

EDITORIAL REQUIREMENTS  
FOLIA LINGUISTICA ROSSICA

*Dear Authors!*

Please, read carefully the content of these editorial requirements of the *Acta Universitatis Lodzensis. Folia Linguistica Rossica* magazine and prepare your papers according to all the criteria listed below. The texts sent by you will not be technically edited, hence the papers prepared not accordingly to the editorial convention will result in their rejection by the Editorial Board at the stage of formal evaluation.

The editorial office accepts **ONLY** original scientific texts (previously unpublished). The journal specializes primarily in East Slavic linguistics. We accept works on, studies in the field of Russian applied, historical and comparative linguistics, but also translation studies and linguistic discourse. We are interested in new interpretative proposals and innovative methodological research in the field of linguistics, including comparative studies, covering the topics of relationship between language, literature and culture of the Eastern Slavs and other language areas.

The periodical is edited by linguists of the Faculty of Philology at the University of Lodz, and the scientific council and a group of reviewers are created by outstanding humanists from Poland and abroad. The magazine is open to both experienced scientists and young researchers. We accept materials in Russian, Polish, English, Ukrainian and Belarusian, which guarantees the recognition of the magazine in academic environment in Europe and in the world. As part of this series, the possibility of publishing reports, reviews and post-conference materials is being considered.

**Editorial rules:**

1. The text should be delivered in digital form in **DOC** or **DOCX** format.

2. The text can be prepared in **a.** English, **b.** German, **c.** Polish, **d.** Ukrainian, **e.** Russian.

3. Each text, prepared in the selected language, should contain a summary and keywords in **English** and the **language of the article**.

4. **The method of preparing a summary is very important.**

The summary should be treated as a summary of the article and include problem of research, hypotheses, methods and research results.

#### **SUMMARY FORMATTING:**

- page margins - 2.5 cm
- the word **Summary/Резюме** should be bold and centered
- the content of the abstract is placed under the word **Summary/Резюме**
- the font of summary: Times New Roman (11 points)
- Summary length **1400–1600 (!)** signs with spaces.

**The summary should be accompanied by separate keywords - from 3 to 5.**

Choose the words best referring to the topic of your research.

#### **Keywords formatting:**

- Keywords should be placed directly under the content of the summary, with an indentation on the left: 1.25;
- Keywords are preceded by the word **Keywords** (the word **Keywords** starts with capitalized letter, bolded, followed by colon, also bolded);
- keywords in lowercase (with the exception of proper names) should be separated by commas;
- After all key words, put a dot.

The content of the abstract should be organized. For this purpose, you can use the following questions and answer them in 1-2 sentences:

- 1. What is the main issue raised in the paper?** – outlining the purpose of research, thesis or hypothesis;
- 2. What research has been done?** – explanation of research methods;
- 3. What has the research found?** – summary of the main findings/outcomes;
- 4. What conclusions can be drawn from the research?** – presentation of the interpretation of research results.

### **Ad. 1. Research goals**

It should start with a clear definition of the research problem, indicating the research goal. What practical or theoretical problem does the research solve? What questions should be answered? Certain words should be used to describe the activities that were performed during the research, e.g. "analysed", "checked", "researched". You can use the present or past tense, but not the future tense – we are referring to research that has already been done. You can add here a short information about the research context, social or scientific, but without going into details.

### **Ad. 2. Methodology**

Indicate the research methods used in the research. Ideally, this part should fit into 1-2 sentences. The past tense can be used because the actions have already been performed. **We do not evaluate the methodology** - the abstract is only to familiarize (!) with the methodology.

### **Ad 3. Research results**

Summarize the main results of the research. You can use present or past tense. It is not necessary to include in the abstract all research results, which can be complex sometimes. It is enough to highlight the most important findings to familiarize the reader with the presented research.

#### **Ad 4. Conclusions, summary**

Briefly outline the main conclusions that can be drawn from the research described. Was the problem formulated for the research solved and how? If there are any significant limitations to the studies described or studies need to be continued, this should be mentioned.

**Important rule:** Avoid citing sources in your abstract! The abstract should be completely understandable without reference to other sources. References in abstracts may only be included in exceptional situations, e.g. when an article is a response to another article or directly refers to other research and would be incomprehensible without context. The abstract does not contain numbering.

5. The bibliography should be prepared in the language of publication, with the division of items into Cyrillic and Latin. Items written in Cyrillic should be given in transliteration in brackets next to them. For this purpose, we use the BSI system (link: <https://journals.kantiana.ru/geometry/transliteration/>).

6. Quotations in the texts are quoted in the original, if the Author considers it justified, they may provide a translation into the language of publication in the footnote.

7. The length of the main text should not exceed **25,000** characters (including spaces), while the length of the summary in each language should not exceed **1,600 (!)** characters (including spaces).

