

Lege artis. Language yesterday, today, tomorrow

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GUIDELINES FOR AUTHORS

Manuscript Preparation

THE TITLE OF THE PAPER¹

(please centre and use Times New Roman 14)

First Author (full name)*

Institution, Place, Country

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**Corresponding author*

(please use Times New Roman 12)

I. General information

The Journal "Lege artis. Language yesterday, today, tomorrow" (LArt) aims to publish innovative research articles that contribute to understanding of language-related issues from synchronic and diachronic perspectives. The Journal welcomes papers addressing a various range of traditional language disciplines as well as multi- and interdisciplinary studies within the scope of our editors and official external reviewers.

Submission: Submission of the article is understood to imply that the article neither has been published before nor is being considered for publication elsewhere.

The manuscript should be submitted by e-mail to the following address: journal@lartis.sk (to our Managing Editors).

Title: The paper title should be short and intelligible. Please avoid subtitles.

Abstract: Include the abstract containing **five lines maximum**, with 5-10 keywords following the title.

¹ Acknowledgements if any.

Introduction: An overview of the state of the art in the investigated subject drawing upon the relevant up-to-date academic literature should be followed by the main reasons why the research performed is viewed as topical.

Material and methods: The full details of the experimental procedures and statistical methods employed (including the software used) should be presented. The analytical methodology should be described in detail in case it is novel and original. Otherwise, it is sufficient to cite the author of the method and mention the peculiarities (if any) of its application to the present study.

Results and discussion: They can be presented in one or two chapters, depending on the logical compatibility of the results obtained.

Conclusions.

II. Reviewing

All submissions to "Lege artis. Language yesterday, today, tomorrow" are reviewed anonymously by two reviewers. The review process is guided by Editor-in-Chief. The Journal uses a double-blind reviewing process, with the authors remaining anonymous to their referees and the referees remaining anonymous to their authors. Editor-in-Chief will prepare your article for blind reviewing, deleting your name(s) from the cover and the last pages. The internal reviewers are members of the Editorial Board; the external ones are invited from other institutions. The editors reserve the right to decline the submitted manuscript without review if the studies reported are not sufficiently novel or important to merit publication in the Journal. The manuscripts deemed unsuitable are returned to the corresponding author without review.

Special Journal issues: The editors of the Journal seek submissions for Special issue themes that are in keeping with the overall focus of the Journal, like semantics, phonetics, grammar, etc. or a special issue dedicated to the scholar's jubilee.

The authors are kindly requested to consult one or more recent issues of LArt before submitting their manuscripts for publication. The full text articles in PDF format can be downloaded from our official website: <https://lartis.sk/issues/>

III. Organization of the text

The section headings are in boldface capital and lowercase letters. The second level headings are typed as part of the succeeding paragraph (like the subsection heading of this paragraph, see the Article Template) in italics.

All the authors are required to adhere to these specifications.

Footnotes should be avoided. Any essential notes should be numbered consecutively in the text and grouped together at the end of the paper.

Language

The language of the manuscript must be English (either American or British standard, but the authors need to avoid the mixture of both). The **authors are requested to have the article proofread by a native speaker prior to submission.** Having successfully passed the reviewing process, the articles are edited before publication by our Language Editors.

Length of the paper

The length of the paper may range from a minimum of 12 pages up to a maximum of 15 pages. The articles of a larger volume (only for papers with international research) will be charged accordingly.

Text format

- Font type and size: Times New Roman, 12 points.
- Line spacing: 1.5.
- Margins: left, right, top, and bottom – 2 cm (0.79 in). Apply these margins to all the pages, including those with tables and figures.
- The first line of the paragraph is not indented.
- Use straight inverted commas (" " or ' ') and apostrophe '.
- Remember to put a comma after e.g., such as in the example: e.g., *Amat victoria curam*.

Title page

It should include the following information:

- Title.
- Corresponding author.
- Institution, place, country. All the significant contributors to the study must be named in the manuscript as its co-authors. The corresponding author must be authorised by all the co-authors to act as an agent on their behalf in all issues pertaining to the publication of the manuscript, and the order of the names requires prior agreement by all the authors.
- Short abstract with keywords.

