



## AUTHOR GUIDELINES

**PLEASE SUBMIT YOUR PAPERS through the journal's platform** (<http://journals.umcs.pl/zcm>). After registering and activating your account you must log, choose *New Submission* in the main menu and follow all five steps prompted on the screen (*Start, Upload Submission, Enter Metadata, Upload Supplementary Files, Confirmation*).

Please make sure you are assigned to the *Author* role prior to submitting your work. Otherwise you will not be able to proceed with the submission. This role is assigned by default during your registration or may be assigned later after editing your user profile.

### LENGHT OF THE ARTICLE / REVIEW

The Editorial Board does not have specific restrictions on the article's length, however it is recommended that articles should not exceed 45 000 characters (including spaces and punctuation) and reviews should contain up to 18 000 characters.

### TEXT FORMATTING

Please submit your papers as a single file formatted in accordance with the following guidelines:

*Please remove all default formatting settings on your computer.*

**File format:** MS Word document (doc, docx)

**Page Layout:** A4, **margins:** 2,5 cm all sides

**Font & size:** Times New Roman, 12

**Line spacing:** 1,5

**Letter-spacing:** 0

**Tab** key should be set at 1,25 cm. The **Tab** key is used for entering new paragraphs.

**Text alignment:** Justified

**Colour:** all papers should be in black font colour (no exceptions and no highlighting).

**NB:** If you use specific Font types (eg. Old Slavic), please send the Font type file as a supplementary file. The Editorial Board prefers CyrillicaBulgarian10U and CyrillicaOhrid1 as Old Slavic font types.

**THE FIRST PAGE OF THE PAPER MUST CONTAIN:**

**The title of the paper in the original language:** aligned Right, Bold, All caps

**NB:** Reviews and Notices must also be provided with original titles.

**Below the title:** one empty line (through Enter); name and surname (Right, Bold)

**NB:** names and surnames are submitted in the Latin alphabet *according to their transcription in the English language*. **No diacritics** are allowed.

**Below name and surname:** name of the academic institution (Italic)

**NB:** academic institution is given in the Polish language.

**END OF ARTICLE / REVIEW:**

One empty line after the paper.

**References** (Bold, Centered)

One empty line.

References follow the basic rules of the **Chicago** style (in alphabetical order, all names are given in the Latin alphabet with *no diacritics*: see section **CITATIONS**).

**ABSTRACTS AND KEYWORDS**

One empty line after the References.

**Paper's title in English** (Bold, All caps, Justified).

On the same line: **the abstract in English** (max. 1100 characters, Normal).

One empty line.

**Keywords:** in English, separated by commas.

One empty line.

**Title, abstract and keywords in Polish** (please repeat the former steps in the Polish language).

**Papers written in Bulgarian / other languages:** after one empty line: title, abstract and keywords in the corresponding original language of the paper.

#### AUTHOR INFORMATION

One empty line after abstracts and keywords.

**Name and surname** of the author in **English** (Normal, Left), comma, academic degree (in English).

**NB:** Names are written in the Latin alphabet according to official guidelines for transliteration (no diacritics). For transliteration of Bulgarian names see the Official Orthographic Dictionary of the Bulgarian Language (*Официален правописен речник на българския език*. София: Просвета, 2012, 37–39).

**NB:** If the author's original name is in the Cyrillic alphabet or the author has alternative forms of his/her names and surnames, these forms may be added after the most popular form in parentheses. **Example:** Petar Sotirov (Петър Сотиров, Petar Sotirow).

**NB:** Names containing diacritics are given firstly in English and subsequently – in parentheses – according to the original national tradition. **Example:** Malgorzata Slubinska (Małgorzata Ślubińska).

**Affiliation:** in English.

**NB:** please submit the *main institution* (with no subdivisions, such as faculties, institutes, departments, etc.).

**NB:** in case of double affiliations please submit your *primary institution*. Academic affiliations are submitted without quotes.

**Examples:** Bulgarian Academy of Sciences (instead of Institute of Literature BAN), Sofia University of St. Kliment Ohridski (instead of Sofia University – Faculty of Slavic Philologies), Maria Curie-Sklodowska University in Lublin, Ruse Regional Museum of History, Angel Kanchev University of Ruse, University of Lublana, St. Cyril and St. Methodius University of Veliko Tarnovo, Union of Scientists in Bulgaria, Plovdiv University of Paisii Hilendarski, Plovdiv University of Paisii Hilendarski, Branch – Smolyan.

