

INSTRUCTIONS FOR ARTICLE LAYOUT

The journal *Slovo* publishes previously unpublished scholarly and professional articles as well as other contributions, such as necrologies, reviews, news.

I. General instructions (valid for all articles)

Texts must be saved in .doc / .docx or .rtf format. Latin text must be formatted in Times New Roman font. Fonts for round and square Glagolitic script, old Cyrillic script, and Greek can be downloaded at the following link: <https://www.stin.hr/fonts.zip>. If the author wishes to use a different font, he/she must inform the editorial board in advance, which will allow such use in certain justified cases. Fonts must be size 12 in body text and 10 in footnotes. Line spacing must be 1.5, and spacing between paragraphs must be 0. All text must be justified.

Words are not to be broken across the end of lines. Double quotation marks “ ” are to be used as standard; single quotation marks ‘ ’ are used for quotes within quotes. When writing punctuation marks, differentiate between the em-dash (—) and en-dash (-).

Graphics, figures, and tables are numbered (“Table 1. ...”, “Figure 1. ...”) and placed within the body text where they belong in terms of content. Descriptions of graphics must be provided in both Croatian and in English, as well as the language of the article (if not Croatian or English). Descriptions of tables are to be written above the table, and below graphics or figures.

Note: The editorial board assumes that all authors guarantee to respect the Croatian Intellectual Property Act and other related rights and the General Data Protection Regulation in the entire content of their articles.

II. Instructions related to (scientific and scholarly) articles

The recommended length of articles is up to 37.600 characters including spaces. Two versions of the article must be submitted: one containing data on the author (in the header), and a second without data on the author that must be in PDF format.

The components of articles are to be ordered and laid out as follows:

1. Header (information about the author)

The header must contain: the first and last name of the author, the name of the institution employing the author and the city in which it is located, and the author's e-mail address. If the article is the work of multiple authors, this data must be listed for each individual author. The author's last name is to be written in capital letters.

2. Title

The title is written in bold and centred on the page; the names of texts mentioned in the title are to be written in italics.

3. Summary and key words (in the language of the article)

Below the title, a summary (up to 250 words) and key words are to be provided in the language of the article.

4. Body text of the article

i) Components of the body of the article and their ordering

The body text consists of: an introduction, main text, and conclusion; the text may be followed (exclusively) by footnotes.

Components of the body text of the article must be organised into hierarchically numbered chapters. Titles of chapters are to be written in capital letters (2. LANGUAGE), titles of sub-chapters are to be written in sentence case (2.1. Phonology), and sections of sub-chapters are to be written in sentence case and in italics (2.1.1. *Vowels*).

ii) referencing sources and literature

- a) In the body text of the article, references are cited in brackets:

(PETROVIĆ 1988: 8), (GRABAR; NAZOR; PANTELIĆ 1973), (HAMM 1958b: 134), (ŠTEFANIĆ 1969; HERCIGONJA 1983)

- b) in footnotes, references are cited without brackets:

For more on this, see HAMM 1947: 89

vgl. HAMM 1958b: 134 / cf. HAMM 1958b: 134 / cf. HAMM 1958b: 134
MIHALJEVIĆ 2009: 229-230; RCJHR 2012: 9; MARTI; VEDER 2000: 235-236; GRABAR; NAZOR; PANTELIĆ 1973: 123

Referenced pages of bibliographic entries are to be listed exactly, e.g. HAMM 1947: 6 or HAMM 1947: 6-12 (not HAMM 1947: 6 and further, etc.).

5. List of sources

Sources are to be listed in alphabetical order. Entries consist of: abbreviation of source, full title of source, time and place of creation (if known), current location, and signature (if known). Names of sources and signatures are to be written in italics:

BrAc = Academy Breviary, ca. 1384, Zagreb, HAZU Archive, sign. III c 12.

6. Bibliography

i) General layout and order of bibliographic entries of cited literature

Publications cited in the article must be listed with a hanging indent (1.25 cm) and are to be listed in alphabetical order by the author's last name or abbreviation/ acronym if it is more suitable.

ii) Works originally written in Cyrillic script are to be cited in one of two ways:

- a) transliterated into Latin script (using the scientific system of transliteration common for the language concerned or the ISO 9 system), or
b) in Cyrillic script *and* transliterated into Latin script (using the scientific system of transliteration common for the language concerned or the ISO 9 system:

DOGRAMADŽIEVA 1994 = ДОГРАМАДЖИЕВА, Е. 1994. Участие на Евангелието в изграждането на Синайския евхологий. Старобългарска литература 28–29: 62–65. [DOGRAMADŽIEVA, E. 1994. Učastie na Evangelieto v izgraždaneto na Sinajskija evhologij. Starobălgarska literatura 28–29: 62–65.]