Sponsoring information

If the research is sponsored or supported by an organization, this information should be indicated at the bottom of the title page. The authors are requested to follow the ethical guidelines for research set forth by their academic institutions.

If any non-typical fonts are used, they should be attached as a separate file.

Any examples of language material (words, phrases, sentences) are typed in italics, e.g., *rainbow*, *lily-of-the-valley*, compare: *We gonna miss you* and *We are going to miss you*.

We recommend you to number the examples and to present them in the following way:

(12) "*Numerous other research groups are attempting to make vaccines against COVID-19 using a variety of different methods in hopes at least one will offer protection*" (Rahhal 2020).

The titles of the books, poems, songs, short stories, etc. mentioned in the text are presented in the following way:

- by the same author, when there are many examples in the text – "The bonfire", "Bright phoenix" (see more in Davydyuk & Panasenko 2016);
- by different authors – after the example and in inverted commas – (J.D. Salinger "The catcher in the rye", p. 28); (E. Waugh "Vile bodies", p. 103);
- song titles – after the example and in inverted commas – ("The Colorado trail"); ("Charming beauty bright"); ("Careless love");
- poems – "a fragment of a poetic text by A. Sexton, which is called "The expatriates" (Zabuzhanska 2017).

All the examples in any language other than English should be translated into English. If the examples are numerous, it is recommended to follow them by numbers in brackets, like (1), (2), etc.

(9) Ger.: *In der SPD sprechen sie über Scholz in einer Mischung aus Ärger, Frust und Schadenfreude* – [Eng.: *SDP speak of Scholz with mixed emotions of anger, frustration, and gloating*];

(10) Ukr.: *Не всі злорадники усвідомлюють, що за кожним випадком зловтіхи – біль і страждання жертви* – [Eng.: *Not all gloaters realize that each time they gloat it causes the victim to go through pain and sufferings*];

(11) Rus.: *Тот факт, что Олег приехал "с самой Москвы", у новых сотрудников вызвал лишь пошлое и обидное злорадство* – [Eng.: *The fact that Oleg came "from as far as Moscow" evoked only vulgar and offensive gloating on behalf of the new employees*].

The author should also identify the person who has translated the examples. If it is done by the author on his/her own, please specify it.

IV. Content arrangement of the paper

For details please consult the paper template available at <https://lartis.sk/wp-content/uploads/2020/09/LArtTemplate.pdf>

Title of the paper in English (14 pts, bold, CAPITAL letters, align centre).

- Name and surname of the author(s) (12 pts, italics, align centre).

- Institution, place, country (12 pts, italics, align centre).
- Abstract (5 lines, 10 pts) with 5-10 keywords.
- Titles of the chapters (12 pts, bold), subtitles in italics.
- Text of the paper (12 pts, align centre).
- Notes if any.
- Abbreviations if any.
- References (10 pts, align centre, number).
- Contact details in the form of a table – name(s) of the author(s) with their academic degree(s), name and address of the affiliated organisation, e-mail(s) of the author(s).
- The author's field of expertise.
- Colour photo. If, for some ethical reasons, the author refuses to upload his/her photograph, it may be substituted by an avatar of the corresponding sex.

Article body structure: divide your article into clearly defined and numbered sections. The subsections should be numbered **1.** (then *1.1, 1.1.1, 1.1.2, 1.2*), **2.**, etc.

V. Tables and figures


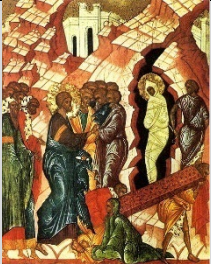

The table titles are numbered throughout the paper and typed using extra line spacing to be visually set off from the rest of the text of the paper and the body of the table. The tables may be set in 12 pts typeface with headings in 12 pts typeface. Please note that the article will be issued in colour. The title of the table should be placed above it in the centre, without a full stop at the end. Apply a single interval between the title lines.

