

## **Publication Guidelines for 'Constantine's Letters'**

### **I. General instructions**

An article to be published (between 18,000 and 36,000 characters with gaps altogether) should only be sent as the .rtf text file format along with the .pdf version. The text has to contain a title (a subtitle), an abstract (at least 800 characters with gaps, in Slovak and English), key words (in Slovak and English) and a summary (at least 1,200 characters with gaps in English). Article manuscripts should be in the Palatino Linotype font type (Unicode font), size 12, spacing 1.5, and A4 paper size with margins of 2.5 cm.

### **II. Two versions of an article manuscript**

Two version of an article manuscript should be sent by the author(s). One version is for editors and the other one for reviewers. In the version for editors there should be a name of the author(s) under the title (and subtitle) of an article manuscript. Then the contact information (author's affiliation) in Slovak and English ought to be added after the summary. The aforementioned contact information includes the author's first name and surname, degree(s), institutional affiliation and e-mail address. The version of an article manuscript for reviewers should not contain the author's name and contact information. Its text in sections related to the author's scientific work ought to be written in the third version singular. There cannot be mentioned acknowledgments and any references to funding sources. Publications, studies and articles of the author(s) should be cited in text after this manner: ANONYMOUS, the publication year (e.g. ANONYMOUS 1995). Any other details must be omitted in this citation. Eventually, the electronic version of the proposed article manuscript for reviewers ought to be only named after its title or the first five words of its title. Then properties of this electronic document should be anonymized as well.

### **III. References and in-text citations**

For the references of both article manuscript versions mentioned above an author(s) standardly uses parenthetical references in the text, footnotes and in appendices which are followed by the list of References at the end of the text – before the summary. References and intext citations should be written in Latin alphabet. If publication in Cyrillic and Greek alphabet, or in other writing system, is cited, the name(s) of an author(s) should be transliterated into English in a parenthetical reference (or first word or first two words from the title of publication with no author translated into English). In the list of References the English translation of cited publication (except for the original version of the title) should be also given along with the transliteration of an author's/authors' name/names. Examples are show in the chapter (no. VII) called Sample Citations and Other Rules that you can find below.

#### **IV. Appendices**

An article may include also appendices. Before appendices should be stated Slovak and English title “Prílohy/Appendix”. These can be illustrations (pictures and tables) as well as text tables. Appendices must not be included in article manuscripts, but they need to be attached separately. Appendices must contain notes placed after the summary in an article manuscript. These notes should be in Slovak as well in English. For illustrations in the text use an abbreviation “fig.” Plates, units with more than one illustration follow the main body of the text, and are placed before the summary. They have got the “pl.” abbreviation. Text tables are word-numeral compositions of data arranged in lines and columns. With these, there is no abbreviation, just the term “table”. Appendices should be referred in the main text in parentheses.

#### **V. Illustrations**

Illustrations provided should be of sufficient quality and standard file format:

1. black and white drawings should be sent as 1-bit black and white images of 300 dpi resolution size in .tif file format;
2. drawings, pictures and photographs in grey scale should be sent as 8-bit grey scale images of 300 dpi in .jpg file format;
3. drawings, pictures and photographs in colour should be sent at least as 24-bit RGB colour scale pictures of 300 dpi in .jpg file format.

#### **VI. Time range in the text**

A time range in the text, e. g. years of a ruler’s reign, should be separated by a dash with two gaps, e.g. “Pope Adrian I (772 – 795)”.

#### **VII. Sample Citations and Other Rules**

##### **1. Reference to an appendix**

Vel ad eius persecuti. Vel ut unum moderatius, lorem nihil tacimates quo at (fig. 1). Cum everti latine temporibus ea. Timeam intellegam efficiantur mei at. Pro erroribus democritum constituto eu, at sea labitur occurreret assentior (table 1). Utroque molestiae pro id, deseruisse contentiones eu vix. Tantas posidonium disputationi no eum (pl. 1: 1-15).

