



Style guide for the texts of a collective monograph
The Czech Approach to Word Formation in the Context of Slavic Linguistics

Deadline for submission: 31 October 2022

Form of submission: insert on: dokulil.slu.cas.cz/en#posts

Text requirements:

length: max. 20 standard pages (36 000 characters including spaces), including bibliography.

text editor: Word

document format: docx, or rtf, identical version in pdf, images, graphs, etc. in separate files

language: all Slavic and English

Please provide the title of the article in English and the resume in English (the resume itself should not exceed 500 characters including spaces).

Graphic design:

font: size 12, font Times New Roman

line spacing: 1.5

edges: 2.5 cm from all sides

justifying

notes: auto numbering, footnotes, size 10, line spacing 1, justify

article title: Times New Roman, font size 14, bold

name of the author – under the title of the article, break down the name and surname, font size 12, standing, in the case of multiple names – separate by comma

place of work of the author – at the end of the article: name, surname + e-mail; on a separate line: place of work – department/faculty/university, city, ORCID

grant dedication – note after the title of the article introduced with: *

numbering of sections and subsections: individual sections, subsections of text – numbering with Arabic numerals with a period (e.g. 2.2.1)

section titles in bold

section spacing – 1 line

titles of works, journals in text – in italics

range of parts, pages, years, etc.: dash without spaces (156–158), not hyphen (-)

referencing literature in the text: (Dokulil 1985: 14)

description of figures / tables / graphs – under the figure, table, chart, alignment to the centre:

Fig. 1. Title

Table 1. Title

Chart 1. Title

Graphics system:

The titles of the works are given in the original language, including the graphic system. The same applies to references in the bibliography:

Апресян 1974: АПРЕСЯН, Ю. Д.: *Лексическая семантика*. Москва: Наука.

Between the initials of the name and the name after the father, or the initials of two first names, we write a space (Е. А. Земская).

Bibliography:

Monograph:

Author's surname year: AUTHOR'S SURNAME WITH SMALL CAPS, initial of first name (names, names after father): *title of the work (in italics)*. Place of publication: publishing house.

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

Кубрякова 1981: КУБРЯКОВА, Е. С.: *Типы языковых значений. Семантика производного слова*. Москва: Наука.

Proceedings:

Editor's surname year (ed.): EDITOR'S SURNAME WITH SMALL CAPS, initial of first name (names, names after father): *title of the proceedings (in italics)*. Place of publication: publishing house.

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

Article in the journal:

Author's surname year: AUTHOR'S SURNAME WITH SMALL CAPS, initial of first name (names, names after father): title of the article. *Name of the journal (in italics)* volume, number, pages.

Dokulil 1956: DOKULIL, M.: Handbook on Czech Professional Nomenclature. *Naše řeč* 39, 3–4, 99–105.

Alternatively, citation of electronic form:

Dokulil 1956: DOKULIL, M.: Handbook on Czech Professional Nomenclature. *Naše řeč* 39 [on-line] <<http://nase-rec.ujc.cas.cz/archiv.php?art=4477>> [retrieved 27.04.2022]

Article in collective monograph/proceedings:

Author's surname year: AUTHOR'S SURNAME WITH SMALL CAPS, initial of first name (names, names after father): title of the article (standing). In: editor's surname, editor's first initial (ed.): *collective monograph/anthology title (italicized)*. Place of publication: publishing house, pages.

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

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

Website, portal:

Portal name abbreviation: *name (in italics)*. [on-line] <adresa> [retrieved day.month.year]

VW: *Vokabulář webový*. [on-line] <<https://vokabular.ujc.cas.cz/>> [retrieved 27.04.2022]

The work has 2 authors – between the names we write a hyphen separated from both sides by spaces:

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

The work has 3 or more authors – the text will list the first author and the abbreviated expression "et al." /"и кол.", in the list of literature we write as it is in the text, after the colon of the name we break down:

Čmejrková et al. 2004: ČMEJRKOVÁ, S. – JÍLKOVÁ, L. – KADERKA, P.: Mluvená čeština v televizních debatách: korpus DIALOG. *Slovo a slovesnost* 65, 4, 243–269.

Multiple works by one author are ranked chronologically from the oldest work.

Multiple works by the same author in one year are distinguished by the designation a, b, c.