Table 1. Details of the data sample
Source: Own processing (from Zabuzhanska et al. 2020)

| American mobile network advertising | | | | Slovak mobile network advertising | | | |
|-------------------------------------|--------------------------|--------------------|-------------------|-----------------------------------|--------------------------|--------------------|-------------------|
| Network and mobile operator | Number of advertisements | Number of syntagms | Duration | Network and mobile operator | Number of advertisements | Number of syntagms | Duration |
| T-Mobile | 15 | 860 | 20 minutes | Telekom 1 | 10 | 216 | 5 minutes |
| Verizon | 15 | 480 | 10 minutes | O2 | 10 | 190 | 4 minutes |
| AT&T Wireless | 15 | 458 | 14 minutes | Orange | 10 | 164 | 6 minutes |
| Total | 45 | 1798 | 44 minutes | | 30 | 570 | 15 minutes |

The illustrations should be supplied in JPEG, TIFF, or PDF format at a resolution of at least 300 dpi as submitted. Anchored objects are prohibited. You may be asked to send the figures from your article as a separate file. If you provide illustrations in the table, their source must be specified. Use only those pictures, which need no author's permission, or contact their author to obtain his/her consent for publication.

Table 2. Text categories with references to the Bible in the short stories by Ray Bradbury, complemented by some illustrations (abridged)
Source: Own processing (from Panasenko & Šestáková 2013)

| GTC 1. Participants of events and situations | | |
|---|---|---|
| Biblical character | Reference to the Bible | Bradbury's short stories |
| Moses | (Exodus 4:1-5) | <i>The Visitor, Fly Away Home</i> |
| Saul | (1 Samuel 24:1-16) | <i>The Visitor</i> |
| Egyptians and Israelites | (Exodus 14) | <i>Fly Away Home</i> |
| Magi | (Matthew 2:1-12) | <i>Fly Away Home</i> |
| |  | The Three Magi, or Wise Men, when seeing the star, were happy and also curious what would happen, because they were awaiting the Messiah. |
| Picture available at: http://catholicexchange.com/the-magi-men-of-international-intrigue/ | | |
| Lazarus | (John 11:38-44) (1 Samuel 17) | <i>Some Live Like Lazarus</i> <i>The Miracles of Jamie</i> |
|  a) <i>The Resurrection of Lazarus</i> , Russian icon, 15 th century, Novgorod school, State Russian Museum, Saint Petersburg, Russia) |  b) <i>The Raising of Lazarus</i> Carl Heinrich Bloch, 1609 (Museo Regionale, Messina, Italy) | Lazarus had been in his tomb for four days, and Jesus raised him from the dead. |
| Pictures available at: a) http://en.wikipedia.org/wiki/Lazarus_of_Bethany b) http://www.oceansbridge.com/oil-paintings/product/60736/theraisingoflazarus | | |

The figures should be integrated with the text (e.g., (Fig. 1) or (Table 2)); preferably they should be included on the same page where they are first mentioned. The drawings should be in high resolution and produced with the help of special programmes. A brief explanatory caption should appear above or/and below the figure. The title of the figure should be placed below it in the centre.

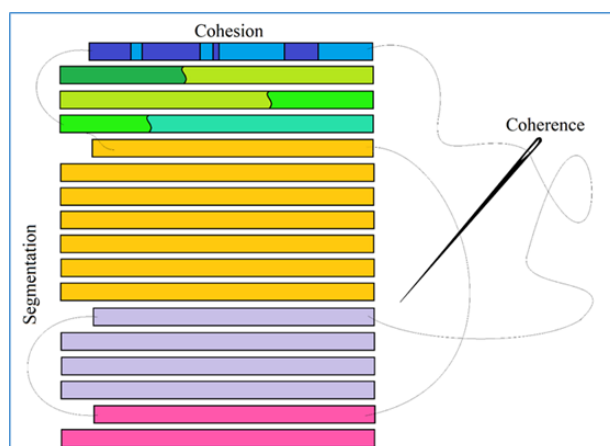


Figure 4. Illustration of how structural categories work in a text
Source: Own processing (Panasenko and Greguš 2022)