**NB: in case of co-authorship** the information is submitted separately for each author.

**Author's email** (Italic). Please submit official emails with the corresponding extensions.

**Author's ORCID** (Italic. Please submit the complete web link)

***Example:***

Mariyana Tsibranska-Kostova, Prof. Dr.Sc. (Марияна Цибранска-Костова)

Bulgarian Academy of Sciences

*tzibran@ibl.bas.bg*

*<https://orcid.org/0000-0002-5705-9961>*

**TITLE OF ARTICLE / REVIEW**

One empty line.

**The paper's title in English** (normal caps, Bold, Left)

**The paper's title in the original language** (normal caps, Bold, Left)

**The paper's title in Polish** (normal caps, Bold, Left)

## PUNCTUATION AND FORMATTING GUIDELINES

**Please use *Italic* instead of quotes.** We strongly recommend avoiding quotes in the in-text citations. All titles, citations, accentuations are marked with *italic characters* (cf. *The Pilgrim's Progress* instead of "The Pilgrim's Progress", *In a hole in the ground there lived a hobbit.* instead of "In a hole in the ground there lived a hobbit.>").

Quotation marks are accepted only for marking in-text *quotes in quotes*.

Quotation marks are accepted in the **References** section (see **CITATIONS** below).

**Please avoid Bold and Underline.** We strongly recommend avoiding all accentuations via underlining or using different letter-spacing.

**Dash and Hyphen.** Please differentiate between *EN DASH* and *hyphen*.

**NB:** in cases of pages, issue numbers, years, centuries the Editorial Board prefers the EN DASH with no spaces on either side (cf. 101–306, 6–8, XV–XVIII).

**NB:** Please completely avoid the EM DASH (—).

**Brackets.** Please use round brackets. For marking brackets in brackets you may use slashes. Square brackets are used only in the References section.

## CITATIONS

**IN-TEXT CITATIONS** are formatted in round brackets, e.g. (Mikhaylov 2017: 24), (Kotarbinski 2000: 102–112), (Brown-Thompson 2014a: 81–82).

**NB:** in case of co-authorship the in-text citation includes the authors' surnames separated by &, e.g. (Bronowska & Zywucka-Kozłowska 2009: 81), (Zhelyazkova & Zafirova 2003: 64–71).

### **SHORT CITATIONS (up to 3 sentences)**

The text is formatted in *Italic, font size: 12* without quotation marks. Citation of the source is obligatory (in round brackets).

### **LONG CITATIONS**

One empty line before and one empty line after (both using *Enter*) the inserted quoted text. Quoted text in *Italic, font size: 10*. Quotation marks are used *only for quotations within the quoted text*. Citation of the source is obligatory (in round brackets).

### **REFERENCE LIST ENTRIES**

References follow the basic rules of the **Chicago** style according to the patterns below.

**NB:** Titles of **books** and **papers** are given first in English translation. Titles of **journals** and names of authors are given in transliteration.

**NB: Transliteration** is required for all other segments of the references that are written in the Cyrillic alphabet or contain diacritical marks (e.g. *Panayot Karagyozov* instead of *Панаџот Караџозов*, *Zeszyty Cyrylo-Methodianskie* вместо *Zeszyty Cyrylo-Methodiańskie*, *Grazyna Pinska-Dlugosz* instead of *Grażyna Pińska-Długosz*).

**NB:** Non-English language references should contain a) the required information in English (translated and transliterated segments), b) the same reference in its original language, entered in square brackets.

**NB:** Subtitles are following the title after a **colon**.

**NB:** Names of cities are **not abbreviated**. Abbreviations may occur only in references in the original language of the publication (in square brackets) if they

denote well-known institutions or publishing houses. E.g. *УИ* instead of *Университетско издателство* (for Bulgarian references), *PWN* instead of *Państwowe Wydawnictwo Naukowe* (for Polish references).

**NB:** Please pay special attention to the positioning of full stops, commas, quotation marks in your references list.

**NB: Quotation marks** in titles of papers and book chapters are in accordance with the correspondent language tradition. We accept the style “Asdf” for English writing, „Асдф“ for Bulgarian and Polish writing, «Асдф» for Russian writing. Please **avoid** typewriter double quotes (“”).

## Journal article

### **model:**

surname, name [*1<sup>st</sup> author*] & name surname [*2<sup>nd</sup> author*]. “Article title.” *Journal Title* [*Italic*], no. X (year of publication): pp–pp. <https://doi.org/DOI-number-of-publication> [*www link to the article if available*].

