

EDITORIAL GUIDELINES

The journal will only consider original, hitherto unpublished contributions of international scientific interest, presented in the form that the author considers definitive, and must meet the journal's wording and formatting requirements as well as its editorial standards.

Submission of contributions may be made at any time.

Please submit your text online at the following address:

<http://www.fupress.net/index.php/ss/about/submissions#onlineSubmissions>

Submissions are first evaluated by the members of the editorial board within four weeks. If the manuscript is considered suitable for publication, it is sent to at least two reviewers. The peer review process is double-blind, whereby both referees and authors are kept anonymous. Referees are asked to evaluate the manuscript within four weeks. If the reviews are positive, but the manuscript requires to be revised and resubmitted, the author is expected to submit the revised version within four weeks.

Final decisions regarding publication are made by the editorial board.

Length

Articles should not exceed 25 pages (50,000 characters, notes and blank spaces included). All articles should be delivered with an abstract in English (600-1000 characters, if the article is written in English, 1500-2000 characters if the article is written in any other language), key words and a brief profile of the author (300-600 characters) also in English.

Book reviews should not exceed 5 pages (10,000 characters, blank spaces included). Footnotes, endnotes and a bibliography are not allowed.

Contributions that exceed this size will be evaluated by the editorial board on an individual basis.

Language

Articles can be written in any Slavic and main European languages (Italian, English, French, Spanish, and German).

Format

The file should be in .doc or .docx format (Word for Apple or for Windows).

Fonts and Transliteration

For modern languages authors should use "Times New Roman". In any case, only one font may be employed for every alphabet used. If you choose a font that is not widely used, send a copy of it along with your article.

Please note: when transcribing Cyrillic alphabets (or others different from the Latin one), authors must abide by the norms of international scientific transliteration. For transliteration of Cyrillic alphabets authors should refer to the following list:

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ISSN 1824-7601 (online); ISSN 1824-761X (print)

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А а	a	Т т	t
Б б	b	Ћ ћ	ć <i>Serbian (unicode u+0107)</i>
В в	v	У у	u
Г г	g <i>Russian</i> h <i>Ukrainian & Belorussian</i>	Ў ў	ŭ <i>Belorussian (unicode u+016d)</i>
Ґ ґ	g <i>Ukrainian</i>	Ф ф	f
Ѓ ѓ	g' <i>Macedonian (unicode u+01f5)</i>	Х х	h <i>Serbian & Macedonian</i> ch <i>Russian et cetera</i>
Д д	d	Ц ц	c
Ђ ђ	đ <i>Serbian (unicode u+0111)</i>	Ч ч	č (unicode u+010d)
Е е	e	Џ џ	dž <i>Serbian & Macedonian</i>
Є є	je <i>Ukrainian</i>	Ш ш	š (unicode u+0161)
Ё ё	ë (unicode u+00eb)	Щ щ	šč <i>Russian & Ukrainian</i> št <i>Bulgarian & OCS</i>
Ж ж	ž (unicode u+017e)	Ъ ъ	" <i>modern slavic languages</i> ŭ <i>OCS (unicode u+016d)</i> ǎ <i>Bulgarian (unicode u+0103)</i>
З з	z	Ы ы	y
Ѕ ѕ	dz <i>Macedonian & OCS</i>	Ь ь	' <i>modern slavic languages</i> ı̇ <i>OCS (unicode u+012d)</i>
И и	y <i>Ukrainian</i> i <i>Russian et cetera</i>	Ђ ђ	ě <i>OCS, Bulgarian (pre-1945) and Russian (pre-1918) (unicode u+011b)</i>
І і	i	Э э	è (unicode u+0117)
Ї ї	ji <i>Ukrainian</i>	Ю ю	ju
Й й	j	Я я	ja
Ј ј	j <i>Serbian & Macedonian</i>	'	' <i>Ukrainian & Belorussian</i>
К к	k	Оу оу	u <i>OCS</i>
Ќ ќ	k' <i>Macedonian (unicode u+1e31)</i>	О о	o <i>OCS</i>
Л л	l	Је је	je <i>OCS</i>
Љ љ	lj <i>Serbian & Macedonian</i>	А а	ę <i>OCS (unicode u+0119)</i>
М м	m	Ја ја	jeą <i>OCS</i>
Н н	n	Ж ж	q <i>OCS (unicode u+01eb) Bulgarian (pre-1945) (unicode u+0103)</i> ǎ
Њ њ	nj <i>Serbian & Macedonian</i>	Јџ јџ	jɔ <i>OCS</i>
О о	o	Кс кс	ks <i>OCS</i>
П п	p	Пс пс	ps <i>OCS</i>
Р р	r	Ө ө	th <i>OCS</i> f <i>Russian (pre-1918)</i>
С с	s	У у	ü <i>OCS (unicode u+00fc)</i>