## **2. Reference to a monograph (up to three authors)**

Reference:

*Gerát, Ivan. 2011. Svätí bojovníci v stredoveku. Úvahy o obrazových legendách sv. Juraja a sv. Ladislava na Slovensku. Bratislava.*

In-text citation 1 – if there is not a need to mention an author's name directly in the text (this rule should also be used for the other categories of publications mentioned below):

Blandit conceptam definitionem nec no (Gerát 2011, 36).

In-text citation 2 – if there is a need to mention an author's name directly in the text (this rule should also be used for the other categories of publications mentioned below):

Ivan Gerát (2011, 36) eum primis comprehensam, ius ut dicant vituperatoribus.

Reference:

*Güntherová, Alžbeta – Mišianik, Ján. 1961. Stredoveká knižná maľba na Slovensku. Bratislava.*

In-text citation:

(Güntherová – Mišianik 1961, 48)

## **3. Reference to a monograph (more than three authors)**

Reference:

*Rábik, Vladimír et al. 2010. Vývoj cirkevnej správy na Slovensku. Development of the Church Administration in Slovakia. Kraków.*

In-text citation:

(Rábik et al. 2010, 212)

## **4. Reference to a study in a monograph (more than three authors)**

Reference:

*Meško, Marek. 2013. Solún – rodné mesto Cyrila a Metoda v 9. storočí. In Bánik, Tomáš et al. Tradícia a prítomnosť misijného diela Sv. Cyrila a Metoda. Nitra, 64-73.*

In-text citation:

(Meško 2013, 65)

## 5. Reference to an article in non-periodical proceedings (up to three editors)

Reference:

*Szameit, Erik. 2005. Die Heilige Lanze der Wiener Schatzkammer. Bemerkungen zu Form und Verwendung von Flügellanzen aus dem Blickwinkel der Archäologie und der Waffenkunde. In Kirchwege, Franz (ed.). Die Heilige Lanze in Wien. InsignieReliquie-„Schicksalspeer“. Wien, 145-167.*

In-text citation:

(Szameit 2005, 151)

Reference:

*Chorvátová, Hana. 2009. Podoby rodiny v ranom stredoveku. In Kožiak, Rastislav – Nemeš, Jaroslav (eds.). Kresťanstvo v časoch sv. Vojtecha. Kraków, 140-151.*

In-text citation:

(Chorvátová 2009, 141)

## 6. Reference to an article in non-periodical proceedings (more than three editors)

Reference:

*Marsina, Richard. 2008. K začiatkom kristianizácie pri strednom Dunaji. In Michalov, Jozef et al. (eds.). Význam kultúrneho dedičstva sv. Cyrila a Metoda pre Európu. Nitra, 15-21.*

In-text citation:

(Marsina 2008, 17)

## 7. Reference to an article in a journal and periodical proceedings

Please, keep in mind that after the title of a journal the volume and the issue should be stated in the References page. The volume and the issue should be separated by a slash.

Reference:

*Türk, Attila. 2013. Archäologische Daten zu einigen Details der Taschen- und Feuergerätefunde des 10. Jahrhunderts im Karpatenbecken im Spiegel ihren osteuropäischen Analogien. In Slovenská archeológia LXI/1, 177-198.*

In-text citation:  
(Türk 2013, 179)

Reference:

*Nižňanský, Eduard. 2010. Rokovania nacistického Nemecka o deportáciách Židov v roku 1942 – príklad Slovenska, Rumunska a Maďarska. In Historický časopis 58/3, 471-495.*

In-text citation:  
(Nižňanský 2010, 482)

## **8. Reference to an unpublished Bachelor's Thesis, Master's Thesis, Rigorosa Thesis and Dissertation**

Reference:

*Balážová, Libuša. 2009. História textilných materiálov. Master's Thesis. Constantine the Philosopher University in Nitra. Nitra.*

In-text citation:  
(Balážová 2009, 58)

## **9. Reference to an archive source**

Reference to an archive source should be as specific as possible in terms of the localisation (the name of the archive, the title of the collection) and further details (the box, the file, the number, etc.).