8. We provide **3-5 keywords** in two languages: English and the language of the text.

9. Font: Times New Roman; letter size of the main text: 12, quotations: 11, abstracts and keywords: 11, footnotes: 10, bibliography: 10; line spacing in the main text: 1.5 lines, in summaries: 1 line, in footnotes: 1 line, in bibliography: 1 line; margins: 2.5 cm on each side; paragraph 1.25 cm.

10. Author's name and surname (Times New Roman font, letter size 12, spacing 1.5), detailed information about the represented institution (university, faculty, institute/department/department) along with the postal address, e-mail address and your individual ORCID number (Times New Roman font, size 12, spacing 1) should be placed in the upper left corner in bold font (in the absence of an ORCID number, please register the Author at <https://orcid.org>).

11. **The title** of the publication should be given at the top of the document, before the abstracts, in the following order: as the first title in the language of the main text (font Times New Roman 14, CAPITAL LETTERS), then the title in English (font Times New Roman 12), all titles centered and bold.

12. **Subheadings:** Times New Roman 12, bold, paragraph 1.25, no dot at the end.

13. In the case of the order of language versions of summaries, we also apply the same rule (first the title in the language of the main text, then the title in English).

14. **Quotation marks** must be appropriate for the punctuation of the language in which the article is written, e.g. in English: ‘...’, Polish „”, and in Russian «...».

15. Titles of books in the text: *in italics*.

16. Words and expressions analyzed: *in italics*.

17. **Quotations:** each quotation should be provided with a bibliographic reference according to the rules given below. Short quotations can be placed in

the main text by enclosing the quotation text in quotation marks (appropriate for a given language), the font: Times New Roman 11. Longer quoted fragments should be extracted from the main text (written in font 11 Times New Roman, from a new line, with the indentation equal to the paragraph indentation). The quote within the quote – *in italics*.

18. We do not number pages in the document.

### **BIBLIOGRAPHY AND SOURCE NOTES**

As part of the adopted policy of quality and scientific integrity, since 2019, Journal **Acta Universitatis Lodzensis. Folia Linguistica Rossica** has introduced uniform rules for the preparation of bibliographic descriptions and the preparation of source notes in the texts of publications based on the most common and used in the world Harvard System (APA). Please provide source notes and prepare the bibliography in a uniform form and consistently use the method of notation adopted in the journal.

The Harvard system is successfully used in works in the field of humanities and social sciences and is the only one recognized by Google Scholar databases. Source footnotes included in the content of the main text are made according to the following scheme: author's name + date of publication + page number. They are placed directly after the quotation or in another place requiring the indication of the source. Only informative footnotes and author's comments are placed at the bottom of the page. In turn, full bibliographic descriptions are given only in the bibliography at the end of the paper. The bibliography is prepared in alphabetical order, taking into account the Latin and Cyrillic forms of writing according to the surnames of the authors.

## SCHEME OF REFERENCES IN THE TEXT

**A.** We provide the surname without initials and the year of publication, page.

(Surname, date)

(Bloom, 2020)

(Name, date, page)

(Anderson, 2020, 75)

**B.** If the cited work has two authors, please provide both names and the year of publication.

(Surname1, Surname2, date, page)

(Anderson, Bloom, 2017, 35)

**C.** If the paper has 3-5 authors, all of them should be listed at the first citation, and at each subsequent citation only the name of the first author followed by *et al.* (if Latin abbreviations such as *ibidem*, *op. cit.* are used in the work) and the year of publication.

(Bloom et al., date, page)

(Bloom et al., 2020, 75)

**D.** If the paper has more than five authors, each time only the name of the first author should be given with the note *et al.* and the year of publication.

(Anderson et al., 2020, 95)

**E.** If the names of the authors appear in the text, only the date – year of publication should be given in round brackets.

... according to Bloom (2020) ...

**F.** If we cite works by different authors with the same surname, the initials of the authors' names should be given each time in the reference. In particular, if references to two different items look the same after abbreviation, the names of as many authors as required for the correct identification of the cited items should be recorded each time.

(A. Anderson, 2018)

**G.** When citing several works by the same author published in the same year, add a lowercase "a", "b", etc. after the date of publication.

(Bloom, 2020a)

**H.** When quoting the text verbatim, it is necessary to provide page numbers.

(Bloom, 2020a, 87)

**I.** Indirect citation:

(1972, as cited in: Mertens, 2000, 212)

**J.** An entry in *the Bibliographic Description* is not required for classical works, such as those of the ancient Greeks, Romans, Church Fathers, or other religious works. In such a situation, simply mark the edition you are using in the first reference in the text. Sections of classic works are uniformly identified in all



editions by chapter, verse, etc. numbers. Therefore, use these references instead of page numbers to identify the fragment of the work that is used.