Images and Pictures

We accept black-and-white or color images only with an original resolution of no less than 300 dpi.

Footnotes

Footnotes ought to be placed at the end of each page and should be numbered progressively. Do not insert footnotes in tables, graphs or figures. Footnote reference number should be placed before commas, colons, and full stops (; : , .). However, it

should be placed after a question or exclamation mark (? , !), after closing quotation marks (") and after closing parentheses:

- [...] to the Prince of Rostov Dmitrij Borisovič (1253-1294)¹.
- Is that the best way to address the question?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.

References to Bibliography

Bibliographical references should follow the system 'author year: page number':

- And so a new word was created, which was not a lie, but a genuine testimony of the faith, "the revelation of things unseen" (Lawton 1988: 72).

The use of *ibidem* (in italics), or the equivalents in the language of the article (*там же*, *a.a.O.* and the like) is to be limited as much as possible; it is preferable to repeat the 'author year: page' citation.

When the author quotes an electronic edition or materials available only online and page numbers are not provided in this online text, the indication of the page number can be omitted. However, if the quoted source has a paper edition that is still accessible, the paper source should be cited and the indication of the page number is obligatory.

If besides the page number one needs to indicate also the volume, the latter should be expressed in Roman numerals between the year and the page number(s), before the colon:

- Cf. Jevnikar *et al.* 1974-1994, XIII: 165-168.

When there is no author, the editor (not the title!) moves to the author position. For example, to refer to *Izbornik 1076 goda*, pod. red. A.M. Moldovana, Moskva 2009, the reference '*Izbornik 1076 goda 2009*' is wrong. Reference to the book must be: 'Moldovan 2009'.

In the case of books with more than two editors, the reference should indicate only the first editor's (last) name, followed by *et al.* (Taseva *et al.*, Тасева *u dp.*, and the like, in accordance with the language of the paper). Provide the names of all the authors in the Bibliography (on the right side):

Taseva *et al.* 2006: L. Taseva, R. Marti, M. Jovčeva, T. Pentkovskaja (red.), *Mnogokratnite prevodi v južnoslavjanskoto srednovekovie*, Sofija 2006.

In the rare case when the cited miscellany has no editor indicated please quote the name of the first author that appears in the collection, followed by *et al.* (*u dp.*, and the like, according to the language of your article). Example: Picchio *et al.* 1962 to refer to the

volume *Studi in onore di Ettore Lo Gatto e Giovanni Maver*, Firenze 1962 (= Collana di "Ricerche Slavistiche", 1).

Alternatively, you can assign to the volume an abbreviation or an acronym, placed in a list of abbreviations that precedes the bibliography.

Abbreviations and acronyms used in the text (e.g. TODRL, PSRL, PG) will have to be spelled out in a list inserted before the Bibliography. If only one abbreviation is used, it is recommended to insert in parentheses the abbreviation after the first occurrence of the full form: (further on... / hereinafter... далее по тексту and the like):

- especially Old Church Slavonic (hereinafter: OCS).

