

1 Submissions

All instructions for formatting the paper are given in the “Slovo Template”. Here only the general style is described.

Each paper should contain a cover page and be submitted **both** as Word- and PDF-file.

1.1 The Separate Cover Page

The separate cover page is to be written in English, containing the paper title, the author’s name, affiliation (e.g. department and university), e-mail address, and an abstract.

The title, author’s name, affiliation and e-mail address must be centered and written in Times New Roman.

The abstract should be formatted as follows:

Abstract (Times New Roman 13 pt, italic)

The text of the abstract: 100-150 words written in Times New Roman, 14 pt, 1,15 spacing and justified.

Example:

**Slavic Languages as an Instrument of Culture and the
Product of National History (18 pt, bold)**

Arthur Beck (14 pt)

Department of Modern languages, Uppsala University (12 pt)

arthur.beck@slavica.org (12 pt)

Abstract (13 pt, italic)

The development of modern Slavic languages has traditionally had a close connection with ... (14 pt; 1,15 spacing, justified)

1.2 The Paper

The text of the paper should be formatted in:

- Font: Times New Roman, 13 pt
- Space: 1,15
- Margins: justified (aligned on both sides)
- A4 paper
- Margins and borders: 2.5 cm.

The paper should contain footnotes, not endnotes. Footnotes should be written in Times New Roman, 10 pt, single spacing, with justified margins.

1.3 Divisions and Subdivisions

A paper should preferably not include more than two levels of headings. The following style for divisions and subdivisions should be used:

The first level: 1., 2., etc.: Times New Roman, 16 pt, bold

The second level: 1.1, 1.2, 2.1, 2.2, etc.: Times New Roman, 14 pt, bold

Consecutive headings should be written on consecutive lines without an empty line between them.

1.4 Figures and Tables

Figures and tables must be numbered and titled. The name of a figure or table should be placed after the figure/table and formatted in Times New Roman, 10 pt, italic. When referred to in the text, the figure or table number should be given in parentheses (e.g., Figure 1/Table 1).

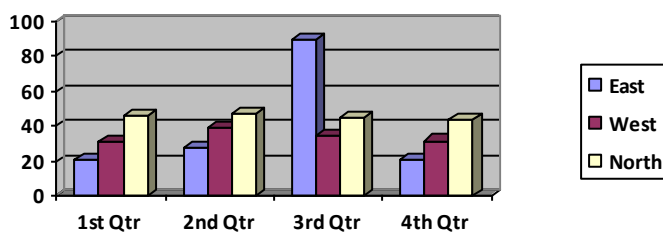


Figure 1. Example of figure

Example for Table				

Table 1. Example of table

2 References

2.1 In-text

<u>DESCRIPTION</u>	<u>EXAMPLE</u>
<p><i>Quotation from a specific part of a work, or reference to specific ideas, concepts and details</i></p> <p>In parentheses: author’s name, year, colon, page number(s). Note: no space between the colon and the numbers.</p>	<p>(Beck 2009:45)</p>
<p><i>Repeated quotations from the same author and work</i></p> <p>Instead of repeating the citation already introduced, use ‘ibid.’, followed by page number. Note: ‘ibid.’ can be used several times until a new source is cited.</p>	<p>(ibid.) (ibid.:45)</p>
<p><i>More than one work by the same author</i></p> <p>Works by the same author are differentiated by the year of publication. If two or more works are published in the same year, identify them by letter, in alphabetical order, immediately following the year.</p>	<p>(Beck 2009a) (Beck 2009b) (Beck 2009c)</p>
<p><i>Work by two authors</i></p> <p>The surnames of both authors are given as follows.</p>	<p>(Beck & Smith 2004)</p>
<p><i>Work by more than two authors</i></p> <p>The surname of the first author is given, followed by “et al.”</p>	<p>(Beck et al. 2004)</p>
<p><i>Two authors with the same surname</i></p> <p>The authors are differentiated by first initials.</p>	<p>(A. Beck 2009) (M. Beck 2009)</p>

Two or more simultaneous references

Two or more works by different authors within the same parentheses are listed in alphabetical order by surname. The names are separated by a semicolon. (Beck 1998; Clark 1992)

Reprint of a publication

The original year of publication is given in brackets, followed by the year of the reprint. (Beck [1944] 1969)

2.2 The Reference List

The reference list of all works used in the paper should be ordered alphabetically by author surname.

Books

Author's full surname, followed by full first name. Year. *Title of book*. Place of publication: Publisher.

Example:

Beck, Alexander. 2004. *Slavic Languages. An Introduction to the Comparative Linguistics of the Slavic Languages*. Uppsala: Uppsala University Press.

Book Chapter

Author's full surname, followed by full first name. Year. Title of chapter. Editor(s) (ed./eds.) *Title of book*. Place of publication: Publisher, pages.