### **examples:**

Doneva, Velislava & Daniela Kamarincheva. “Konstantin Mutafov’s Language Anxieties – A Bulgarian Intellectual in the Beginning of the 20<sup>th</sup> Century.” *Zeszyty Cyrylo-Methodianskie*, no. 6 (2017): 158–165. <http://dx.doi.org/10.17951/zcm.2017.6.158>. [in Bulgarian: Донева, Велислава & Даниела Камаринчева. „Езиковите тревоги на Константин Мутафов – един български интелектуалец от началото на ХХ век.“ *Zeszyty Cyrylo-Methodiańskie*, no. 6 (2017): 158–165.]

Bratanov, Ivo. “*But I Am Just a Simple Peasant Girl: To the Question Concerning Gergana and the Vizier’s Value System in the Poem The Spring of the White-legged by P. R. Slaveykov.*” *Proceedings. University of Ruse “Angel Kanchev”, vol. 54, book 11, Branch Silistra. May Research Reading* (2015): 62–66. <http://conf.uni-ruse.bg/bg/docs/cp15/11/11-10.pdf>. [in Bulgarian: Братанов, Иво. „Но аз съм проста селянка. (Към въпроса за ценностната система на Гергана и на Везира в поемата Изворът на белоногата на П. Р. Славейков).“ *Научни трудове на РУ „Ангел Кънчев“*, т. 54, серия 11: *Филиал Силистра. Майски научни четения* (2015): 62–66. <http://conf.uni-ruse.bg/bg/docs/cp15/11/11-10.pdf>.]

## Book

### *model:*

surname, name [*1<sup>st</sup> author*] & name surname [*2<sup>nd</sup> author*]. *Book title [Italic]*. Place:  
Publishing house, year.

### *examples:*

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Mozejko, Edward. *Socialist Realism: Theory, Evolution, Decline*. Krakow: Universitas, 2001. [in Polish: Mozejko, Edward. *Realizm socjalistyczny: teoria, rozwój, upadek*. Kraków: Universitas, 2001].

Hristova, Boryana & Darinka Karadzhova & Elena Uzunova. *Marginal Notes of Bulgarian Writers from the Tenth to the Eighteenth Centuries*. Vol. 1: Tenth to Fifteenth Centuries. Sofia: St. St. Cyril and Methodius National Library, 2003. [in Bulgarian: Христова, Боряна & Даринка Караджова & Елена Узунова. *Бележки на българските книжовници, X–XVIII век*. Т. 1: X–XV век. София: НБКМ, 2003.]

**NB:** Book titles are entered without quotation marks and always in *Italic*.

**NB:** The publishing institution is entered without quotation marks and in Roman (“normal”) type. If the publishing house has an alternative name in English, the alternative name can be entered instead of the transliterated original one in the English language reference. The reference in square brackets shall contain the original (non-English) name. **Example:** Sofia University Press (in the English reference), УИ Св. Климент Охридски (in the reference in square brackets).

**NB:** If the name of the publishing house contains the name of the place of publication, the reference may omit the name of place (*example:* Sofia University Press; the reference in the original language, however, should contain the elements София: УИ Св. Климент Охридски).

**NB:** The place and publishing house are separated by a **colon**.

## Chapter, article or other part of an edited book

### *model:*



surname, name [*1<sup>st</sup> author*] & name surname [*2<sup>nd</sup> author*]. "Chapter title." In surname, name. *Book title [Italic]*, pp–pp. Place: Publishing house, year. [Reference in the original language.]

**examples:**

Thoreau, Henry David. "Walking." In D'Agata, John, ed. *The Making of the American Essay*, 167–95. Minneapolis: Graywolf Press, 2016.

Canew, Canko. "The Beginnings of Slavic Historiography." In Wozniak, Anna, ed. *Around Historical Problems. Papers in East Slavic Culture and Literatures*. Lublin: TN KUL, 2008, 269–280. [in Polish: Canew, Canko [Tsanev, Tsanko; Canev, Canko; Цанев, Цанко]. „Początki historiografii słowiańskiej.“ W: Woźniak, Anna, red. *Wokół problemów historii. Studia o kulturze i literaturach wschodniosłowiańskich*. Lublin: TN KUL, 2008, 269–280.]

Dobrev, Chavdar. "The Meaning of Poetry. Atanas Dalchev." In Dobrev, Chavdar. *A Planet of Freedom*. Sofia: Balgarski Pisatel, 177–247. [in Bulgarian: Добрев, Чавдар. „Смисълът на поезията. Атанас Далчев.“ В: Добрев, Чавдар. *Планета на свободата*. София: Български писател, 177–247.]