DOGRAMADŽIEVA 1994 = ДОГРАМАДЖИЕВА, Е. 1994. Участие на Евангелието в изграждането на Синайския евхологий. Старобългарска литература 28–29: 62–65. [DOGRAMADŽIEVA, E. 1994. Učastie na Evangelieto v izgraždaneto na Sinajskiâ evhologij. Starobŕlgarska literatura 28–29: 62–65.]

iii) *Works of the same author*

- a) If the works have been published in the same year, they are to be marked with letters in alphabetical order:

HAMM, J. 1958.a. Akcenatske opozicije u slavenskim jezicima. *Radovi Staroslaven-skog instituta* 2: 61–73.

HAMM, J. 1958.b. Judita u hrvatskim glagoljskim brevijarima. *Radovi Staroslaven-skog instituta* 3: 103–201.

- b) If the works were not published in the same year, they are to be listed chronologically:

HERCIGONJA, E. 1983. *Nad iskonom hrvatske knjige*. Zagreb: Sveučilišna naklada

Liber. HERCIGONJA, E. 2004. *Na temeljima hrvatske književne kulture*. Zagreb: Matica hrvatska.

iv) *Works usually listed by title (e.g. multi-volume publications by a group of authors)*

RCJHR 2012 = Rječnik crkvenoslavenskoga jezika hrvatske redakcije. Sv. 19 (ерѣовъ – жрътва). Zagreb: Old Church Slavonic Institute.

SLOVNÍK 1973 = Slovník jazyka staroslověnského, II: k – o. J. Kurz (ed.). Praha: Academia, nakladatelství Československé akademie věd.

v) *Layout of bibliographic entries by type of work and place of publishing*

- a) Independently authored books and books compiled by editors (including anthologies)

HAMM, J. 1947. *Gramatika starocrkvenoslavenskog jezika*. Zagreb: Nakladni zavod Hrvatske.

GRABAR, B.; A. NAZOR; M. PANTELIĆ. 1973. *Hrvatskoglagoljski misal Hrvoja Vukčića Hrvatinića: Transkripcija i komentar*. Zagreb – Ljubljana – Graz: Staroslavenski institut »Svetozar Ritig« – Mladinska knjiga – Akademische Druck- und Verlagsanstalt.

DÜRRIGL, M.-A.; M. MIHALJEVIĆ; F. VELČIĆ (ed.). 2004. *Glagoljica i hrvatski glagolizam: Zbornik radova s međunarodnoga znanstvenog skupa povodom 100. obljetnice Staroslavenske akademije i 50. obljetnice Staroslavenskog instituta (Zagreb – Krk, 2. – 6. listopada 2002.)*. Zagreb – Krk: Old Church Slavonic Institute – Krk Diocese.

- b) Chapters in books (including anthologies)

MIHALJEVIĆ, M. 2009. Hrvatski crkvenoslavenski jezik. S. Damjanović (ed.). *Povijest hrvatskoga jezika. 1. knjiga: srednji vijek*. Zagreb: Društvo za promicanje hrvatske kulture i znanosti CROATICA, 283–349.

MARTI, R. W.; W. R. WEDER. 2000. Die Freiburger Diskussionsrunde zur Entstehung der Glagolica. H. Miklas (Hrsg.). *Glagolitica: zum Ursprung der slavischen Schriftkultur*. Wien: Verlag der Österreichischen Akademie der Wissenschaften, 227–243.

c) Articles published in journals

PETROVIĆ, I. 1988. Prvi susreti Hrvata s ćirilometodskim izvorisem svoje srednjovjekovne kulture. *Slovo* 36: 5–54.

MIHALJEVIĆ, M.; J. REINHART. 2005. The Croatian Redaction. Language and Literature. *Incontri Linguistici* 28: 31–82.

d) Online sources and websites

– If the author of a text is unknown, the title of the page is to be listed along with the URL (not underlined) and date of access:

BELIEVE. 1997. Santa Veronica: General Information. *BELIEVE Religious Information Source – By Alphabet*. URL: <http://mb-soft.com/believe/txh/veronica.htm> (2/6/2012).

– If the author of a text is known, the first and last name of the author are to be listed along with the URL (not underlined) and date of access:

WILLIAMS, M. D. 2009. *Turin Shroud: Relic or Hoax?*. URL: <http://turin-shroud.blogspot.com/2009/01/history.html> (21/10/2011).

Note: texts found in international databases of serial publications (e.g. JSTOR) are not cited as electronic sources, but as works in a printed journal. Works in journals published exclusively in electronic form are also cited as works in a printed journal, with the addition of the URL of the journal and date of access at the end of the bibliographic entry.

7. Summary and key words (in English and one other international or Slavic language)

If the language of the article is Croatian, after the bibliography, a summary and key words are to be provided in English and—if the author so chooses—one other international or Slavic language.

If the language of the article is English, after the bibliography, a summary and key words are to be provided in Croatian and—if the author so chooses—one other international or Slavic language.

If the language of the article is neither Croatian nor English, after the bibliography, summaries and key words are to be provided both in Croatian and in English.