

***Listy filologické* – Manuscript submission guidelines**

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General information

The journal *Listy filologické* is published two times a year; while the editors accept submissions for possible publication throughout the whole year, the editorial deadline for the issue 1–2 is at the end of November (reviews can be submitted till the end of February) and for the issue 3–4 at the end of May (reviews can be submitted till the end of August). If you submit your paper or review after these deadlines, it may be published in the next issue, depending on the decision of editors. You can submit your paper in Czech, English, German, French, Italian and Latin languages.

Please send submissions of articles via e-mail to the editorial address (lf@ics.cas.cz).

Articles that only summarize the extant research without carrying out original analysis or interpretation will be accepted neither for peer review, nor for publication. Papers should not exceed 40 standard pages (1 standard page = 1800 characters including footnotes and spaces); the maximum length of editions is also 40 standard pages (if there is an introductory study attached to the edition, both parts can be counted separately, but the piece as a whole should not exceed 80 standard pages). Short scholarly notes (informing of new discoveries or presenting an original exegesis of individual words, verses etc.) are published in the category *Miscellanea*; they should not exceed 5 standard pages. Reviews and discussions should not exceed 10 standard pages.

Each article is reviewed by two anonymous referees. The reviewing process (“double-blind peer review”) usually takes six weeks but in some cases our referees ask for more time to fulfil their task. In order to preserve anonymity we ask the authors not to use first person when referring to their earlier studies. When the paper is accepted for publication, the authors are requested to prepare final version which must follow formal rules of the journal and recommendations of the referees. If the final version contains formal and/or factual flaws, editor has the right to reject it and demand its reworking. Articles which do not follow formal rules of the journal and recommendations of the referees will not be published.

If you submit a paper in a language other than your mother tongue, please have your paper thoroughly checked by a reliable native speaker before returning it to the editors.

Once the layout is ready, each author will receive a set of proofs. Please note that the only changes that can be made to the proofs are the corrections of typos and minor flaws or insertions of minor stylistic improvements (word-for-word substitution). It is not possible to add or delete sentences, paragraphs or footnotes. The proofs are to be returned to the editors by e-mail within one week.

After the article is published, the author will receive, in addition to the electronic version in PDF, ten offprints of his/her article and one copy of the issue of *Listy filologické* in which it appears. Reviewers will only receive the electronic version in PDF.

Formatting rules

The text of the article has to include: a) a summary in English (including the title of the article); b) three to five keywords in English; c) full professional affiliation (including postal address and e-mail).

Your paper should be preferably submitted in MS-Word format, using Times New Roman font. Use size 12 pt for the main text, size 10 pt for the footnotes. If using Greek or other non-Latin alphabet, please use Unicode fonts.

If having plates, please submit them in TIFF or JPEG format, the minimum resolution being 300 x 300 dpi. Do not forget to add captions. If plates are too big for being sent by mail (bigger than 10 MB), please send the plates via some reliable internet repository.

Footnotes (do not use endnotes) should be inserted automatically; put them after, not before punctuation marks.

Titles of works should be written in italics without quotation marks (e.g. *Ovid's Art of Love*).

Italics should also be used for Latin or for Old Czech.

Citations from other than Latin texts should be quoted in quotation marks without italics.

Simple quotation marks ('...') are to be used only for citations inserted into citations with "standard" quotation marks ("...").

Do not use bold font except for the title of the article or titles of sub-chapters.

Use p. for one page, and pp. for two or more pages. When giving the range of pages (or years) please use the dashes, not hyphens (e.g. 45–56, not 45-56).

In bibliography and in footnotes please put the full names of the authors (including the ancient writers) in the small capital font (in MS-Word switching ctrl + shift + k); use dashes between individual authors; if there are more than three authors/editors, write the first one only and add "et al."

References and bibliography

From 2017 on the journal *Listy filologické* applies new referencing rules. Do not write the whole title of a bibliographical entry in footnotes but use shortened references: surname in capital letters, year and page without letter "p." (e.g. OLSON 1986, 266); accordingly, it is necessary to add a list of bibliography at the end of the article (this rules do not apply to reviews, where it is still necessary to include the full bibliographical information in the text or in a footnote). If a work consists of more volumes, refer to the volume using Roman numerals, and if pages are paginated by Roman letters, use small Roman numerals (e.g. NORDEN 1895, I, v). When referring to the work by more authors/editors, use shortened reference (e.g. SMITH et al. 1987).

