THE EDITORS OF "RICERCHE SLAVISTICHE"

GUIDELINES FOR CONTRIBUTORS

1. *Length of the paper, abstract, keywords, biographical note*

Papers cannot be longer than **50.000 characters**, including spaces and bibliography. Longer texts can be taken into consideration just in some exceptional cases and, anyway, they must be approved by the Editorial Board.

Every contribution must be provided with:

- an **abstract** (350-500 words) in English or, if the contribution is written in English, in Italian;
- **keywords** in English (at least 5, no more than 10);
- a **biographical note** about the author in Italian or in English (up to 100 words).

2. *General text formatting*

The main body of the text is associated with Times New Roman 11 points and has a 13 point line spacing, longer quotations (see § 5) are associated with Times New Roman 10 pt and have a 12 pt line spacing, footnotes are associated with Times New Roman 9 pt and have a 11 pt line spacing. The right margin is justified (but heading, author's name and title are centred).

The first line of paragraphs following the first one has an indent of 0,5 cm.

Possible subtitles must be set in italics.

3. *Beginning and end of the paper*

At the beginning of the paper write author's name and surname in small capitals (centred, spacing before = 18, after = 0) and the paper's title in capitals (centred, spacing before = 26, after = 30). At

the end of the paper indicate the author's affiliation and his/her e-mail address.

4. *Use footnotes, not endnotes*

Always use **footnotes**, not endnotes, by selecting "Footnote" from the "Insert" menu. Footnotes have a consecutive numeration and the numbers of the footnotes must be in parentheses. Do not use footnotes to give informations about quotations and other bibliographical references (see § 5).

5. *Quotations, references, bibliography, transliteration*

Quotations of texts are set between double quotation marks (""), whereas single quotation marks (' ') are used for quotations within quotations.

> Longer quotations should be set in smaller font size and indented (1 cm) and do not need quotation marks, as in the paragraph you are reading now. You must always give the sources of all quotations.

References to the sources of quotations and other bibliographical references must be set in the text between parentheses mentioning the author's surname, or the abbreviated title of the book, then the year of publication and, if necessary, the page reference after colons, as in the following examples:

(Graciotti 2008)

(Graciotti 2008: 30)

(Solar 2004)

(Solar 2004: 55-57)

All relevant informations about publications must be included in the **bibliography** at the end of the paper. For each bibliographical entry make explicit the abbreviation it is associated with. The abbreviation must be followed by the symbol =. Referring to **books**, you indicate: name and surname of the author in full (if there are several authors, their names are separated by a comma), title and subtitle, initial letter of the name followed by a full stop and surname in full of the editor/s, book series in parentheses, publisher, place of publication, year of publication (if there are several publi-

shers and/or places, these are separated by a hyphen), page reference. All data are set in Roman types, except title and subtitle, which are set in italics. Examples:

Dizionario di linguistica 1999 = *Dizionario di linguistica e di filologia, metrica, retorica*. Diretto da G.L. Beccaria. Einaudi, Torino 1999.

Filologia e letteratura 1990 = *Filologia e letteratura nei paesi slavi. Studi in onore di Sante Graciotti*. A cura di G. Brogi Bercoff, M. Capaldo, J. Jerkov Capaldo, E. Sgambati. Carucci, Roma 1990.

Giannelli - Graciotti 2003 = Ciro Giannelli, Sante Graciotti, *Il Messale croato-raguseo (Neofiti 55) della Biblioteca Apostolica Vaticana*. (Studi e testi, 411). Biblioteca Apostolica Vaticana, Città del Vaticano 2003.

Solar 2004 = Milivoj Solar, *Ideja i priča*. (Izabrana djela, 1). Golden marketing - Tehnička knjiga, Zagreb 2004.

Referring to **contributions in periodicals**, you indicate: name and surname of the author in full (if there are several authors, their names are separated by a comma), title and subtitle, title of the periodical between double quotation marks (""), volume number, year in parentheses, issue number, page reference. All data are set in Roman types (except title and subtitle – in italics) and separated by commas. Examples:

Gasparini 1965 = Evel Gasparini, *Introduzione al matriarcato slavo*, "Ricerche slavistiche", XIII (1965), pp. 24-40.

Graciotti 2008 = Sante Graciotti, *La slavistica che ho amato prima del terzo millennio*, "Ricerche slavistiche", N.s. 6 (LII) (2008), p. 30.

Livingstone 2002 = Angela Livingstone, *Danger and Deliverance: Reading Andrei Platonov*, "Slavonic and East European Review", 80 (2002) 3, pp. 401-416.

