960.

Monographs:

Bosák et al. 1989: Bosák, J. et al. *Dynamika slovnjej zásoby súčasnej slovenčiny*. Bratislava: Veda.

Filipec – Čermák 1985: Filipec, J.– Čermák, F. *Česká lexikologie*. Praha: Academia.

Кубрякова 1981: Кубрякова, Е. С. *Типы языковых значений. Семантика производного*

слова. Москва: Наука.

Ничева 2008: Ничева, Р. *Българска граматика. Морфология*. София: УИ „Св. Климент Охридски“.

Collection of papers:

Bosák 1999: Bosák, J. (ed.) *Internacionalizácia v súčasných slovanských jazykoch: za a proti*. Bratislava: Veda.

Article in journal:

Dokulil 1956: Dokulil, M. Opravovat zvrtné *se, si* po čárce? – *Naše řeč* 39, 108–113.

Ухлиржова 2011: Ухлиржова, Л. Общност и многообразие на словоредата на клитиките (Съпоставително изследване на българския и чешкия език). Част III. – *Съпоставително езикознание XXXVI*, 2011, 5–16.

Article in collective monograph/collection of papers:

Lešnerová 2002: Lešnerová, Š. Postavení příklonky *se* v textu Kryštofa Haranta z Polžic „Cesta z království Českého... do Země svaté...“. In: *Čeština – univerzália a specifika 4* (eds. Z. Hladká – P. Karlík). Praha: Nakladatelství Lidové noviny, 325–327.

Пашов 2008: Пашов, П. Специфика на приглаголните личноместоименни форми в съвременния български книжовен език. В: *В търсене на смисъла и инварианта* (ред. Я. Бъчваров и кол.), София: УИ „Св. Климент Охридски“, 312–325.

Article in electronic journal:

Němec 1970: Němec, I. O změnách slovní zásoby. – *Naše řeč* 53 [online]. [cit. 2016-01-31]. <<http://nase-rec.ujc.cas.cz/archiv.php?art=5513>>

Благоева 2007: Благоева, Д. Неологизмите в съвременния български език. – *Електронно списание LiterNet* 87, 24.02.2007 [online]. [цит. 2016-02-27]. <http://litenet.bg/publish13/d_blagoeva/neologizmite.htm>

Webpage:

Jak vykládám cizincům aspekt. Hrdlička, M. [online]. [cit. 2015-10-04]. <<http://www.auccj.cz/starestranky/jakvykladamcizincumaspekt.htm>>

Латиница, кирилица, политика: спорът за миналото и новите медии. Спасов, О. [online] [цит. 2015-10-04]. <<http://www.librev.com/index.php/2013-03-30-08-56-39/discussion/culture/1628-2012-06-05-10-18-06>>

- If a cited work has two authors then we mention both of them with a hyphen; if there are more than two then we only mention the first author with the abbreviation "et al."/"и кол."
- If a single author has more than one work in a single year then these are distinguished with letters a, b, c/a, б, в.
- If the article includes graphs, diagrams and the like, please send them in separate files, ideally in .gif format.
- If special fonts are used in the text, please send them and the text of the entire publication in pdf format.