In the alphabetically arranged bibliography at the end of your study, write full names of the authors in this order: surname, name, year, colon, title, place of publication. Publications by the same author are to be arranged chronologically; if there are more publications published the same year, use small letters to distinguish them (e.g. 2015a). Write the titles both of books and articles in italics. The place of publication is to be written in the original form (e.g. München, not Munich). Include the publisher in the case of old prints only. Abbreviations for editors should follow the language of the book (German: Hrsg; French: éd./édd.; Italian: a cura di; Latin: ed./edd.; English: ed./eds. etc.). In case of translations include the full name of the translator in capital letters. Titles of articles are to be written in italics without quotation marks; do not shorten the title of the journal and do not use comma before the number of volume; only if the volume is not paginated continuously, include the number of the issue within the single volume using slash.

Examples of a monograph:

BURKERT, WALTER 1985: *Greek Religion*, transl. JOHN RAFFAN, Cambridge (Mass.).

NORDEN, EDUARD 1898: *Die antike Kunstprosa von VI. Jh. v. Chr. bis in die Zeit der Renaissance*, I–II, Berlin – Leipzig (reprint Darmstadt 1981⁸).

Examples of a Festschrift / Collective monograph:

EDER, WALTER (Hrsg.) 1995: *Die athenische Demokratie im 4. Jahrhundert v. Chr.: Vollendung oder Verfall einer Verfassungsform?*, Stuttgart.

GOULLET, MONIQUE – PARISSE, MICHEL (édd.) 2001: *Les historiens et le latin médiéval*, Paris.

Examples of a chapter in a Festschrift / Collective monograph:

VERSNEL, HENK S. 1995: *Religion and Democracy*, in: WALTER EDER (Hrsg.) *Die athenische Demokratie im 4. Jahrhundert v. Chr.: Vollendung oder Verfall einer Verfassungsform?*, Stuttgart, pp. 367–687.

GASPARRI, FRANÇOIS 2001: *Le latin de Suger, abbé de Saint-Denis*, in: MONIQUE GOULLET – MICHEL PARISSE (édd.), *Les historiens et le latin médiéval*, Paris, pp. 177–193.

In case you are referring to more chapters from a single volume, use shortened references, provided the monograph as a whole is included in the bibliography.

GASPARRI, FRANÇOIS 2001: *Le latin de Suger, abbé de Saint-Denis*, in: GOULLET – PARISSE (édd.) 2001, pp. 177–193.

Examples of a journal article:

CHANTRAINE, PIERRE 1927: *Le rôle des désinences moyennes en grec ancien*, in: *Revue de Philologie, de littérature et d'histoire anciennes* 53, pp. 153–165.

OLSON, GLENDING 1986: *The Medieval Fortunes of Theatrica*, in: *Traditio* 42, pp. 265–286.

Example of a review:

NÝVLT, PAVEL 2015: *Rf. „DEBORAH KAMEN, Status in Classical Athens, Princeton – Oxford 2013“*, in: *Eirene. Studia Graeca et Latina* 51, pp. 338–340.

Handbooks, dictionaries etc.

It is not recommended to use the above mentioned way of referencing in case of bibliographical items like handbooks or dictionaries. It is better to cite the abbreviated title or abbreviation, adding a special list of such abbreviations to the bibliography.

Rukověť: JOSEF HEJNIC – JAN MARTÍNEK, *Rukověť humanistického básnictví v Čechách a na Moravě – Enchiridion renatae poesis Latinae in Bohemia et Moravia cultae*, I–VI, Praha 1966–1982, 2011.

SSL: Latinitatis medii aevi lexicon Bohemorum – Slovník středověké latiny v českých zemích, Praha 1977–.

Primary sources

When citing ancient, medieval and early-modern authors/works, do not use the “Author + Year” reference (except for old prints), but quote author and work, e.g. ALBERTUS MAGNUS, *De animalibus*, XXII,16. The corresponding edition should be included in a special list of sources at the end of the article, e.g. ALBERTUS MAGNUS, *De animalibus*, (ed.) HERMANN STADLER, Münster 1916–1920. Do not refer to editions using the name of the editor (“Editor as Author + Year”) except for special cases, e.g. when the whole article is devoted to Homer and differences between various editions are discussed.

When referring to ancient authors write full name (i.e. not abbreviated) and full (conventionally Latinised) title of the work; when referring to the books of the work use Roman numerals, the detailed segmentation should be given in Arabic numerals; e.g. OVIDIUS, *Metamorphoses*, VII,53–69; Plato, *Leges*, X,884a).

When referring to the single books of the Bible, use abbreviations of the Latin Vulgate (according to the 3rd Stuttgart edition, 1983), but instead of Roman numerals use the Arabic ones, e.g. 2Cor 3,4 (not IICor 3,4); the Books of Samuel can be referred to as the Books of Kings: 1Sm = 1Rg; 2Sm = 2Rg.