

Vienna Slavic Yearbook

Style guide for the submission of contributions

Original research: **Only previously unpublished** original work in Slavonic Studies will be considered for publication. In the case of extracts from the author's own previously published texts, only revised versions will be considered. The Editorial Board reserves the right to make stylistic changes and cuts in consultation with the authors.

Authors accept the above conditions when they submit their work.

Texts should be **publication-ready** and formatted according to the present style guidelines. Subsequent changes cannot be guaranteed.

Each issue usually contains the following sections: *Articles – Materials and Editions – Book Reviews – Chronicle*.

Each text intended for the sections *Articles* or *Materials and Editions* should be preceded by an abstract in English. The first line of the abstract should contain the **title of the contribution in English**. This should be followed by a **short summary of the topic and results** of the contribution, **no longer than 900 characters** (including spaces) overall. A list of **Key Words** (no longer than two lines) should be provided at the end of the abstract.

At the end of the contribution one should indicate the name of the author and his/her place of work.

File format: Please submit your contribution as a Microsoft Word document (Windows from MS Word 2000 or Mac from Word 2004 onwards) and *additionally* as an Adobe PDF file.

Length: During the final formatting in the layout software Adobe InDesign, a **standard page** will contain about 3300 characters (including spaces). Here are the *guidelines* for the maximum length of contributions in the respective sections:

<i>Articles</i>	no longer than 25 standard pages (82,500 characters incl. spaces)
<i>Materials and Editions</i>	no longer than 25 standard pages (82,500 characters incl. spaces)
<i>Discussions</i>	no longer than 8 standard pages (26,400 characters incl. spaces)
<i>Chronicle</i>	no longer than 4 standard pages (13,200 characters incl. spaces)

Margins: Top – bottom – right – left 2.5 cm / 1 in. respectively

Header: Name of the author, short title of the contribution

Page numbers: In the **footer** on the right

Font: Times New Roman

Please use *Unicode fonts* only for any special characters.

Please do not use any **SMALL CAPS** in your text.

Please use *italics* for emphasis. Please do not use underlining, **bold font** or **letter-spacing** for this purpose.

Please use the **Enter** key only at the end of a paragraph, and please do not use **syllabification** or **page breaks**.

Font size:

Main text: 12 pt with 1.5 line spacing; justified layout

Footnotes: 10 pt with 1.0 line spacing; justified layout

Block quotations: 10 pt with 1.0 line spacing
(quotations that have three or more lines; left indent 1.5 cm / 0.6 in.; justified layout)

Abstract: 12 pt with 1.0 line spacing; justified layout

Works Cited/
Bibliography: 12 pt with 1.0 line spacing; justified layout

Reviews: 12 pt with 1.5 line spacing; justified layout

Chronicle: 12 pt with 1.5 line spacing; justified layout

Please send contributions to jahrbuch.slawistik@univie.ac.at

For more information visit: <http://slawistik.univie.ac.at/jahrbuch>

Bibliographical references:

Journal article:

In the main text or in footnotes use the short form: Kiparsky 1948: 38.

In the Bibliography, provide the full bibliographical reference that the short form stands for:

Kiparsky 1948: Valentin Kiparsky, Chronologie des relations slavobaltiques et slavofinnoises, *Revue des études slaves* 24, 29–47.

Article in a collected volume:

In the main text and footnotes use the short form: Venclova 2008: 170 f.

In the Bibliography, provide the full bibliographical reference that the short form stands for:

Venclova 2008: Томас Венцлова, К биографии Владимира Корвина-Пиотровского. In: Alexander Dolinin, Lazar Fleishman, Leonid Livak (eds.), *Russian Literature and the West: A Tribute for David M. Bethea*. Part II. Stanford, 162–185 (Stanford Slavic Studies, 36).

Monograph / collected volume:

In the main text and footnotes use the short form: Jakobson 1929: 27–29; Uspenskij 1998.

In the Bibliography, provide the full bibliographical reference that the short form stands for:

Jakobson 1929: Roman Jakobson, *Remarques sur l'évolution phonologique du russe comparée à celle des autres langues slaves*. Prague (Travaux du Cercle Linguistique de Prague, 2).

Uspenskij 1998: Б. А. Успенский, *Царь и патриарх: харизма власти в России (Византийская модель и ее русское переосмысление)*. Москва.

In the case of contributions in German and English, bibliographical references to publications in Cyrillic script should be made in a consistent **scholarly** transliteration in the *main text* (e.g.: Jangirov 2007; Gračeva 2011 or Yangirov 2007; Gracheva 2011), while the full bibliographical reference in the *Bibliography* should be in the **original language**:

Jangirov 2007: Рашит Янгиоров, *“Рабы Немого”*: Очерки исторического быта русских кинематографистов за рубежом. 1920 – 1930-е годы. Москва.

Gračeva 2011: А. М. Грачева, *Диалоги Януса. Беллетристика и классика в русской литературе начала XX века. Портреты. Этюды. Разыскания*. С.-Петербург.

Italics should be used for the titles of all works **individually** published under their own titles (monographs, collected volumes, journals).