Referring to **contributions in books**, you indicate: name and surname of the author in full (if there are several authors, their names are separated by a comma), title and subtitle, book title and other relevant informations (as indicated above) after the preposition *in*,

page reference. All data are set in Roman types, except title and sub-title – in italics. Examples:

> Graciotti 1994 = Sante Graciotti, *Comparatistica letteraria slava*, in *La slavistica in Italia. Cinquant'anni di studi (1940-1990)*. A cura di G. Brogi Bercoff, G. Dell'Agata, P. Marchesani, R. Picchio. Ministero per i Beni Culturali e Ambientali, Roma 1994, p. 100.

> Thomson 2006 = Francis J. Thomson, *Il testo biblico dai libri liturgici alla Bibbia di Ostrog (1581)*, in *Lo spazio letterario del Medioevo*, 3. *Le culture circostanti*, III. *Le culture slave*. A cura di M. Capaldo. Salerno Editrice, Roma 2006, pp. 245-287.

Referring to **online sources**, you indicate the full address of the resource (URL) in angle brackets (< >). If there is a reference to texts (articles, and so on), indicate first name and surname of the author, then, in italics, title and subtitle. Indicate the date at which the source was consulted. Example:

> Andrej   Shishkin,   *Vjačeslav   Ivanovič   Ivanov*, <http://www.russinitalia.it/dettaglio.php?id=253>,   last access: 10.02.2021

If needed, you can use the following **abbreviations** (always set in Roman types): cfr. (see); ed. (edition), orig. ed. (orginal edition); Id./Ead. (e.g., when you make explcit an author's book containing the quoted article/essay/work); ill. (illustrations); trans. (translation), Eng. trans. (English translation).

To refer to omitted parts of a text use three dots between square brackets: […].

Transliteration from Cyrillic or other alphabets must follow the rules of scientific transcription.

6. *Document formatting*

- **Margins**: top = 6,2; bottom = 6,2; left = 5,15; right = 5,15; gutter = 0; header = 5,2; footer = 4,2; mirror margins = off; 2 pages per sheet = off; apply to = whole document; gutter location = left.
- **Paper size**: A4.

- **Paper feed**: not applicable.
- **Layout**: section start = continuous; headers and footers: different odd and even = on, different first page = on; vertical alignment = top; apply to = whole document.

7. *Tables*

When you make a **table**, make sure to uncheck the boxes "Color" and "Font". You can find an example of table below and you can use it in order to set up different tables:

	Column 1	Column 2	Column 3	Column 4	Column 5
Row 1	a	b	c	d	e
Row 2	f	g	h	i	j
Row 3	k	l	m	n	o
Row 4	p	q	r	s	t
Row 5	u	v	w	x	y

Table 1: Columns and rows.

Do not let the table overflow onto the next page: select the entire table (if followed by commentary or notes) or the table minus its last row (if the main text continues directly after it) and then check "Widow/Orphan Control".

Commentary or notes to the table must be set in 10 pt font and centred.

8. *Symbols*

For texts written in modern languages, you are kindly requested to use the Times New Roman font (for Windows and Macintosh). For additional symbols use preferably a Unicode Font, e.g. "TITUS Cyberbit Basic" (downloadable from: http://titus.uni-frankfurt.de/unicode/tituut.asp). If you use a font which is not usual, send a copy of the font as an attachment to the contribution.

9. *Submitting your paper*

Send your text in **.doc** or **.docx** (Word for Windows and for Macintosh) as an **attachment** to the following email address:

ricercheslavistiche.seai@uniroma1.it. (Don't forget to email **ancillary materials**, e.g. special fonts or pictures.)

Use your **surname** as **title** of the file, e.g. bianchi.doc.

Appendix: *Synopsis of the main formatting rules*

Part of the text	Description
Main part of the text	Font: Times New Roman, 11 pt, Justified, Line spacing exactly 13 pt
Longer quotations	Font: Times New Roman, 10 pt, Indent: Left 1 cm, Line spacing exactly 12 pt
Footnotes	Font: Times New Roman, 9 pt, Indent: First 0,5 cm, Line spacing exactly 11 pt
Author's name	Font: Times New Roman, 11 pt, Small capitals, Centred, Line spacing exactly 13 pt, Spacing before 12 pt
Title of the paper	Font: Times New Roman, 11 pt, Capitals, Centred, Line spacing exactly 13 pt, Spacing before 26 pt / after 30 pt