VI. Citations and footnotes

Citations in the article text should be made by including the author's name into the text, e.g., (Langacker 2015) or (Janda et al. 2013). A colon separates the year and the page number, e.g., (Goldberg 2016: 201). The page number is omitted when the entire work is referenced, e.g., (Goldberg 2016). If the author's name is mentioned in the text, it does not need to be repeated unless the alphabets differ, only the year and the page number should be provided in the parenthetical citation, e.g., Goldberg (2016: 201) or Panasenکو (Панасенко 2020). Several papers by different authors are separated by a semicolon (Dąbrowska 2020; Uberman 2017; 2022; Zheltukhina 2021). If you refer to many authors, put their names in alphabetical order; those in Cyrillic characters first, followed by those in Roman letters. The quotations longer than three lines should constitute a separate block, indented 0.5 cm (0.2 in) paragraph(s), single spaced, font 10 pts, e.g., [...] Kövecses (2018: 133) writes:

"In sum, the intratextual use of conceptual metaphor does not necessarily produce metaphorically homogenous discourse. In most cases, a variety of different conceptual metaphors is used in particular media and other texts. This is a natural phenomenon, given the nature of conceptual metaphors as based on the general structure of concepts (i.e., that the concepts have various aspects and we use the conceptual metaphors to comprehend those aspects)".

Or in this way:

"In sum, the intratextual use of conceptual metaphor does not necessarily produce metaphorically homogenous discourse. In most cases, a variety of different conceptual metaphors is used in particular media and other texts. This is a natural phenomenon, given the nature of conceptual metaphors as based on the general structure of concepts (i.e., that the concepts have various aspects and we use the conceptual metaphors to comprehend those aspects)" (Kövecses 2018: 133).

The citation of a reference as 'forthcoming' implies that the item has been accepted for publication.

Avoid any citations in Conclusions.

VII. Conclusions / concluding remarks

The major findings should be summarised and highlighted. The summary section should restate the essential facts of the paper including the interrelation between the objective(s), methods, results, and conclusions. The length of the conclusions should be proportional to that of the article.

VIII. Notes or/and abbreviations if any

The samples can be found in our previous issues.

IX. References

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). The references should be arranged alphabetically. More than one reference from the same author(s) published in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication, e.g., Zheltukhina, M.R. (2016a), Zheltukhina, M.R. (2016b). Please make sure you do not capitalise the words in the title, with the exception of those placed initially in the sentence as well as of proper names.

The empirical data sources are included alongside the other references in alphabetical order.

The **publication data** consist of the place of publication and the publisher. If the place of publication is unknown, use the abbreviation *s.l.*, i.e. *sine loco*. If the publication date is not indicated on the title page or at the back (verso) of the title page, the probable date of publication must be added in square brackets []. If it is not possible to find the date, use *s.a.*, i.e. *sine anno*. Very often these two abbreviations are applied to Internet sources in the text, e.g., (Newton, *s.a.*) or ("What is a 'Robin Hood tax'?", *s.a.*). If you cite the same source several times in a row, use (ibid., + page), e.g., (ibid., 21).

In academic writing, abbreviations like Inc., Ltd., s.r.o., etc. should be avoided.

The publications written in the Cyrillic alphabet should start with their full English translation, followed by their full English transliteration and only then the title in the source language. We recommend you to use the following system of transliteration:

Ukrainian-English Transliteration Table:

| | | | | | | | | | |
|---|---|---|----|---|---|---|----|-----------------|-----|
| А | А | Є | Ye | К | К | С | С | Ш | Sh |
| Б | В | Ж | Zh | Л | Л | Т | Т | Щ | Sch |
| В | В | З | Z | М | М | У | U | Ь | ' |
| Г | Г | И | Y | Н | Н | Ф | F | Ю | Yu |
| Ґ | Г | І | I | О | О | Х | Kh | Я | Ya |
| Д | Д | Ї | Yi | П | Р | Ц | Ts | apo- strophe | – |
| Е | Е | Й | J | Р | Р | Ч | Ch | | |

Russian-English Transliteration Table:

| | | | | | | | | | |
|---|------|---|----|---|---|---|-----|---|----|
| А | А | Ж | Zh | Н | Н | Ф | F | Ы | Y |
| Б | В | З | Z | О | О | Х | Kh | Ь | ' |
| В | В | И | I | П | Р | Ц | Ts | Э | E |
| Г | Г | Й | J | Р | Р | Ч | Ch | Ю | Yu |
| Д | Д | К | K | С | С | Ш | Sh | Я | Ya |
| Е | Ye/E | Л | L | Т | Т | Щ | Sch | | |
| Ё | Yo | М | M | У | У | Ъ | – | | |

70:30 is the recommended proportion of foreign sources to the ones in Cyrillic or the native language of the author. Preference should be given to the sources published in the journals indexed in Web of Science and Scopus.

