

SUBMISSION GUIDELINES FOR AUTHORS

1. The *Annals of the Faculty of Philology* journal publishes original articles on theoretical and applied linguistics, literature studies and other related scientific disciplines. The papers previously published or submitted for publication elsewhere cannot be accepted for publication in the *Annals of the Faculty of Philology*. If the paper was presented in an academic conference in the form of oral presentation (under the same or similar title), the information on that should be included in a separate footnote at the end of the paper.

2. Contributions to the journal may be submitted in Serbian (Cyrillic or Latin script), and in one of the following languages: English, French, German, Italian, Russian and Spanish. A paper may also be published in a language other than the ones given above with the consent of the Editor. If the submitted paper is written in Serbian, the author shall provide a summary in English, and where necessary in an additional language. If the submitted paper is written in a language other than Serbian, the author shall provide a summary in Serbian and in English, and where necessary in an additional language. Abstracts by non-native speakers of Serbian will be translated into Serbian by the *Annals of the Faculty of Philology*.

The manuscript should follow all orthographic and grammar rules, and should be composed in an academic writing style. The submissions to the *Annals of the Faculty of Philology* submitted in Serbian should adhere to the rules in *Serbian Language Manual (Правонис српскога језика)* by Mitar Pešikan, Jovan Jerković and Mato Pižurica (Matica srpska: Novi Sad, 2010). Besides the established orthographic norms given in that manual, the authors also need to mind the following guidelines in the manuscript preparation process:

- a) titles of separate publications (monographs, proceedings, journals, dictionaries, etc.) mentioned in the paper are italicized.
- b) foreign names in the Serbian text are written in transcribed form (adapted to the Serbian language) according to the rules from the *Serbian Language Manual*, and when the foreign name is first cited, the original spelling is given in parentheses, unless it is widely known (e.g. Ноам Чомски), or is originally spelled the same as in Serbian (e.g. Филип Ф. Фортунатов);
- c) citations from works in a foreign language, depending on the function they perform, may be written in the original language or in translation, but it is necessary to be consistent regarding the form of citing; if the quotations are given in the original language, the author may supply their translation in a footnote.

3. The manuscript should have the following elements: a) name, middle initial, last name of the author, author's affiliation, b) the paper title, c) abstract, d) keywords, e) the main body of the paper, f) references and sources, g) summary and keywords in English (and another language, if necessary), and h) appendices, given in this particular order.

4. The paper title should reflect the contents of the paper as closely and accurately as possible. It is in the author's interest to use words and phrases suitable for indexing and searching. If such words are lacking in the title, it is advisable to add a subtitle. The title (and the subtitle) is aligned left, bold, font size 14.

5. The author's name, middle initial, and surname in papers are placed under the title aligned left. The name and location of the author's institution are written below the author's name, middle initial and surname. The names of complex organisations should reflect the hierarchy of their

structure (e.g. University of Belgrade, Faculty of Philology, Department of General Linguistics). If there is more than one author, the headings must indicate which institution each of the listed authors comes from. The author's function and title are not included. The author's official address and e-mail address are supplied in the footnote, which is linked to the author's surname with an asterisk. The project title and number, i.e. the title of the programme the paper originated from, as well as the name of the institution which financed the project or programme, are provided in a separate note at the end of the paper.

6. The abstract, which should be written in the language of the paper, must concisely present the matter, aim, methodology, and results of the research. It is recommended that the abstract should range between 100 and 250 words. The abstract should be placed below the paper title, without the designation *Abstract*, in such a way that its left margin is indented by 1 cm with respect to the body of the text (i.e. the same indent as the first paragraph of the body of the text).

7. The keywords are the terms or phrases which point to the overall subject matter of the research, and a maximum of ten may be listed. It is recommended to determine them with the aid of professional terminological dictionaries, and it is in the author's interest to achieve as great a keyword frequency as possible (in view of an easier search). The language the keywords are given in should be the same as the language of the abstract and paper. They are listed below the abstract, with the designation *Keywords*, in such a way that their left margin is aligned with that of the abstract.