(Sokrates, transl. 1980)

(Jakub Wujek Bible, Mt 2, 11-18)

## **SCHEME OF THE BIBLIOGRAPHICAL DESCRIPTION**

### BOOK

Surname, X., Surname, X.Y. (year). *Book's title*. Place of publication: Publishing House.

Bloom, A., Anderson, T.A. (2020). *Psychological aspects of music therapy*. Warsaw: PWN.

### EDITED BOOK

Surname, X. (ed.). (year). *Book's title*. Place of publication: Publishing House.

Wierzbiński, J. (ed.). (2017). *Sketches from linguistic style*. Lodz: University of Lodz Publishing House.

### BOOK CHAPTER

Surname, X. (year). *Chapter title*. In: *Title of the book* (beginning page – end page), Y. Surname, Z. Surname (ed.). Place of publication: Publishing House.

Wierzbiński, J. (2016). *The issue of text communication from the perspective of Mikhail Zoshchenko's literary works*. W: *Komunikatywizm – przyszłość nauki XXI wieku* (88 – 99), G. Habrajska (ed.). Łódź: Primum Verbum.

#### ARTICLE IN THE JOURNAL

**a.** each subsequent issue within one year has a separate page numbering (in each issue, the first page is numbered 1):

Surname1, X., Surname2, X.Y., Surname3, Z. (year). *Article title*, Journal title, year number (issue number), beginning page – end page.

Anderson, T., Muller, A.T., Różalski, Z. (2012). *Musicology without secrets*, Linguistic Magazine, 36 (18), 22 – 32.

**b.** an article in a journal in which successive issues within one year do not have separate page numbers (the first page in the next issue has a consecutive number, after the last page in the previous issue):

Surname, X., Surname2, X.Y., Surname3, Z. (year). *Article title*, Journal title, year number, start page – end page.

Anderson, T., Muller, A.T., Różalski, Z. (2012). *Musicology without secrets*, Linguistic Magazine, 58, 52–62.

c. article with DOI number: the number should be given at the end of the bibliographic record, after a full stop.

Surname, X., Surname2, X.Y. (year). *Article title*, Journal title, year number, start page – end page. DOI: XXXXXXXXXXXX.

Bloom, A., Anderson, T.A., (2012). *Therapy without secrets*, Musicological Journal, 68, 38–53. DOI: 10.1000/187.

### INTERNET SOURCES

Surname, X. (year). *Text title*, website address (access: dd.mm.yyyy). A full link to the source should be provided, not just a generic website address.

### FOREIGN LANGUAGE PUBLICATIONS

In the notes of foreign-language publications, abbreviations appropriate for a given language are used: e.g. in Russian ("ред.", "изд.", "с.") or English ("Ed.", "Eds.", "p.", "pp." ).

## AN EXAMPLE OF ARTICLE FORMATTING AND METADATA

**Aaaaa Prrrr**

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**ПЕРЕВОД ПЕРЕВОД ПЕРЕВОД ПЕРЕВОД  
ПЕРЕВОД ПЕРЕВОД ПЕРЕВОД ПЕРЕВОД  
(ПЕРЕВОД ПЕРЕВОД)**

**Translation Translation Translation Translation  
Translation Translation Translation Translation  
(Translation Translation)**

### **Резюме**

Цель настоящей статьи ... .  
Текст резюме ... .  
текст текст текст.

**Ключевые слова:** ..., ..., ..., ..., ... .

### **Summary**

The aim of this article ... .  
The study tekst tekst ... .  
tekst tekst tekst.

**Keywords:** ... , ... , ... , ... , ... .

Текст статьи текст текст tekst tekst artykułu ... . Tekst tekst tekst tekst tekst tekst tekst tekst tekst tekst tekst ... .

По этому поводу К. Паустовский пишет:

цитата цитата цитата (Паустовский, 1967, 202).

Текст текст ... tekst tekst tekst.

Например, русская женщина, побывавшая в Болгарии, пишет:

[...] я тогда совсем не обратила внимания, что *отрицательный жест* – это *покачивание, а не мотание*, и была абсолютно уверена в том, что мне везде *отказывают* ... (http://avva.livejournal.com/, доступ: 05.12.2021).

Впрочем, недоразумения могут возникнуть и в процессе коммуникации болгар, ср.:

Качвала ли си се някога на кон, пита ме тя, като че ли не е очевидно. Не, само на тролей петица, казвам аз, щото това си е чистата истина. ... Значи ти е за първи път, обобщава ситуацията тя, а аз кимам *отривисто с глава нагоре-надолу и наляво-надясно, за да изчистим всички недоразумения* (Хаджииванова, 2007, 202)<sup>1</sup>.

Текст текст ... .

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<sup>1</sup> букв.: – Вы когда-нибудь .....

- opisanie yazyka i sistemnaya leksikografiya*. V: Yu.D. Apresyan. *Izbrannye trudy*. Tom 2. Moskva: Yazyki russkoi kul'tury.)
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