**NB:** Books and volumes cannot be cited without entering their author / editor (compiler). Editors are entered by a comma and *ed.* after the surname and name.

**Newspaper / magazine article**

**model:**

surname, name. "Article title." *Newspaper or magazine title*, [optional: no XX (XXXX), pp–pp,] dd.mm.yyyy. <https://online-address>.

**examples:**

Manjoo, Farhad. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, 08.03.2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Nedelchev, Mihail. "Yavorov's Passing through the World." *Kultura* (Sofia), no 4 (2928), 02.02.2018, p. 9. <http://www.kultura.bg/bg/article/view/26940>. [Неделчев, Михаил. „Яворовото преминаване през света: Академично слово за тържественото откриване на Националната юбилейна конференция, посветена

на 140 години от рождението на Пейо Яворов, 11 януари 2018 г.“ *Култура*, no 4 (2928), 02.02.2018, с. 9. [http://www.kultura.bg/bg/article/view/26940.](http://www.kultura.bg/bg/article/view/26940)]

**NB:** Regardless of whether the text is cited according to its online or print edition, the reference must contain the title and date of the issue and the online address (if available).

**NB:** We recommend entering the *issue numbers* and *pages* of the publication.

**NB:** The titles of less-known newspapers and magazines may be followed by the place of publication (in brackets).

## Website content

### **model:**

surname, name. “Content title.” [Published, Accessed, Last modified] dd.mm.yyyy.  
<https://online-address>.

### **examples:**

Bouman, Katie. “How to Take a Picture of a Black Hole.” Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51.  
[https://www.ted.com/talks/katie\\_bouman\\_what\\_does\\_a\\_black\\_hole\\_look\\_like](https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like).

Google. “Privacy Policy.” Privacy & Terms. Last modified April 17, 2017.  
<https://www.google.com/policies/privacy/>.

Yale University. “About Yale: Yale Facts.” Accessed May 1, 2017.  
<https://www.yale.edu/about-yale/yale-facts>.

**NB:** This reference pattern concerns **all types** of cited materials (text, image, audio, video, tables, etc.).

**NB:** The reference should always contain the author of the material (if stated). In cases of an unsigned material the reference should begin with the publishing **institution** (University, public institution, website, etc.).

**NB:** The date of publication should appear after the title and before the online address. If such a date is not available, the reference should have the date of last access or revision. **Examples:** Published dd.mm.yyyy [публикувано, data

publikaciji], Accessed dd.mm.yyyy [достъп, dostep], Last modified dd.mm.yyyy [последна редакция], Filmed [филмирано].

**NB:** The author may prefer to add additional useful information in the reference entry, e.g. the genre or editors of the material.

## **Interview**

### **model:**

surname, name. "Interview title." Interview by surname, name. *Media title*, dd.mm.yyyy. <http://online-address>.

### **examples:**

Stamper, Kory. "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English." Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

Zarkov, Zahari. "Not All Terrorists Have Personality Pathology, It's Money Making." Interview by Teodor Spasov. *Offnews*, 27.01.2018. <https://offnews.bg/interviu/ne-vsichki-teroristi-sa-s-lichnostova-patologia-tova-e-rabota-za-pari-673681.html>. [in Bulgarian: Зарков, Захари. „Не всички терористи са с личностова патология, това е работа за пари.“ Интервю на Теодор Спасов. *Offnews*, 27.01.2018. <https://offnews.bg/interviu/ne-vsichki-teroristi-sa-s-lichnostova-patologia-tova-e-rabota-za-pari-673681.html>.]

## **Dissertation, thesis, unpublished scholarly work**

### **model:**

surname, name. "Dissertation / thesis title." Type of scholarly work [PhD diss.], Academic institution [Bulgarian Academy of Sciences], yyyy.

### **examples:**

Rutz, Cynthia Lillian. "*King Lear* and Its Folktale Analogues." PhD diss., University of Chicago, 2013.

Maziarz, Mateusz. "Specificity of the Names and Identity of Bulgarian Football Clubs in a Cultural Aspect (Based on Supporters' Songs Lyrics)." BA thesis, Maria Curie-Skłodowska University in Lublin, 2015. [in Bulgarian: Maziarz, Mateusz.

„Специфика на имената и идентичността на българските футболни клубове в културен аспект (въз основа на текстове на песни на привържениците).“  
Бакалавърска работа, Университет „Мария Кюри-Склодовска“ в Люблин, 2015.]