8. The bibliographic parentheses, as interpolated abbreviations in the text referring to complete bibliographic information on the quoted work, given at the end of the paper, consist of an open bracket, author's surname, a comma, the year of publication, a semicolon, and the number of the page(s) from which the quotation was taken, and of the closed bracket, e.g. (Ivić, 1986: 128).

If several consecutive pages of the same paper are quoted, the page numbers given refer to the first and last pages cited, and they are separated by a dash (not a hyphen), e.g. (Ivić, 1986: 128–130).

If more non-consecutive pages of the same work are cited, the numbers, which refer to the pages in the work cited, are separated by a comma, e.g. (Ivić, 1986: 128, 130).

When the paper cites several studies by an author published in the same year, the in-text bibliographic reference has to specify with an appropriate letter of alphabet which bibliographic item from the integral reference list it refers to, for example (Murphy 1974a: 12).

If a reference has two authors, the in-text bibliographic reference lists the surnames of both authors, e.g. (Ivić/Klajn, 2013).

If a reference has more than two authors, the in-text bibliographic reference features the surname of the first author, whereas the other authors' surnames are replaced with an abbreviation *et al.*, for example: (Ivić, et al., 2007)

If it is evident from the context which author is cited or paraphrased, it is not necessary to supply the author's surname in the in-text reference, for example:

According to Murphy's research (1974: 207), the first extant treatise in that field was written by the Benedictine Alberic from Monte Cassino in the second half of the 11th century.

If a parenthesis refers to the works by two or more authors, this information is given chronologically (from older to more recent ones) and separated by a semicolon, for example: (Belić 1958; Stevanović 1968).

9. Footnotes marked with Arabic numerals (after a punctuation mark, without a dot or bracket) are supplied on the bottom of the page that features the text section to which the footnote refers. They

may contain less relevant details, additional clarifications, etc. Footnotes are not used to list the bibliographic sources of quotes or paraphrases given in the body of the text, since it is bibliographic parentheses that are used for the purpose.

10. The appendices illustrating an academic exposition (tables and figures, facsimiles, images, etc.) are included at the end of the manuscript. An appendix should be added on its own individual page labelled “Appendix” and followed by a title on the next line that describes the subject of the appendix. If there are multiple appendices, each should be labelled with a capital letter and referenced in-text by its specific title (for example, Appendix A, Appendix B, Appendix C). All appendices should follow references, summary and keywords.

11. The works cited in the paper are listed in a separate section under the title *References*. Bibliographic items (references) are listed in alphabetical order according to the surname of the first or only author in the same way as they were mentioned in the in-text parentheses. If the paper was written in a foreign language and in Latin script, the first to be listed are references published in Latin script, and then, in Cyrillic alphabetical order, works published in Cyrillic script. For those references that are written in another alphabet (Cyrillic, Greek alphabet, etc) the Latin script version has to be provided in the References section:

Example:

Драгићевић, Р. (2018). *Српска лексика у прошлости и данас*. Нови Сад: Матица српска [Dragičević, R. (2018). *Srpska leksika u prošlosti i danas*. Novi Sad: Matica srpska.]

If the description of a bibliographic item extends to several lines, all the lines except the first are indented right by two characters (hanging paragraph) – the author selects Paragraph in the Format menu, Hanging option, by 1 cm.

The *Annals of the Faculty of Philology* applies the APA style of bibliographic description (*American Psychological Association style*).

Examples of such bibliographic style include:

Monographic publications:

Author Surname, First Initial. Second Initial. Third Initial. (Year). *Book title: Subtitle*. Place of Publication: Publisher.

Examples:

1 author: Halliday, M. A. K. (1970). *A course in spoken English: Intonation*. London: Oxford University Press.