For Biblical Abbreviations please refer to the norms of the Bible in the language of the paper. For English the choice between MLA, APA and Turabian systems depends on the author's will.

Bibliography (books)

The bibliography of the works cited in the article comes at the end of the article, in alphabetical order, using the author's last name in the form 'author year.'

Barsukov 1882: N.P. Barsukov, *Istočniki drevnerusskoj agiografii*, Sankt-Peterburg 1882.

In the case of several titles belonging to the same author, give them in chronological order.

If a source has more than one author, alphabetize using the first one listed inside the book, followed by *et al.* (or the equivalent form in the language of your article). Provide the names of all the authors in the complete reference on the right side:

Kasatkin *et al.* 1995: L. Kasatkin, L. Krysin, V. Živov, *Il russo*, Firenze 1995.

If an author is unknown, alphabetize that source using the editor's name.

In case of books with more than two editors, the reference should indicate only the first editor's last name, followed by *et al.* (or: *u dp.*, and the equivalents in accordance with the language of the paper). Provide the names of all the editors in the complete reference on the right side:

Botvinnik *et al.* 1965: M.N. Botvinnik, Ja.S. Lur'e, O.V. Tvorogov (red.), *Aleksandrija. Roman ob Aleksandre Makedonskom po russkoj rukopisi xv veka*, Moskva-Leningrad 1965.

Taseva *et al.* 2006: L. Taseva, R. Marti, M. Jovčeva, T. Pentkovskaja (red.), *Mnogokratnite prevodi v južnoslavjanskoto*

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srednoviekovie, Sofija 2006.

The place of publication must be indicated as it appears on the frontispiece, even if it is different from the current name or from the official contemporary name of the toponym. Abbreviations like SPb., L., M., M.-L. and similar are not allowed.

The publisher's name is generally omitted; when it is deemed necessary to insert it, it should be placed before the place of publication:

Belletti, Mazzitelli 1990: R. Belletti, G. Mazzitelli (a cura di), *Poeti polacchi del Novecento*, Lucarini, Roma 1990.

If the author deems it necessary to indicate the publisher, he / she shall follow this norm throughout the Bibliography.

Other indications concerning the publication series should be inserted in parentheses after the year of publication:

Schmidt-Deeg 1994: E.-M. Schmidt-Deeg (Hrsg.), *Das New Yorker Missale. Eine kroato-glagolitische Handschrift des frühen 15. Jahrhunderts*, I-II, München 1994 (= Sagners Slavistische Sammlung, 22).

In case you want to indicate also the translation of a work you quote, please refer to the translation (in the language of your article) after the title of the original edition. Quote the translation in parentheses preceded by the translator's first name initial and surname:

Propp 1928: V.Ja. Propp, *Morfologija skazki*, Leningrad 1928 (translated by Laurence Scott with an Introduction by Svatava Pirkova Jakobson, *Morphology of the Folktale*, Bloomington, Ind. : Research Center, Indiana Univ., 1958).

If you indicate the original of a translation, the indication shall be preceded by "or. ed.":

Propp 1928: V.Ja. Propp, *Morphology of the Folktale*, Bloomington, Ind. : Research Center, Indiana Univ., 1958 (or. ed. *Morfologija skazki*, Leningrad 1928).

Whenever in your paper you refer to a different edition from the first one, indicate this in the Bibliography with a superscript number placed after the edition date. It is up to the author whether or not to indicate the first edition as well:

Smal'-Stoc'kyj 2003: Smal'-Stoc'kyj 2003: S. Smal'-Stoc'kyj, *T. Ševčenko. Interpretaciji*, Čerkassy 2003³ (Warszawa 1934¹).

Only mention a reprint of a work after having given full details of the original edition.

Jagić 1879: V. Jagić, *Quattuor evangeliorum Codex glagoliticus olim Zographensis nunc Petropolitanus. Characteribus cyrillicis transcriptum notis criticis prolegomenis appendicibus auctum*, Berlin 1879 (rist. Graz 1954).

A title within another title (in italics) is given in Roman type.

