

Ricerche slavistiche

THE EDITORS OF "RICERCHE SLAVISTICHE"

GUIDELINES FOR CONTRIBUTORS

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

Papers should not exceed **50.000 characters**, including spaces and bibliography. Longer texts can be taken into consideration just in some exceptional cases.

Every contribution must be provided with:

- an **abstract** (350-500 words) in English or, if the contribution is written in English, in Italian and in English;
- **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).

Book reviews should not exceed 10,000 characters, blank spaces included).

2. Beginning and end of the paper

At the beginning of the paper write author's name and surname in small capitals and the paper's title in capitals (centred). At the end of the paper indicate the author's affiliation and his/her email address.

3. Quotations, references, bibliography, transliteration

Always use **footnotes**, not endnotes. Footnotes should be numbered progressively and put after punctuation marks:

ex. Questa teoria non ha trovato molti sostenitori.¹

Footnotes should only be used for comments to the text, not for bibliographical references. The latter are to be included in the main text.

Quotations (not exceeding 2-3 lines) are inserted in the text between double quotation marks (“”), whereas single quotation marks (‘’) are used for quotations within quotations. Longer quotations ought to be put in a separate indented (1 cm) paragraph without quotation marks and in a minor body and.

Ex. 1 (long quotation)

В начале июля, в чрезвычайно жаркое время, под вечер, один молодой человек вышел из своей каморки, которую нанимал от жильцов в С — м переулке, на улицу и медленно, как бы в нерешимости, отправился к К — ну мосту. Он благополучно избегнул встречи с своею хозяйкой на лестнице. Каморка его приходилась под самую кровлей высокого пятиэтажного дома и походила более на шкаф, чем на квартиру. Квартирная же хозяйка его, у которой он нанимал эту каморку с обедом и прислугой, помещалась одною лестницей ниже, в отдельной квартире, и каждый раз, при выходе на улицу, ему непременно надо было проходить мимо хозяйкиной кухни, почти всегда настежь отворенной на лестницу.²

Es. 2 Short quotation

L’incipit di *Prestuplenie i nakazanie* (Delitto e castigo) mostra interessanti caratteristiche letterarie: “В начале июля, в чрезвычайно жаркое время, под вечер, один молодой человек вышел из своей каморки (All’inizio di luglio, con una temperatura eccezionalmente calda, verso sera, un giovane uscì dalla propria stanzetta; Dostoevskij 2016: 1)”.

- **Quotation from literary texts:** insert in the body of the text the original (possibly in Cyrillic, if the language uses Cyrillic) and the translation in the footnote, if the text is long; in the body of the text in brackets, if the quotation is short. If the translation comes from a published edition, bibliographical reference must be given, otherwise indicate in the note that “Unless otherwise specified, the

² “All’inizio di luglio, con una temperatura eccezionalmente calda, verso sera, un giovane uscì dalla propria stanzetta, eccetera.” (Dostoevskij 2016: 1)

translations are by the author of the article.”

- **Quotations from critical works** may be inserted only in translations
- **Quotations in English** do not need to be translated but it is up to the author to decide.

Bibliographical references should be inserted in the main text and follow the system (author year: page number) or (title year: page number):

(Graciotti 2008: 30)

(Solar 2004: 55-57)

(Dizionario di linguistica 1999: 58)

Titles: When it is mentioned for the first time, the title should be given in original with translation in round brackets (regardless of whether it has been published or not). For languages requiring transliteration, indicate the transliterated title

Ex. (a) *Prestuplenie i nakazanie* (Delitto e castigo) – for essays in Italian

Ex. (b) *Prestuplenie i nakazanie* (Crime and Punishment) – for essays in English

Afterwards, only the original title or the translated title can be indicated, without reporting both the original and the translation each time.

All relevant information 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**, indicate: name and surname of the author in full (if there are several authors, their names are separated by a comma), publisher, place of publication, year of publication (if there are several publishers and/or places, these are separated by a hyphen), page reference. For the edited books, up to three editors, editor takes the place of the author. If a book has many editors, start with the title and then add names of editors.

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.

Beckett 2013 = Beckett Sandra (ed.), *Crossover Picturebooks: a Genre for All Ages*. Routledge, New York 2013.

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

For **contributions in periodicals**, 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 brackets, issue number, page reference.

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.

For **contributions in books**, 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.

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.

For **online sources**, 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: cfr. (see); ed. (edition), orig. ed. (original edition); Id./Ead. (e.g., when you make explicit an author's book containing the quoted article/essay/work); ill. (illustrations); trans. (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.

4. Document formatting

Use Times New Roman 11 in the main body TNR 10 in long quotations and TNR 9 in the footnotes, longer quotations (see § 5). The text should be 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.

Titles of eventual subchapters should be put in italics.

- **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.
- **Layout:** section start = continuous; headers and footers: different odd and even = on, different first page = on; vertical alignment = top; apply to = whole document.

5. 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.

6. 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.

7. 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