2 authors: Lehiste, I., Ivić, P. (1986). *Word and sentence prosody in Serbo-Croatian*. Cambridge, MA: MIT Press.

Adding a subtitle and edition:

Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle* (edition). Place of Publication: Publisher.

Collins, B., Mees, I. M., Carley, P. (2019). *Practical Phonetics and Phonology: A Resource Book for Students* (4th ed.). London: Routledge.

Multivolume works:

Author Surname, First Initial. Second Initial. (Year). *Book title: Subtitle* (Vol. number). Place of Publication: Publisher.

A single volume from a multivolume work:

Mileck, J. (1977). *Hermann Hesse: Biography and Bibliography* (Vol. 1). Berkeley: University of California Press.

Multiple volumes from a multivolume work:

Levinson, D., Ember, M. (Eds.). (1996). *Encyclopedia of cultural anthropology* (Vols. 1–4). New York: Henry Holt.

Contribution to a thematic volume of proceedings, chapter in a monograph, encyclopedia or lexicon item:

Author Surname, First Initial. (Year). Article/Item Title in the Publication. In First Initial. Surname of Author/Editor, *Title* (pages). Place of Publication: Publisher.

Example:

Roulet, E. (2004). The description of text relation markers in the Geneva model of discourse analysis. In K. Fischer (Ed.), *Approaches to Discourse Particles* (pp. 115–131). Amsterdam: Elsevier.

Journal article:

Author Surname, First Initial. (Year). Article Title. *Journal Title*, *Volume*(journal issue, if applicable), pages.

Example:

Ohala, J. 1990. There is no interface between phonetics and phonology: a personal view. *Journal of Phonetics*, 18(2), 153–171.

Translations:

Kristeva, J. (1984). *Revolution in Poetic Language* (M. Waller, Trans.). New York: Columbia University Press.

Basic webpage:

Author Surname, First Initial. (Last Update or Copyright Year; if not known, put n.d.). *Title of Specific Document*. Website Name (if needed). URL of Specific Document

Example:

Ahmadi, S. (2018). *Lesson plan: Filter bubbles*. Digital Writing & Research Lab. <https://www.dwrl.utexas.edu/2018/01/02/lesson-plan-filter-bubbles/>

Unpublished doctoral dissertation or master's thesis

Author surname, First Initial. (year). *Title* (unpublished doctoral dissertation / master's thesis). University Name, Place of Publication.

Example:

Bradlow, A. R. (1993). *Language-specific and Universal Aspects of Vowel Production and Perception: A Cross-linguistic Study of Vowel Inventories* (unpublished doctoral dissertation). Cornell University, Ithaca, NY.

Contribution to a newspaper:

Author Surname, First Initial. (Year of Publication, Month Day if Given). Title of article. *Name of Newspaper*, page number.

Example:

Bowman, L. (1990, March 7). Bills Target Lake Erie Mussels. *Pittsburgh Press*, pp. 12.

For more examples, please visit <http://www.apastyle.org>.

12. The sources are given under the heading *Sources* in a separate section after the *References* section. The same principles of bibliographic description are used as in the *References* section.

13. The text of a paper for the *Annals of the Faculty of Philology* is written in electronic form on an A4 page (21 × 29,5 cm), with 2.5 cm margins, new paragraph indented by 1.5 cm, and a 1.5 line spacing. The font to be used is Times New Roman, 12 points (this refers also to the text in the tables), and the abstract, keywords, summary, references and footnotes must be written in a 10-point font. If the paper contains charts and images, their resolution shall be 300 dpi.

14. Manuscripts should be submitted for blind review in electronic form using the journal's OJS platform (<https://anali.fil.bg.ac.rs/index.php/anali/about/submissions>).

15. Submission deadlines for Volume 1 and Volume 2 are February 15 and August 31 of each year. The Editorial Board cannot guarantee that each paper submitted before the deadline will be included in the very next issue of the journal.

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