Ferro 2011: M.C. Ferro, *Teaching Russian for special purposes in Italy. Some reflections about the book E. Cadornin, I. Kukushkina, Il russo tecnico-scientifico (Hoepli, Milano 2011, pp. 269)*, “Studi slavistici”, VIII, 2011, pp. 263-269.

Bibliography (articles)

Articles published in a journal should appear in the following way: author, title (in italics), name of the journal (in double quotation marks), volume number (in Roman numerals), year of publication, issue (in Arabic numerals), pages:

Beyer 1995: T.R. Beyer jr., *Andrej Belyj's Glossalolija. A Berlin Glossolalia*, “Europa Orientalis”, XIV, 1995, 2, pp. 7-25.

When there is a double issue number, please indicate outside parentheses the yearly issue number and in parentheses the progressive issue number from the foundation of the journal:

Kučkin 2016: V.A. Kučkin, *Tri zaveščanija Vasilija I*, “Drevnjaja Rus'. Voprosy medievistiki”, 2016, 2 (64), pp. 33-54.

Abbreviations related to pages should be indicated according to the language of the article: for articles written in Italian, English, Spanish and French: “p”. or “pp.”; for articles written in German: “S.”; for articles written in Slavic languages: “s.” (Latin) or “c.” (Cyrillic).

If an article has a DOI identification, the latter should be inserted:

Alpatov 2017: V.M. Alpatov, *Scripts and Politics in the USSR*, “Studi Slavistici”, XIV, 2017, pp. 9-19, DOI: http://dx.doi.org/10.13128/Studi_Slavis-21936

Articles published in a miscellany should be indicated in the following way: author, title (in italics), preposition of place: — in:, en:, w:, v:, u: (Latin) or в: (Cyrillic), according to the language of the article — name of the editor (ed(s)), title of the miscellany (in italics), place and year of publication, pages.

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The curatorship of volumes ought to be indicated according to the language of the cited work, regardless of the language in which the article is written (a cura di / Ed. / Hrsg. / ur. / под ред. and the like):

Fin 2014: M. Fin, *Emblemi u Orfelinovoj istoriji Petra Velikog*, in: N. Grdinić, S. Tomin, N. Varnica (ur.), *U spomen na Borivoja Marinkovića*, Novi Sad 2014, pp. 148-160.

Abbreviations related to pages should be indicated according to the language of the article: for articles written in Italian, English, Spanish and French: “p”. or “pp.”; for articles written in German: “S.”; for articles written in Slavic languages: “s.” (Latin) or “c.” (Cyrillic):

Possamai 2009: D. Possamai, “*Uno scrittore è scrittore là dove viene letto...*” *Il caso Kurkov*, in: M. Di Salvo, G. Moracci, G. Siedina (a cura di), *Nel mondo degli Slavi. Incontri e dialoghi tra culture. Studi in onore di Giovanna Brogi Bercoff*, FUP, Firenze 2009 (= Biblioteca di Studi Slavistici, 8), pp. 459-468.

Besters-Dilger 2000: J. Besters-Dilger, *Das Ukrainische zwischen West- und Ostslavischem – Sprachvergleichende und typologische Bemerkungen*, in: M. Moser, S. Simonek, J. Besters-Dilger (Hrsg.), *Sprache und Literatur der Ukraine zwischen Ost und West*, Bern etc., 2000, S. 221-231.

Primary sources (archival and manuscript collections)

Give the manuscript a title or initials, indicate the city and the library in which the manuscript is to be found and provide its most recent signature:

ŽMK: *Žitije Makarija Kaljazinskogo* – Sankt-Peterburg, RNB, Soloveckoe sobranie 826/936, ff. 507-526.

