

INSTRUCTIONS FOR AUTHORS

The *Matica Srpska Journal for Philology and Linguistics* publishes original scientific papers, scientific criticism and reviews, chronicles and bibliographies from the fields of philological and linguistic studies. The papers that were previously published or submitted for publication in another journal cannot be accepted for publication in the *Matica Srpska Journal for Philology and Linguistics*. If the paper was presented at a scientific conference, the information regarding that should be included in the footnote on the first page of the article.

The papers are published in Serbian and other Slavic languages, as well as English, German and French. The papers in Serbian should be written in Cyrillic and in accordance with the *Orthography of the Serbian Language* [Pravopis srpskoga jezika] by Mitar Pešikan, Jovan Jerković and Mato Pižurica (Novi Sad: Matica srpska, 2010).

The author is obliged to abide by the scientific and ethical principles and rules in accordance with international standards in the process of writing the paper. When submitting the paper, the author guarantees that all the information in the paper is accurate, both the data concerning the research and the data on the sources and citations used.

The *Matica Srpska Journal for Philology and Linguistics* publishes papers that have one or two authors.

1. SUBMITTING THE MANUSCRIPT

The authors should send the electronic version of the manuscript in the Word and PDF formats to the following email address: mkulic@maticasrpska.org.rs. The electronic version of the paper should not contain the information about the author(s); instead, this should be given in the text of the email along with the affiliation and the email address of the author(s). If there are more authors, the same information should be listed for each of them. The PDF version of the manuscript could be replaced with a printed version, which can be sent to the following address: Uredništvo *Zbornika Matice srpske za filologiju i lingvistiku*, Matica srpska, Ulica Matice srpske 1, 21 000 Novi Sad, Srbija.

The deadline for the submission of papers is 1 April (for volume 1) and 1 September (for volume 2).

2. REVIEW PROCESS

Upon receiving the manuscript, taking into consideration the topic and scope of the research, the Editorial Board comes to a decision within a week if the paper suits the profile of the journal and if it will be sent for a review. The papers are reviewed by two qualified reviewers. The procedure is double-blind. On the basis of the reviews the Editorial Board comes to a decision whether the paper is to be: 1) rejected, 2) accepted for publication, or 3) accepted if the author makes the necessary changes and improvements to the paper in accordance with the reviewers' comments. If the two reviews are vastly different, the Editorial Board can ask for a third opinion. The revised version of the paper is sent to the reviewer(s) for another assessment or, in the case of minor revisions, the Editor-in-Chief (or a member of the Editorial Board) assess the paper, after which the Editorial Board makes a decision regarding the publication of the paper.

Within two months after receiving the manuscript, the journal notifies the author whether the paper has been accepted for publication and gives them time to correct and improve the paper. The

deadline for the publication of the accepted papers is 12 months since the submission of the final version of the paper. The author should proofread the paper within five days after receiving the pre-print version.

3. STRUCTURE OF THE PAPER

The paper needs to include: the author's name and surname, title, abstract and key words in Serbian, abstract and key words in English, main text, list of references, summary, the author's affiliation and email address. The length of the paper is up to 16 pages (32,000 characters), but depending on the topic, the paper can be longer if the Editorial Board gives their approval.

The obligatory order of elements in the paper:

- a) author's name and surname: in original and review papers above the title aligned left; in reviews and chronicles after the text aligned right in italics; the name and number of the project/program within which the paper was written, given in a footnote linked to the title of the paper with an asterisk;
- b) the title of the paper, center text, capital letters;
- c) the abstract, which briefly presents the research problem, aim, methods and research results (up to eight lines): a) in the language of the paper without the word *Abstract* and b) in English; left indent 1.5 cm;
- d) *Key words* (up to five): a) in the language of the paper and b) in English; left indent 1.5 cm;
- e) the main text;
- f) SOURCES; REFERENCES; center text
- g) summary (a short summary of the content of the paper, or an extended abstract, up to 1/10 of the main text of the paper): the author's name aligned left, the title of the paper in capital letters, center text, followed by Summary (center text, expanded font spacing), the text of the summary; if the paper is written in Serbian, the summary can be in English, German, Russian or French; if the paper is written in a foreign language, the summary is in Serbian; if the author cannot translate the summary into the appropriate language, he/she should write it in the language of the paper and the Editorial Board will provide the translation.
- h) the name and address of the institution where the author works, their email address, aligned left (in reviews it is aligned right); the names of complex organizations should reflect the hierarchy of their structure, one unit below the other.

The structure of the original scientific paper should be such that the introduction clearly contains the scientific context of the research problem, followed by a short review of relevant previous research, the corpus, methods and research aims. After the analysis of the research problem the conclusion should clearly present the results.

A review paper, which does not contain original research results, should provide a comprehensive and critical review of a certain issue and relevant literature, a new synthesis of scientific information, it should indicate the similarities differences and shortcomings in the existing literature, etc. A review paper should also contain the author's theoretically founded stance.

