

# SLAVONICA

## Style Sheet for Authors and Reviewers (2001)

### A. Articles

1. Quotation marks should always be single, except for quotations within quotations. This also applies to words/phrases which are not quotations, and to titles of shorter prose works, poetry and articles.

Quotations less than 4 lines (40 words) in length should, as a rule, be incorporated into the relevant paragraph. Longer quotations should start on a new line, with no first-line indentation (these will be set as indented text in a smaller font size).

2. Avoid excessive use of capitals. Initial capital letters are used in words deriving from personal names, e.g. Darwinism, Marxism; also Bolshevism, Menshevism, *but* socialism, impressionism, tsarism, tsarist, etc. 'The age of realism' is preferred to the 'The Age of Realism'; Western Europe, *but* western critics etc.
3. Spelling: judgment *not* judgement; -ize/-zation *not* -ise/-isation, e.g. realize, organize, realization, organization (but exercise, analyse); labour *not* labor.
4. Hyphens: the nineteenth century *but* nineteenth-century literature (avoid the form 19th century); high school *but* high-school pupil (i.e. hyphenated when used as an adjective).
5. Dates: 1814-1841 when referring to a person's life; shorten to 1814-41 for events, publication dates etc. (If referring to a year which is not a calendar year, e.g. an academic or financial year 1962/63).

Shortened dates: the 1920s *not* the 1920's; the Twenties *not* the 'Twenties *or* the 'twenties.

Use the en dash (–) between dates, the hyphen (-) between page numbers.

6. No full stops between letters in USA, USSR, KPSS, TsK, etc.
7. There should be no space between two initials and one space before the surname, e.g. G.S. Jones, L.N. Tolstoi *not* G. S. Jones, L. N. Tolstoi.
8. Other spacing: pp. 104-108 *not* pp.104-08 (using a hyphen between figures and repeating the hundreds digit where the second digit is zero, *but* pp.114-18); 108 pp. *not* 108pp.

Vol. 3 *not* vol.3; No. 6 *or* no. 6 *not* No.6.

9. Avoid using *ibid.* or *op. cit.*

10. Names of organizations should not be underlined (italicized): Proletkul't, The People's Will, Narodnaia Volia (to avoid confusion with the publication of that name, *Narodnaia, Volia*, etc.).
11. Russian etc. titles of creative works, books, journals, papers etc. As a general rule, pre-revolutionary publications capitalize as follows: *Russkoe, Bogatstvo; Syn Otechestva*. Post-revolutionary usage: *Novyi mir; Zemlia i fabrika*.

In all other cases, author's or editor's conventions should be adhered to.

Book titles: the first word only is capitalized: *Voina i mir* (but *Doktor Zhivago*).

12. A raised number ('superscript') indicating the occurrence of a Note should follow immediately after comma, full stop etc.
13. Alternative way of acknowledging sources:

Short references can be given in the text as follows: (Jones 1972: 44), with a space between colon and page number. (This avoids numerous repetitive notes. A section entitled Bibliography will then following after any notes).

14. Titles of books, periodicals, newspapers etc. and longer prose works should italicized.

Titles of articles, short prose works and poems are placed between single quotation marks and are not italicized.

15. Titles of works in foreign languages.

(a) The first time a foreign title is given, it is followed by its English translation, also italicized, in brackets. Thereafter, the author has the choice of giving the title of the work either in the original language or in translation. Where there is no known published translation, a literal rendering of the title is given in brackets, not italicized.

Transliteration should be used for all titles whose language would use the Cyrillic alphabet.

Authors will use their discretion as to whether French, German, etc. titles require translation. Conversely, the foreign-language title of works well known in English translation need not be given.

(b) Longer quotations in a foreign language. A translation *either* follows the original *or* may be given in a note.

Quotations in Russian, Ukrainian, Belorussian, Bulgarian etc. will be printed in Cyrillic. (This is the only occasion where Cyrillic script should occur in the text of the an article.)

16. Names which have a generally accepted simplified English form (Gorky, Ehrenburg) can be so given in the text and in the notes, except in titles of works on them. In bibliography, the full transliterated form must be used.
17. On the second (or later) occurrence of an author's name (both in the text and notes), his/her forename, initials, titles etc. should be omitted.
18. Transliteration: The Library of Congress convention is used. The Russian soft and hard signs are rendered by an accent (´), not by an apostrophe ('): den´ *not* den'. In articles on Slavonic linguistics, the International System is adopted.
19. Notes to the text.

(a) Authors and titles of books and individual works: Author's name first, initials preceding surname, followed by the title of the work, italicized, and full publication information in brackets (place: publisher, date).

R. Stites, *The Women's Movement in Russia: Feminism, Nihilism, and Bolshevism, 1860-1930* (New Jersey: Princeton University press, 1978), pp. 7-16.

When a book is listed under its editor(s), the title comes first, followed by the name(s) of the editor(s).

V.A. Vvedenskii *et al.* (eds.), *Kratkaia literaturnaia entsiklopediia* (Moscow: publisher, 1926), I, pp. 32-38.

(b) Authors and titles of articles and short prose works and poems.

Author's name first, followed by the title, between inverted commas.

Felicity Ashbee, 'Neville Forbes, 1883-1929: Some Family Letters from Russia', *Oxford Slavonic Papers* NS 9 (1976), pp. 79-80.

N.O. Losskii, 'Intuitivizm', in A Smith (ed.), *Zapiski nauchno-Issledovatel'skogo ob"edineniia* (Prague: publisher, 1999), III, p. 1.

**B. Reviews**

Give the name of the author, title of the book (as given on the title page) and full publisher's data at the top of the review, and reviewer's residence (left) and name (right) in italics at the end of the review. Give the price and be sure to give the ISBN.

Eksteins, M., *Walking Since Daybreak: a Story of Eastern Europe, World War II, and the Heart of Our century* (New York: Houghton Mifflin, 1999), pp. xiv + 358. \$27.50. ISBN 0395937477

Andorka, R., et al. (eds.), *A Society Transformed: Hungary in Time-Space Perspective*, (Budapest: Central European University Press, 1999), pp. xiv + 206. £16.95. ISBN 963911649 1.

Reviews should not contain any notes. Short quotations in one language only (English preferred). Brief descriptions of any works quoted should be given within the body of the review. Longer, indented quotations should be avoided. There should be no words in Cyrillic at all.