Internet resources

Provide the full address (URL) of the site mentioned, without any underlining and in angle brackets. Also give the date of the latest access to the site. E.g.:

<<http://www.drevnyaya.ru/vyp/v2013.php>> (latest access: 21.11.16)

Quotations

It is up to the author whether to cite the original text, providing a translation in the footnotes or vice versa. If the author provides his / her own translation of a quoted text, this should be specified the first time a translated passage appears, giving the following indication with the author’s own initials (in square brackets if inside the text of the article): “here and afterwards, unless otherwise indicated, the translation is mine. NM”.

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Short quotations (not exceeding 2-3 lines) can be inserted in the text in double quotation marks, in standard fonts:

- As Western observers were eager to report, Soviet women were intrigued by Western elegance: “Within a week or two you began to see girls on Gor’kij Street wearing imitations of the more simple Dior styles” the New York Times Moscow reporter Harrison Evans Salisbury wrote (Salisbury 1960: 47, quoted by Reid 2002: 238).
- Everything projected a prosperous and technologically advanced country that showed “how quickly the USSR is moving on the path of technological progress, [...] what happy prospects the Seven-year plan opens up” (Bol’sakov 1959).

Longer quotations ought to be in a separate indented (1 cm) paragraph and put into a smaller font:

- In Grundrisse Marx, who opposed any economic theory failing to distinguish material from spiritual production, used translatability as an allegory of value in capitalist societies:

To compare money with language is not less erroneous. Language does not transform ideas, so that the peculiarity of ideas is dissolved and their social character runs alongside them as a separate entity, like prices alongside commodities. Ideas do not exist separately from language.

Any modifications of or omissions from a quotation by the author should be surrounded by square brackets [...]:

- So in Wojtak (2001: 170): “W tekstach urzędowych przyjmuje się więc punktu widzenia normatywny i bezosobowy [...] a jednocześnie wyrażając intencje nadawcy”.

In articles on linguistics, the example sentences (in italics, without quotation marks) should be numbered progressively; authors should leave a blank line before and after the sentence, indent by 1 cm; the translation, whenever present, should be in Roman type included in single quotation marks. If the source is indicated, it should be in parenthesis after the original, following the above-mentioned rules for quotations:

- Dolgo ždali odin avtobus, a potom drugoj (“Argumenty i Fakty”, 12.04.06).
‘They waited a long time for one bus and then another’.

As far as morphemic glosses are concerned, authors should abide by Leipzig Glossing Rules established by the Department of Linguistics of Max Planck Institute for Evolutionary Anthropology:

<https://www.eva.mpg.de/lingua/resources/glossing-rules.php>.

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Symbols and Graphic conventions

Quotation marks: quotation marks can be either single (‘ ’) or double (“ ”). Single quotation marks are to be used to semantically connote a word or to mark a quotation within another quotation in double quotation marks. Double quotation marks are to be used before and after a quotation. Authors should not use low quotation marks (« »). Punctuation marks should be placed after closing quotation marks unless the punctuation is part of the quoted material: “by the way”, “for instance”.

Parentheses: Most frequently used are rounded parentheses. Square brackets are to be used in the following cases: 1) alterations and/or cuts of a quote by the author; 2) parentheses for text within parentheses; 3) addition of the author to a textual quotation. In the case of texts of a philological character, the author’s integrations or conjectures ought to be placed in angle brackets (< >).

Slashes: authors should always leave a blank space before and after slashes, except for the conjunction-disjunction and/or: “the alternative prose / poetry”, “the purpose of a cost / benefit analysis”. The slash should also indicate the end of a line of poetry, while the end of a stanza should be indicated by a double slash (//).

Italics: Italics are used in the following cases: 1) for titles of literary, musical or theatrical works, for titles of films or works of art; 2) to signal words in a language other than that of the paper, such as Latin locutions *ibidem*, *passim*, *infra*, *sic* and the like, except for terms and locutions of current use. If you give a translation of the Latin locution in the language of your paper, use single quotation marks: “as in the so-called genitive of estimation *lucri facere* ‘to turn to account’”.

For the use of **uppercase and lowercase letters**, follow the use of the language of your article.

For English refer to the guidelines established by the Chicago Manual of Style.