4. FORMAT

- a) standard: A4; margins 2.5 cm;

- b) font: Times New Roman; other fonts used in the text should be sent as a separate file; for Church Slavonic text authors should use the font MONAH (they can request this font by sending an email to jdjukic@maticasrpska.org.rs);
- c) font size: main text 12 pt, abstract, key words, footnotes, sources, references, summary, name and address of the institution and author's email address 10 pt;
- d) spacing 1.5;
- e) notes: at the bottom of the page (footnotes, not endnotes), only of argumentative type; first line indented 1.5 cm;
- f) for emphasis use *italic* (not **bold**);
- g) heading of sections in small caps, indented 1.5 cm and integrated in the paragraph; it is advisable to number them (**1.**, 1.1., 1.2., 1.2.1. etc.); paragraphs **1.**, **2.** etc. are separated from the previous paragraph with an empty line and paragraphs 1.1., 1.2 etc. with line spacing of 6 pt;
- h) examples are separated from the main text; indent 1.5 cm in relation to the main text and separated with line spacing of 6 pt; font size 11 pt.

5. CITED SOURCES

- a) titles of separate publications mentioned in the paper are typed in italic;
- b) citations are put under double quotation marks (in the paper written in Serbian „...” and in papers written in other languages in accordance with their orthographic rules); citation within citation is put under single quotation marks (‘...’); it is highly recommended to cite the original text (source); if a translated paper is cited, there should be a footnote with bibliographic data on the original; one way of citing should be consistently applied throughout the paper;
- c) shorter citations (2-3 lines) are given as inline citations whereas citations longer than 3 lines are separated from the main text, indented and reference the source at the end;
- d) examples are listed in italics and translations of examples are put under single quotation marks (‘...’).

6. CITING REFERENCES is integrated in the main text in the following manner:

- a) referring to the study as a whole: (ГРИЦКАТ 1975);
- b) referring to a particular page in a study: (ВЕЏЕРКА 1961: 59–60);
- c) referring to a particular edition of the same study: (РАДОВАНОВИЋ 1986²: 66);
- d) referring to the studies of the same author from the same year: (БУГАРСКИ 1986a: 55), (БУГАРСКИ 1986b: 110);
- e) referring to the study by two authors: (ГАМКРЕЛИДЗЕ – ИВАНОВ 1984: 320–364);
- f) two studies of the same author are listed chronologically: (HALLE 1959; 1962);
- g) if a source has more than two authors, only the surname of the first author is given in brackets, while the surnames of all other authors are replaced by an abbreviation i dr./et al.;
- h) foreign names in a Serbian text are transcribed and the original is given in brackets;
- i) if it is clear from the context which author is cited, there is no need to give their name in the brackets, e.g.

These are, obviously, sociolinguistic parameters of communication, which are analyzed in detail and explained by M. Radovanović (1986: 67–69).

- j) if the works of two or more authors are referred to in the text, the information about each subsequent paper should be separated with a semicolon, e.g. (БЕЛИЋ 1958; СТЕВАНОВИЋ 1968);

k) manuscripts are cited according to the foliation (e.g. 2a–3b), not according to the pagination, except in cases when the manuscript is paginated.

7. LIST OF REFERENCES

In Cyrillic texts first the papers written in Cyrillic are listed (after the Cyrillic alphabet according to the author's surname) and then papers written in Latin (after the Latin alphabet according to the author's surname); in texts written in Latin alphabet the order is reverse; all lines except the first are indented by 1.5 cm (hanging indent); the author's surname is given in small caps; Cyrillic references can be transliterated in Latin alphabet in papers written in English, German and French.

The references are listed as follows:

a) book (one author):

ГРИЦКАТ, Ирена. *Студије из историје српскохрватског језика*. Београд: Народна библиотека Србије, 1975.

b) book (more authors):

RADDEN, Günter, René DIRVEN. *Cognitive English Grammar (Cognitive Linguistics in Practice 2)*. Amsterdam – Philadelphia: John Benjamins Publishing Company, 2007.

c) paper in journal:

НАНН, Adelaide. Verbal Nouns and Adjectives in Some Ancient Languages. *Language* 42/2 (1966): 378–398.

d) paper in a book of proceedings:

ПИПЕР, Предраг. О когнитивнолингвистичким и сродно усмереним проучавањима српског језика. Предраг Пипер (ур.). *Когнитивнолингвистичка проучавања српског језика*. Београд: SANU, 2006, 9–46.

e) dictionary:

ESJS: *Etymologický slovník jazyka staroslověnského* (red. Eva Havlová), 1–. Praha: Academia, 1989–.

f) phototype edition:

ИВИЋ, Милка. *Значења српскохрватског инструментала и њихов развој (синтаксичко-семантичка студија)*. Београд, 1954. Београд: Српска академија наука и уметности – Београдска књига – Институт за српски језик САНУ, 2005.

g) manuscripts:

НИКОЛИЋ, Јован. *Песмарица*. Темишвар: Архив САНУ у Београду, сигн. 8552/264/5, 1780–1783.

h) online publication:

VELTMAN, K. H. *Augmented Books, Knowledge and Culture*. <<http://www.isoc.org/inet2000/cdproceedings/6d/6d.>> 02.02.2002.