Example:

Beck, Alexander. 2005. The history of the comparative studies within the Slavic languages. An Overview. E. Smith (ed.) *Slavic languages in Scandinavia. Proceedings of the First Symposium on Language Studies in Scandinavia*. Uppsala: Uppsala University Press, 52–73.

More than one work by the same author

Repetition of the author's name is indicated by a horizontal line. When two or more works are published in the same year, a letter is added to the year to distinguish the works.

Beck, Alexander. 2004. *Slavic Languages. An Introduction to the Comparative*

Linguistics of the Slavic Languages. Uppsala: Uppsala University Press.

———. 2005a. The history of the comparative studies within the Slavic languages. An Overview. E. Smith (ed.) *Slavic languages in Scandinavia. Proceedings of the First Symposium on Language Studies in Scandinavia*. Uppsala: Uppsala University Press, 52–73.

———. 2005b. The history of the comparative studies within the Slavic languages. An Overview. E. Smith (ed.) *Slavic languages in Scandinavia. Proceedings of the First Symposium on Language Studies in Scandinavia*. Uppsala: Uppsala University Press, 52–73.

Multiple authors

First author's surname, followed by full first name, second author's surname, followed by full first name, etc., followed by an &-sign before the last author's listing.

Example:

Beck, Alexander, Clark, David & Smith, Boris 2003. *Historical Linguistics*. London: Routledge.

Journal article

Author's surname, followed by full first name. Year. "Title of the article". *Title of the Journal* volume, pages.

Example:

Beck, Alexander. 2002. "A historical overview over the comparative Slavic studies in Scandinavia". *Slovo (Uppsala)* 17, 63–86.

Newspaper article / Magazine article

Author's surname, followed by first initial. Year. "Title of the article". *Title of the Newspaper/Magazine*, Year-Month-Date, pages.

Example:

Beck, Alexander. 2010. "New languages at Uppsala University". *Upsala Nya Tidning (UNT)*, 2010-05-24, 1–2.

Electronic article in periodical

Author's surname, followed by full first name. Year. Title of article. *Title of the Periodical* volume, pages. URL, Year-Month-Date.

Example:

Beck, A. 2010. "On-line teaching in Slavic languages at Uppsala University". *Slovo (Uppsala)* 50, 25-30. www.moderna.uu.se/slovo, 2010-05-24.

Electronic book

Author's surname, followed by first initial. Year. *Title of book*. Place of publication: Publisher. URL, Year-Month-Date.

Example:

Beck, Alexander, Clark, David & Smith, Boris 2003. *Historical Linguistics*. London: Routledge. www.moderna.uu.se/slovo, 2010-05-24.

2.3 A Mixed Reference List

A reference list containing works written in Cyrillic and Latin letters should be ordered alphabetically according to the rules of the language in which the paper is written. If the paper is written in a version of the Latin alphabet, references written with Cyrillic letters are given as follows:

Example:

Tišev 2005: Тишев, Иван. *Фонетични особености на Родопските диалекти*. София: Наука и изкуство.

If the paper is written in a version of the Cyrillic alphabet, references written with Latin letters are given as follows:

Чомски 1986: Chomsky, Noam. *Knowledge of Language: Its Nature, Origin and Use*. New York: Prager.

Author names should be transliterated using the table provided by the journal *Scando-Slavica*.

TRANSLITERATION OF CYRILLIC GRAPHEMES

	CYRILLIC	LATIN		CYRILLIC	LATIN
A	а	a	Ч	ч	č
Б	б	b	Ц	ц	dž
В	в	v	Ш	ш	š
Г	г	g, Ukr and Belarus h	Щ	щ	šč, Bulgšt
Ґ	ґ	g	Ъ	ъ	"(word-finally omitted), Bulgã
Ѓ	ѓ	ǵ	Ы	ы	y
Д	д	d	Ь	ь	'
Ђ	ђ	đ	Ѣ	ѣ	ě
Е	е	e	Э	э	è
Ё	ё	ë	Ю	ю	ju
Є	є	je	Я	я	ja
Ж	ж	ž	Ө	ө	ı
З	з	z	Vv	vv	ý
S	s	dz	Ѧ		ja
И	и	i, Ukr y	Ѧ, Ѧ, Ѧ		ę
Й	й	j	Ѧ		ø
І	і	i	Ѧ		jç
Ї	ї	ï	Ѧ		jç
J	j	j			
К	к	k			
Ќ	ќ	ќ			
Л	л	l			
Љ	љ	lj			
М	м	m			
Н	н	n			
Њ	њ	nj			
О	о	o			
П	п	p			
Р	р	r			
С	с	s			
Т	т	t			
Ѧ	ѧ	ć			
У	у	u			
Ў	ў	ũ			
Ф	ф	f			
Х	х	ch, Serb and Mac h			
Ц	ц	c			