Reference:

Slovak National Archive in Bratislava (abbreviated to SNA), collection (abbreviated to c.). Representative Office of the Information and Public Education (abbreviated to ROIPE), box (abbreviated to b.) 52, number of the unit (abbreviated to n. u.) 785.

In-text citation:  
(SNA, c. ROIPE, b. 52, n. u. 785)

## **10. Reference to the periodical press**

The reference to the periodical press is similar to the reference to an article in a journal, but the difference is that the exact publication date should be stated there.

Reference:

*Štrba, Tibold. 1939. Hlinkova garda v Kremnici. In Slovák XXI/273, the 26th of November 1939, 5.*

In-text citation:

(Štrba 1939, 5).

### **11. Reference to primary sources**

References to the primary sources are more or less similar to the references to monographs and non-periodical proceedings. The reference has to include the name of an author in the most commonly used form and the title of the work in the original language (works in other languages than Latin should be cited also in Latin if the Latin version is common). The data should be followed by the reference to a monograph, proceedings, or collection of primary sources in which the primary source, its translation or the primary source with its translation was published. Apart from the name of an author and title (in the case of long titles they should be shortened to two or three words) of the work in-text citation should include a number of the book, chapter and paragraph, if these are stated. If it is a problem to state an author of a primary source, or its title (mainly in the case of charters), or if such information is irrelevant, you should cite just a title or abbreviation of collection of primary sources, in which a primary source was published, in the text along with a publication year and pages. Principles of the translation and transliteration of references in non-Roman alphabets (it is explained below – in subchapter 13) should be maintained in regard to primary sources as well.

Reference:

*Einhard. 2010. Einhardi Vita Karoli Magni. In Bartoňková, Dagmar – Večerka, Radoslav (eds.). Magnae Moraviae Fontes Historici II. Praha, 9-11.*

In-text citation:

(Einhardi Vita Karoli Magni 13; Einhard 2010, 10)

Reference:

*Genesios. 1998. Joseph Genesios. Regum Libri. In Kaldellis, Anthony (ed.). Genesios. On the Reigns of the Emperors. Canberra.*

In-text citation:

(Joseph Genesios. Regum Libri 4, 16; Genesios 1998, 82-83)

Reference:

*Vita Constantini*. 2010. *Vita Constantini-Cyrilli cum translatione s. Clementis*. In Bartoňková, Dagmar – Večerka, Radoslav (eds.). *Magnae Moraviae Fontes Historici II*. Praha, 103-113.

In-text citation:

(*Vita Constantini-Cyrilli 3; Vita Constantini 2010, 105-106*)

Reference:

*MGH III*. 1940. Kehr, Paul (ed.). *Monumenta Germaniae Historica. Diplomata Regvm Germaniae ex Stirpe Karolinorvm, Tomus III*. Berolinum.

In-text citation:

(*MGH III 1940, 48*)

## **12. Reference to publication when there is no given author**

In an in-text citation the shortened title of the publication with no author should be included in place of an author. Then the first word or first two words from the title of publication with no author (or the abbreviation of the publication's title) should be stated at the beginning of a reference entry in the list of References.

Reference:

*Srbčina – konverzácia*. 2012. *Srbčina – konverzácia so slovníkom a gramatikou*. Bratislava.

In-text citation:

(*Srbčina – konverzácia 2012, 93*)

Reference:

*KSSJ*. 2003. *Krátky slovník slovenského jazyka*. Bratislava.

In-text citation:

(*KSSJ 2003, 15*)

## **13. Translation and transliteration of the reference to publication in Cyrillic and Greek alphabet (or in other writing system) into English**

Reference:

*Nizovskiy, Andrey Yur'evich*. 2013. *Легендарное оружие древности [Legendary arms of the past]*. Moscow.