In order to present the bibliographic entries listed in your paper the proper way, please do not hesitate to consult our guidelines. We provide examples of the most popular types of references. Make sure that all the Internet links in your references are active.

Examples:

1. Monograph with one author

Karasik, V.I. (2021). *Linguistic plastique of communication*. Moscow: Gnosis. / Карасик В.И. *Языковая пластика общения*. Москва: Гнозис.

2. Monograph with two authors

Panasenko, N. & Greguš, L. (2022). *Media text in the mirror of linguistics*. 1st ed. Prague: Wolters Kluwer. (In the text: **Panasenko & Greguš 2022**)

3. Monograph with more than three authors

Janda, L.A., Endresen, A., Kuznetsova, J., Lyashevskaya, O., Makarova, A., Nessel, T. & Sokolova, S. (2013). *Why Russian aspectual prefixes aren't empty: Prefixes as verb classifiers*. Bloomington: Slavica. (In the text: **Janda et al. 2013**)

4. Monograph with no author

Producing figurative expression: Theoretical, experimental and practical perspectives. (2020). Gargett, A. & Barnden, J. (eds.). Amsterdam – Philadelphia: John Benjamins. (In the text: **Producing figurative expression ... 2020**)

5. Multivolume work

If the bibliographic citation includes the date range of the publication of the entire series and the total number of volumes:

Gamkrelidze, T.V. & Ivanov, Viach.Vs. (1984). *Indo-European language and Indo-Europeans*. Tbilisi: Tbilisi University Publishing House. Vol. I, II. / Gamkrelidze T.V. & Ivanov Viach.Vs. *Indoyevropejskij yazyk i indoyevropejtsy*. Tbilisi: Izdatel'stvo Tbilisskogo universiteta. T. I, II. / Гамкрелидзе Т.В., Иванов Вяч. Вс. *Индоевропейский язык и индоевропейцы*. Тбилиси: Издательство Тбилисского университета. Т. I, II.

6. Electronic version of a monograph available for download

Chandler, D. (1998). *Semiotics for beginners*. Available at:

<http://www.users.aber.ac.uk/dgc/Documents/S4B/>

7. Article in a journal

Ruiz de Mendoza Ibáñez, F.J. (2020). Understanding figures of speech: Dependency relations and organizational patterns. In *Language and communication*, 71, p. 16-38.

Foolen, A. (2019). Quo vadis pragmatics? From adaptation to participatory sense-making. In *Journal of pragmatics*, 145, p. 39-46. (Make sure you enter a comma after the name of the journal and an interword space between p. and the numbers of the pages).

8. An article or a chapter in a book or conference proceedings with no editor

Stashko, H. (2016). Metaphor in creating female images. In *International scientific and practical conference "WORLD SCIENCE. The goals of the World Science 2016"*. January 27-28, 2016, Dubai, UAE, 2 (6), vol. 1, p. 37-41.

9. An article or a chapter in a book or conference proceedings with one editor

Goldberg, A.E. (2015). Compositionality. In *The Routledge handbook of semantics*. Riemer, N. (ed.). Oxford: Taylor & Francis, p. 419-434.

10. An article or a chapter in a book or conference proceedings with more than one editor

Foolen, A. (2022). Language and emotion in the history of linguistics. In *Language and emotion. An international handbook*. Vol. 1 [HSK 46:1]. Schiewer, G.L., Altarriba, J. & Ng, B.C. (eds.). Berlin – Boston: De Gruyter Mouton, p. 31-53.

