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Author Guidelines

Manuscripts submitted for publication may be written in Bosnian, Croatian, English, Montenegrin or Serbian language. The papers should be submitted in electronic format, as an MS Word document, using online manuscript submission system. In order to submit your manuscript, you have to register as the author. After the registration is completed, you have to make “New Submission”, and then follow the procedure in five defined steps. It is mandatory to enter all the needed metadata in the step 3, including the basic data on the author and all the co-authors of the paper. As supplementary files, in the step 4 you have to upload filled-in, signed and scanned Author’s Statements (in the .PDF format).

Authors must strictly follow the instructions for authors. Should the papers not meet the formatting requirements as presented in the instructions, they will not be submitted to review nor will they be published.

The articles may not exceed 30,000 characters, excluding the spaces. Only previously unpublished papers which receive two positive reviews will be published. The papers will be categorized.

They are to meet the standard A4 format paper. Please use 12 pt Times New Roman fonts family and double space lines throughout the paper. Use a 2.54 cm (1 inch) margin on all sides of each page—left, right, top, and bottom. Left justify your margins, meaning the left margin will be flush to the left side of the page and the right margin will be uneven. Indent the first line of every paragraph five to seven spaces or a standard —Tab/key space (½ inch). Use 2 spaces after a sentence period in your paper and 1 space after commas, colons, and semicolons.

The manuscript is to be order as follows:

1. title page
2. abstract
3. text (footnotes ought to be at the bottom of the page)
4. references
5. tables (if needed)
7. figures (if needed)
8. appendices (if needed)

Please number all pages of the paper, beginning with the title page. The number is in the bottom right corner.

The manuscript is to be aligned and numbered as follows:

Page 1: the title and subtitle of the paper, name of the author(s), affiliation, address of the affiliation and the author's e-mail; authors who are unemployed are to name their place of residence and e-mail address;

Page 2: the title, subtitle, key words, and a summary in the original language (pertaining to discussions and articles);

Page 3 and continuing: the body of the paper.

If the paper is in Bosnian, Croatian, Montenegrin or Serbian, the English translation of the title and the abstract should be placed at the end. If the paper is in English, the Bosnian, Croatian, English, Montenegrin or Serbian translation of the title and the abstract should be placed at the end.

If the paper is divided into sections, there should be only three levels of sectioning. The levels should be numbered serially by Arabian numerals (1./1.1./1.1.1.) and for different levels diverse types of letters should be used:

1. Main Heading (Style Heading 3: Small Caps 12 pt, Centered, Spacing before 24 pt, Spacing after 12 pt, Keep with Next, Keep Lines Together)

1.1. Subheading (Style Subheading 2: 11 pt, bold, center alignment, spacing before 12 pt, after 12 pt, keep with next, keep lines together)

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Before the next section with the title, there should be two empty lines, while between the title and section there should be one empty line. All the examples in the text should be written in italics.

The references list should be placed after the body of the paper. At the end of the paper all additional materials that could not be included in the text should be included (Illustrations, Tables and Pictures, etc.).

The information on the author of the quotations should be put in parenthesis and they should consist of the last name of the author and the year of publication, as well as the page number preceded by colon and space, for example: (Matthews 1982: 23). If the page number is not significant only the last name of the author and the year of publication should be stated (Matthews 1982).

Shorter quotations begin and end with quotation marks, while longer quotations will be put into blocks – separated by an empty line from the preceding text, indented, without quotation marks, in italics and with a 10 point font size.

When the paper contains examples that normally do not fit into the sentence, they are marked by Arabian numerals in parenthesis and separated from the main text using an empty line.

If the examples need to be grouped, this can be done by using numbers and lowercase letters, e.g. (1), (1a) and (1b), (1c), etc. The Bibliography should be on a separate page, titled **Bibliography**, where the sources should be listed. This should be done in an alphabetical order, according to the author's surname.

Each bibliographic unit needs to be separated from the other, and each subsequent line within one bibliographic unit ought to be indented. There should be no line spacing between bibliographic units. Works by the same author are to be listed chronologically - from earlier works onward.

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- the surname of the first author, name, first name and surname of co-authors (separated by a comma from the co-authors);
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- the title and subtitle of the work, separated by a colon;
- journal articles need to be followed by the name of the journal, year of publication and volume number, followed by a comma after which the first and last page number of the article is given;
- for articles published in books, the surname and the name of the editor is listed, followed by a comma and the abbreviation ed., followed by the title of the book, and by the page numbers of the article, i.e. the first and last page;
- with books and monographs, where appropriate, the year of release is named, volume and the volume number (if needed), publisher, place of publication;
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- the titles of books and journals should be written in italics;
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Examples: Škaljić, Abdulah (1989), *Turcizmi u srpskohrvatskom jeziku*, 6. izdanje, Svjetlost, Sarajevo
O'Grady, William, Michael Dobrovolsky, Mark Aronoff (1993), *Contemporary Linguistics: An Introduction*, Second Edition, St. Martin's Press, New York

Tošović, Branko, Arno Wonisch, ur. (2009), *Bošnjački pogledi na odnose između bosanskog, hrvatskog i srpskog jezika*, Institut für Slawistik der Karl-Franzens-Universität Graz, Graz; Institut za jezik Sarajevo, Sarajevo

Šator, Muhamed (2008), "Jezička politika u vrijeme Austro-Ugarske", *Bosanski jezik* 5, 103–131.

Vajzović, Hanka (2005), "Alhamijado književnost", u: Svein Monnesland, ur., *Jezik u Bosni i Hercegovini*, 175–215, Institut za jezik u Sarajevu, Sarajevo; Institut za istočnoevropske i orijentalne studije, Oslo