In-text citation:

(Nizovskiy 2013, 82)

Reference:

*Plavinski, Mikalai Aliaksandravich. 2014. Вооружение западных земель Руси X – первой половины XI в.: становление древнерусской традиции и формирование региональных особенностей (по материалам с территории Беларуси) [Weaponry in the Western Lands of Rus' in the 10th and Early-11th Centuries: the Emergence of a Medieval Rus' Tradition and Regional Features (Based on materials from the Territory of Belarus)]. In Makarov, Nikolay Andreevich – Leont'ev Andrey Yevgen'evich (eds.). Русь в IX–XII веках. Общество, государство, культура [Rus' in the 9th–12th Centuries: society, state, culture]. Moscow – Vologda, 62-73.*

In-text citation:

(Plavinski 2014, 62)

Reference:

*Marki, Euterpi. 2002. Τα χριστιανικά κοιμητήρια στην Ελλάδα. Οργάνωση, τυπολογία, ταφική ζωγραφική, μαρτύρια, κοιμητηριακές βασιλικές [Early Christian Cemeteries in Greece. Organization, Typology, Tomb-painting, Martyria, Cemetery Basilicas]. In Deltion of the Christian Archaeological Society 23, 163-176.*

In-text citation:

(Marki 2002, 165)

#### **14. Reference to an Internet source**

All the aforementioned kinds of publication can belong to this category, but the difference is that they are accessible on the Internet. Apart from publications websites belong to Internet sources too. A website address should follow a reference entry (made according the publication guidelines mentioned above) in the list of References.

Reference:

*Curta, Florin. 2014. Archeológia ranostredovekej služobníckej organizácie vo východnej Európe. In Forum Historiae 8/2, 142-158.*  
[http://www.forumhistoriae.sk/documents/10180/740482/6\\_curta.pdf](http://www.forumhistoriae.sk/documents/10180/740482/6_curta.pdf).

In-text citation:

(Curta 2014, 143)



Reference:

*Saint Peter's*. 2017. Saint Peter's Basilica.

<http://www.vaticanstate.va/content/vaticanstate/en/monumenti/basilica-di-s-pietro.html>.

In-text citation:

(Saint Peter's 2017)

### **15. Two or more publications by the same author published in the same year**

Two or more publications written by the same author in the same year should be differentiated by the addition of the letter "a", "b", "c" and so forth in references and in-text citations. Then the reference entries are listed alphabetically by a title in the list of References.

Reference:

*Benkő, Elek. 2000a.* Karlsburg (Gyulafehérvár, Alba Iulia). In Wieczorek, Alfried – Hinz, Hans Martin (eds.). *Europas Mitte um 1000*. Stuttgart, 593–596.

In-text citation:

(Benkő 2000a, 594)

Reference:

*Benkő, Elek. 2000b.* Mănăştur (Koloszmonostor) bei Klausenburg. In Wieczorek, Alfried – Hinz, Hans Martin (eds.). *Europas Mitte um 1000*. Stuttgart, 597–599.

In-text citation:

(Benkő 2000b, 597-598)

### **16. Multiple in-text citations and a page range**

In case of more than one in-text parenthetical citation, citations should be separated by a semicolon [e.g. (Smith 1989, 58; Colus 1998, 16)]. If there are more than one page or two consecutive pages in a parenthetical reference, they should be divided by a hyphen [e.g. (Smith 1989, 77-78)], or in the case of two consecutive pages the first one should be followed by the letter "f" [e.g. (Smith 1989, 77f)]. When an author intends to cite after the particular page also an undetermined number of pages, he will attach to the aforementioned page two "f" letters [e.g. (Smith 1989, 77ff)].

### **17. Place of issue, publication date, and page range in references**

If the place of issue is not mentioned in a reference, the “s. l.” (sine loco) abbreviation should be used. In case of two or more places they are separated by a dash with two gaps (e.g. London – New York). If no publication date is available, the “s. a.” (sine anno) abbreviation should be used, and if there are not pages in the source, the “s. p.” (sine pagina) abbreviation should be used.