11. Conference proceedings with more than one author

Fischer, S., Knappen, J., Menzel, K. & Teich, E. (2020). The Royal Society Corpus 6.0. providing 300+ years of scientific writing for humanistic study. In *Proceedings of LREC 2020*. Marseille, France, May 2020, p. 794-802. Available at:

<http://www.lrec-conf.org/proceedings/lrec2020/index.html> (In the text: Fischer et al. 2020)

12. An article or a chapter in the electronic version of edited (also conference) proceedings with several editors

Panasenko, N. (2022). Evolution of transport means reflected in American history and song culture. In *7th Asia Pacific International Modern Sciences Congress Conference Materials*. Firdaus, A.,

Saksana, J.C. & Khadhraoui Ontunc, S. (eds.). November 4-5, 2022. Jakarta, Indonesia, p. 718-732.
Available at: https://en.iksadasia.org/files/ugd/614b1f_0479fdd00053467589ef55462f4634fc.pdf

13. Articles in media

Molloy, D. & Kelion, L. *Coronavirus: Call for Apps to get fake Covid-19 news button*. April 9, 2020.
Available at: <https://www.bbc.com/news/technology-52157202> (In the text: Molloy & Kelion 2020)
Why has the Syrian War lasted 11 years? March 15, 2022. Available at: <https://www.bbc.com/news/world-middle-east-35806229> (In the text: Why has the Syrian War... 2022)

14. Website or article published on the Web with the author unknown

Biblical allusions. Available at:

<http://examples.yourdictionary.com/examples/examples-of-allusion.html>

(In the text: Biblical allusions, *s.a.*)

15. Website or article published on the Web with the author indicated

Henderson, E. (2020). Linguistics experts call for alternative ways of talking about Covid-19. In *News. Medical life sciences*. April 6, 2020. Available at: <https://www.news-medical.net/news/20200406/Linguistics-experts-call-alternative-ways-of-talking-about-Covid-19.aspx>

16. An article in an electronic journal

Stashko, H., Čábyová, L. & Jurišová, V. (2022). Slogans in English and Slovak advertisements: Stylistic aspect. In *Lege artis. Language yesterday, today, tomorrow*. Trnava: University of SS Cyril and Methodius in Trnava, VII (2), p. 76-115.

17. Final (scientific) work – dissertation, habilitation, etc., or its synopsis

Prepare the translation and transliteration of it.

Kryachkov, D.A. (2002). *Language aphorism as a means of the speaker's representation in American political discourse*. Thesis for the candidate degree in philology. Speciality 10.02.04 – Germanic languages. Moscow: Moscow State Linguistic University. / Kryachkov D.A. *Yazykovoј aforizm kak sredstvo reprezentatsii govoriashchego v amerikanskom politicheskom diskurse*. Dissertatsiya na soiskaniye uchyonoy stepeni kandidata filologicheskikh nauk. Spetsial'nost' 10.02.04 – germanskiye yazyki. Moskva: Moskovskij lingvisticheskij universitet. / Крячков Д.А. *Языковой афоризм как средство репрезентации говорящего в американском политическом дискурсе*. Диссертация на соискание ученой степени кандидата филологических наук. Специальность 10.02.04 – германские языки. Москва: Московский государственный лингвистический университет.

Panasenko, N.I. (2000). *Cognitive and onomasiological research into lexicon (contrastive analysis of medicinal plants' names)*. Synopsis for the thesis for the Doctor's degree in philology. Speciality 10.02.19 – general linguistics, sociolinguistics, psycholinguistics. Moscow: The Institute of Linguistics of the Russian Academy of Sciences. / Панасенко Н.И. *Когнитивно-ономасиологическое исследование лексики (опыт сопоставительного анализа названий лекарственных растений)*. Автореферат диссертации на соискание ученой степени доктора филологических наук. Специальность 10.02.19 – общее языкознание, социолингвистика, психолингвистика. Москва: Институт языкознания Российской Академии Наук. / Панасенко Н.И. *Когнитивно-ономасиологическое исследование лексики (опыт сопоставительного анализа названий лекарственных растений)*. Автореферат диссертации на соискание ученой степени доктора филологических наук. Специальность 10.02.19 – общее языкознание, социолингвистика, психолингвистика. Москва: Институт языкознания Российской Академии Наук.

