

## SUBMISSION POLICY

### I GENERAL INSTRUCTIONS

1. *Zbornik za jezike i književnosti Filozofskog fakulteta u Novom Sadu (The Journal for Languages and Literatures of The Faculty of Philosophy in Novi Sad)* publishes papers in the field of language and literature, except those on methodology of language and literature teaching. Articles on teaching methodology should be submitted to our sister publication *Metodički vidici*.

2. The journal publishes papers in Serbian (standard Ekavian or Ijekavian, in either Cyrillic or Latin script), as well as in Hungarian, Romanian, Slovak, Ruthenian, English, French, German, Russian, Italian and Spanish.

3. The editorial board will consider original scholarly and professional articles, as well as reviews.

4. Submissions for the original scholarly and professional articles may not exceed 30,000 characters (counting spaces), while submissions for reviews may not exceed 10,000 characters (counting spaces).

5. Submissions must meet all technical specifications in order to be considered. Peer review is anonymous.

6. Conference paper already published elsewhere in full are not accepted. If the conference paper was published only as an abstract, please specify the name and date of the conference in a first-page footnote.

7. If the submission originates from a seminar paper during graduate studies or from some other text prepared under supervision (master's or doctoral thesis etc.), please specify that fact, the name of the supervisor and the title of paper/text in the first-page footnote

### II SCHOLARLY AND PROFESSIONAL ARTICLES

5. Submissions for the scholarly and professional articles must include:

a) author name(s) and surname, academic affiliation, address and e-mail of the author (font size 12, spacing 1);

b) title centered, caps, font size 12; section headings centered, lowercase;

c) abstract up to 200 words, with up to 5 key words (font size 12, spacing 1);

d) text (font size 12, spacing 1.5);

e) references, by author surname (font size 12, spacing 1);

f) summary up to 300 words, in English, French, German or Russian, with up to 5 key words (font size 10, spacing 1);

g) appendices (if any).

6. Format A4, margins 2.5cm, first lines of paragraphs indented 1.5cm; font *Times New Roman*.

7. Footnotes are for additional comments only, not for references.

8. Shorter quotations are included in the running text; longer quotations (3 or more lines) should be set off in block quotes (new line, indented 1.5cm); the quoted source is specified in round brackets immediately after the quotation, for example: .... (Petrović 2002: 25);

9. Examples in the text are numbered, and the page (and code if necessary) from which the example is taken is specified in brackets after the example, for example:

(1) a) Da bi stigli do značajnih promena .... (4)

b) To bring about a significant change .... (4)

10. Page numbers should not be inserted.

11. Please send both a hard copy and an electronic version of the paper. The hard copy is to be sent to the following address: Filozofski fakultet, Uredništvo Zbornika za jezike i književnosti,

21 000 Novi Sad, Dr Zorana Đinđića 2, Serbia; the electronic version (on CD) is to be sent together with the hard copy or e-mailed to zbornikjk@ff.uns.ac.rs.

## MODEL FOR THE PREPARATION OF PAPERS

Given name(s), surname  
Affiliation  
e-mail

TITLE

*ABSTRACT:*

*Key words:*

Text of the paper

### References

References should include only the bibliographical units mentioned, quoted or paraphrased in the article. As for electronic sources, the submitted articles should mention and quote only reliable, relevant sources.

In the references, bibliographical units are listed alphabetically, by surname (in Cyrillic alphabetical order if the paper is written in the Cyrillic script). References are listed in the language and script in which they were published. Full stop is written at the end of each bibliographical unit. If a bibliographical unit includes more than one line, the second and other following lines are indented 5 characters.

Books are listed in the following way:

Radovanović, Milorad. 2009. *Uvod u fazi lingvistiku*. Sremski Karlovci/Novi Sad: Izdavačka knjžarninca Zorana Stojanovića.

If there are two authors, both surnames and names are listed (in the order mentioned in the book/article); if there are three or more authors, the surname and name of the first author is listed with the abbreviation i dr. or et al. For example:

Quirk, Randolph et al. 1985. *A Grammar of Contemporary English*. London: Longman.

If one author has two or more bibliographical units, these units are listed chronologically (according to the year of publication). If one author has two or more bibliographical units published in the same year, small letters (a,b...) are added after the year of publication, for example:

Buarski, Ranko. 1996a. *Uvod u opštu lingvistiku...*

Bugarski, Ranko. 1996b. *Lingvistika u primeni...*

If a collection of papers with an editor is listed, the name of the editor is specified with the abbreviation ur. or ed. For example:

Filipović, R. ed. 1978. *Kontrastivna analiza engleskog i hrvatskog ili srpskog jezika*. vol. III, Zagreb: Zavod za lingvistiku Filozofskog fakulteta Sveučilišta u Zagrebu.

Articles from journals or collections of papers are listed in the following way:

Talmy, Steven. 1985. "The Cultural Productions of the ESL Student at Tradewinds High: Contingency, Multidirectionality, and Identity in L2 Socialization". *Applied Linguistics* 29 (4): 619-644.

Kučera, Henry. 1985. "Aspect in Negative Imperatives". In: Flier, M. and A. Timberlake eds. 1985. *The Scope of Slavic Aspect*. Columbus, Slavica: 118-128.

The title of the article is written with quotation marks, and the title of the journal or collection of papers in italics. Pages to which the author refers are written at the end of the unit.

Sources from the Internet: the author should specify electronic address of the site, and at the end of the unit in brackets the date when the site was consulted, for example:

Dobson, Jack. "American Sign Language Today". (24.12.2010)

Given name(s) and surname

Title of the paper in English, French, German or Russian  
Summary

Text of the summary in English, French, German or Russian.

*Key words:*

## II REVIEWS

Submissions for reviews must include:

- a) bibliographical data about the reviewed publication;
- b) text of the review;
- c) name(s), surname of the author of the review, academic affiliation, e-mail

### MODEL FOR THE PREPARATION OF REVIEWS

Name, family name. Year. *Title of the publication reviewed*. Place of publication: publisher, number of pages (Times New Roman, 12, spacing 1)

Text of the review (Times New Roman, 12, spacing 1)

Names(s), surname of the author of the review  
Academic affiliation  
e-mail