

Journal *Zeitschrift für Slavische Philologie*
Style Guide for English-language Submissions

1. Articles should be submitted by email both as Word file and as pdf file. Please use the font “Times New Roman”.
2. The journal *Zeitschrift für Slavische Philologie* publishes articles in German, Russian and (American) English. Texts written by non-native speakers MUST be edited by a native speaker before submission. The following guidelines apply to English-language submissions.
3. Articles should be written in American English, using the corresponding punctuation rules.
4. Object language and titles should be given in italics, while new terms should be set within single quotation marks. Titles of articles, book chapters, poems and short stories should be set in double quotation marks. Only italics may be used for emphasis.
5. Quotations exceeding two lines should be presented as a block quote and set in a smaller font size; they should be in Cyrillic if the original is in Cyrillic. Cyrillic words and terms quoted in the text, however, should be transliterated. Quotations within quotations should be in single quotes. Ellipses in quotations or added information should be given in square brackets: [...]. Greek and Old Cyrillic words should not be transliterated.
6. Preference is given to quotations in the original Slavic language. Translations can either be added as a footnote, or quotations can be paraphrased in the text.
7. Footnotes should be numbered throughout the text and placed at the bottom of the page.
8. References should be given within the text (using the author-date system) rather than footnotes. They should be set in brackets and include the author’s name, followed by the year of publication (in the case of several works published in the same year by the same author, the year is followed by a letter) and, after a comma, the page number(s). Several references to the same author are separated by semicolons; references to several authors are separated by commas.
9. In all cases (except for reviews, where up to three references can be provided in the footnotes) the full references should be listed at the end of the article as follows:
 - (a) The bibliography (list of works cited) should be preceded by the header BIBLIOGRAPHY. Authors (and titles, if there is no author) are listed in Latin alphabetical order.
 - (b) The author’s name is followed by the first name(s), except for middle names in English and patronymics in Russian, which are given as initial.
 - (c) References to monographs include the author’s surname, separated by a comma from the first name, followed by a full stop. Then the year of publication is given, followed by a full stop. If there are several authors, the names are separated by semicolons. The title of the work is given in italics. If a work has editors, their names are listed as given on the title page. Then follows the place of publication (up to three places, separated by commas) and, after a colon, the publisher.
 - (d) If the publication is part of a series or a multi-volume edition, no editor is listed. Please give the series or volume title in italics in parentheses after the place of publication, followed by the volume number in Arabic numerals.
 - (e) The titles of edited volumes should be given in italics after the names of editor(s), followed by (ed.)/(eds).
 - (f) Articles in edited volumes should be listed as follows: author’s surname and first name, year of publication, then the title of the article in double inverted commas.

After a full stop and “In” comes the title of the volume in italics, followed by the page numbers and a full stop; then follows the place of publication and, after a colon, the publisher.

(g) Articles in periodicals should be listed as follows: author’s surname and first name, year of publication, then the title in double inverted commas. After a full stop, the title of the periodical (non-abbreviated) is given in italics. This is followed by the number of the volume (if applicable, separated by a full stop from the number of the issue, e.g. 23.4); after a colon come the page numbers.

(h) If the list of works cited contains several publications by the same author, the surname and first name is fully written out each time.

(i) The bibliography is in Latin script only, using transliteration for sources in Cyrillic.

(j) Online sources are cited with the name of the author, year of publication and title, followed by the URL and, separated by a comma, the date of last access.

(k) References in footnotes are used only in reviews (see above), following the above format but giving the author’s first name before the surname. Thereafter, references should be made in the text using the author-date system.

(l) All English titles should use capitals for autosemantic words (including personal pronouns).

10. The author’s name should stand at the end of the article and before the bibliography. The affiliation or place of residence stands on the left side, the author’s full name on the same line on the right. On the next line comes the author’s email address in a smaller font size.

11. A short abstract (maximum half a page) should follow the bibliography. It should be written in one of the journal’s three working languages, but a different one than the language of the article. The abstract should be headed by the translated title of the contribution.

12. A book review should generally be formatted according to the same rules as an article. The book review should start with the full title of the work reviewed, which should be given in the form of a bibliographical reference. The year of publication is followed by a full stop and the number of pages of the work; different sets of page numbers are separated by commas, e.g.: xii, 123, 14 pp.); tables and appendices should be listed as well.

13. Please follow Library of Congress transliteration for all English-language contributions. Articles on literature, culture and media may use Library of Congress transliteration without diacritics; publications in linguistics should follow the rubric “linguistic system” of the Chicago Manual of Style

(http://www.chicagomanualofstyle.org/16/images/ch11_tab03.pdf).