Stashko, H.I. (2016). *Female images in American song folklore: Linguostylistic and linguoculturological aspects*. Synopsis for the thesis for the candidate degree in philological sciences. Speciality 10.02.04 – Germanic languages. Kyiv: Kyiv National Linguistic University. / Stashko H.I. *Zhinochi obrazy v amerykans'komu pisennomu fol'klori: Lihvostylistychnyj ta lihvokul'turolohichnyj aspekty*. Avtoreferat dysertatsiyi na zdobuttya vchenoho stupenya kandydata filolohichnykh nauk. Spetsial'nist' 10.02.04 – hermans'ki movy. Kyuyiv: Kyuyivs'kyj natsional'nyj lihvistychnyj universytet. / Сташко Г.І. *Жіночі образи в американському пісенному фольклорі: Лінгвостилістичний та лінгвокультурологічний аспекти*. Автореферат дисертації на здобуття вченого ступеня кандидата філологічних наук. Спеціальність 10.02.04 – германські мови. Київ: Київський національний лінгвістичний університет.

Velnić, M. *Ditransitive structures in Croatian adult and child language: The role of animacy and givenness*. A thesis for the degree of Philosophiae Doctor. Tromsø: University of Tromsø, 2017.

18. Electronic version of a thesis available on the Web

Endresen, A. (2014). *Non-standard allomorphy in Russian prefixes: Corpus, experimental, and statistical exploration*. Doctoral dissertation. Tromsø: University of Tromsø. Available at: <http://munin.uit.no/handle/10037/7098>

19. Multimedia (audio, video) formats available on the Internet

Brain dictionary (video). Available at: www.youtube.com/watch?v=k61nJkx5aDQ (In the text: **Brain dictionary, s.a.**).

20. Book or newsletter content on DVD

Lančarič, D. (2021). *Short notes on English lexicology and grammar*. 1st ed. Bratislava: Z-F LINGUA. CD-ROM

21. Dictionaries and reference literature

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(In the text: **Oxford advanced learner's dictionary, s.a.**)

N.B. An important remark concerning **de** and **van**. They may be (not) capitalized, and the author's name may be under **D** and **V**. It depends on the origin of the author. E.g., the Belgian author Sabine De Knop is under **D**, whilst the author Helen de Hoop from the Netherlands is under **H**. Some people write their surnames containing Van solidly, e.g., Vandeweghe, whilst others write them separately, e.g., Van Peer. When the first name is present too, Van is written with the lower case **v**, e.g., Willy van Peer. Different publishers have different practices though:

van der Auwera, Johan – with a small **v**, under **v** in the bibliography;

van Hoek, Karen – listed under **v**;

Van Hoek, capitalised, listed under **H**.

In some sources, Van Hoek is written with a capital **V**, whereas van der Auwera is written with a small **v**. The difference might have to do with the fact that Karen van Hoek and Johan van der Auwera have different countries of origin. Teun van Dijk (the Netherlands) is usually listed under **D**. In the Dutch variant, the **v** is lower case, whereas Belgians use a capital **V** to indicate that it is part of the full surname. We are deeply thankful to Ad Foolen, our Editorial Board member, for this detailed explanation. Thus, we recommend our authors to double-check the names with **de** and **van**.

X. Notes, Abbreviations and References are followed by

Contact data

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If, for some ethical reasons, the author refuses to upload his/her photograph, it may be substituted by an avatar of the corresponding sex.

XII. Submission preparation checklist

Before submitting the manuscript, the author(s) should check the following items:

1. The submission has not been previously published, nor is being considered for publication in another journal.
2. The submission file is **in Microsoft Word file format** (the oldest acceptable is **Office 2010**).
3. The manuscript text organization meets all the requirements presented in the Guidelines for Authors.
4. The author(s) does/do not (in)directly mention his/her name and/or affiliation in the article body.
5. The author(s) has/have read all the terms and conditions of the Journal.
6. The author(s) has/have signed, scanned and attached the Open Access Agreement with Author's Rights Transfer – this is the final stage of our cooperation, which is done upon receiving both positive reviews, with the text proofread by our Language Editor and two Managing Editors, and checked by the Urkund antiplagiarism system. (Submitted at the final stage after the paper has gone through editing and reviewing.)
7. The author(s) is/are aware of the publication fee of the Journal.