**FORMATTING guidelines FOR AUTHORS**

Texts shall be presented in electronic version, using Microsoft Word, and they shall be sent to:

jan.holes@osu.cz

jiri.chalupa@osu.cz

**Authors are requested to submit the following contact details:**

First name(s), last name(s), academic title(s), name and address of the research institution, e-mail address.

**Authors are requested to follow these guidelines:**

The length of the article should not exceed 20 pages in Times New Roman font, size: 12, footnotes included (font size: 10). Reviews will not exceed 3 pages (Information: 1 page). For the title of the article, use Times New Roman (font size: 14); bold type. Below the title, add the name of the author, the name of the institution and the email address (Times New Roman, font size: 12). Texts shall be aligned to the left, without indentation (Times New Roman, font size: 12). For long quotations (exceeding 3 lines), use Times New Roman, font size: 11. Skip the line before and after the quotation and do not use quotation marks.

The article itself shall start with two abstracts, one in the language of the article and the other in English, with five or six keywords in both languages, e.g.:

**Résumé / Mots clés / Abstract** (and the **English title of the article**) / **Keywords**.

The Résumé and the Abstract shall contain at least 150 to 200 words. Then follows the text of the article, structured in **1. Introduction** and chapters **2**, **3**, etc. (which can be divided into sub-chapters **2.1**, **2.2**, etc.). The text shall end with the **Conclusion**. Follows the **Bibliography** comprising exclusively the works referred to in the text. If the authors wish to mention, comment on or recommend another text (book, article, etc.), they can do so by means of a footnote. At the end of the article, after the bibliography, put the **full identification of the author**: the first name(s) and last name(s), the name and the full address of the institution (in the local language).

**Quotations:** The authors to which you refer shall be quoted, in the text and in the notes, in an abridged form, according to these models:

In the text: Cruz Hernández (2009: 52) …

After a quotation: … » (Cruz Hernández, 2009: 52).

**The general bibliography** will come at the end of the article. The bibliography, with the authors listed alphabetically, will follow the following examples:

# Books

Cruz Hernández, Miguel, et al. (2009). *Lengua y dialecto*. Madrid: Gredos.

# Articles

Cruz Hernández, Miguel (1998). «Estilo y estilística». *Revista de Lingüística Española*, 13.1, pp. 51-63.

# Chapters in books and collected papers

Cruz Hernández, Miguel (1993). «Didáctica del español». In: Ignacio Bosque (éd.). *Cómo ser profesor*. Barcelona: Editoral Ariel, pp. 26-37.

Internet articles

MIRA CABALLOS, Esteban (2017). «Imperiofobia y leyenda negra. Medias mentiras y medias verdades». *El Grifo Información*. http://www.elgrifoinformacion.com/texto-diario/mostrar/789743/imperiofobia-leyenda-negra-medias-mentiras-medias-verdades-resena-esteban-mira-caballos [22-07-2019].

General electronic resources existing only in electronic form (websites, tables, photographs, audiovisual resources, etc.), corpora, databases, online lexicographic sources

REAL ACADEMIA ESPAÑOLA Y ASOCIACIÓN DE ACADEMIAS DE LA LENGUA ESPAÑOLA: Banco de datos (CORDE). Corpus diacrónico del español. http://corpus.rae.es/cordenet.html [23-08-2019].

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**Keywords.**

**Abstract in English. English title.**

**Keywords.**

**1. Introduction.**

**2. Chapter two**

**(2.1 Subchapter)**

**3. Chapter three**

**...**

**Conclusion**

**Bibliography**

First name(s), last name (s)

Full name of the institution

Address of the author's workplace, including post code

Country