

GUIDELINES FOR AUTHORS

The red text represents parts to be completed by the authors

Basic text editing

Programme: Word

Font: Calibri

Font size: 12 points

Font type: plain font

Spacing: single spacing (word – paragraph)

Alignment: all (including titles) from left

Title and the author's name: capital letters

Chapters of the text can be introduced by a special title, separated from the previous text by a free line, font Calibri, font size 12, font type bold, single spacing, alignment from left.

Notes only by Reference – Insert footnote; comments or additions to the study text are written in the notes, links to sources ONLY if they are directly linked to the information in the note (i.e. the notes are not used to cite sources – see below)

Paragraphs:

- at the beginning, use the tab button (on the keyboard, the key with the Tab or → | mark, above the CAPS LOCK)
- individual paragraphs follow each other without spaces (i.e., in Word – the paragraph is set before and after paragraph 0 pt)

To write special characters:

- direct speech and direct quotation should be written in italics and in quotation marks
- specific designations, dialects, titles of publications, projects, etc. only in italics
- first lower quotation mark " (Alt + 0132), second upper quotation mark " (Alt + 0147), inner lower quotation mark is identical to comma, inner upper quotation mark ' (Alt + 0145)
- a hyphen (i.e. a short horizontal line, e.g. in compound surnames or names of municipalities) is different from a dash (a longer horizontal line = Alt + 0150, whenever there are spaces around it)
- a space is written after diacritical marks (,.?!?;:)
- percentages are written with a number and a character with a space between them (3 %), a figure without a space means an adjective (= of 3 %)

Writing the date (period) in the text:

second half of the 20th century

the 1980s

1980–1990 (dash, not hyphen and without spaces!)

23 June 1980

Writing numerals:

- describe basic numerals in words

- numerals from thousands upwards with a hard space (Ctrl + Shift + Alt) between thousands:
1 300 000

Writing names of persons and institutions:

- at the first mention, write the full name and surname (e.g. Magdalena Dobromila Rettigová), at the next mention write the first name only in abbreviation (e.g. M. D. Rettigová)
- at the first mention, write out the exact name and in parentheses (hereinafter **the abbreviation**), e.g. Ethnographic Institute of the Moravian Museum (hereinafter referred to as EI MM), further on write the abbreviation

Accompanying pictorial material:

- photographs, scans – minimum resolution 300 dpi, minimum size 300 kB
- permission for publishing is provided by the author
- submitted in a form it is to appear in print
- if the author requires a visual connection between the text and the image, he must notify the editor either in a separate announcement (ideally by e-mail or at the end of the text in a separate paragraph) or directly in the text in red
- connection to the text: enter directly into the text at the given place (see Fig. XY)
- place legends separately at the end of the text file
- figure numbering must be chronological by the text

Accompanying pictorial material – legends (use what applies)

Fig. XY **Title. Location: name of municipality + (district, list district), date.** Photo: **the author with full name and surname, or the institution owning the photograph.** Source – in the case of the Internet, literature, other sources Source: **link according to citation standard**

- location: if it is not known, it shall be stated *Without specified location*

Dating: 1980; 1980–1990 (dash, not hyphen and without spaces!); the 1980s; 2nd haf of the 20th century; if not known, it shall be stated *Without dating*

- source: museum collection – use the correct title of the collection or sub-collection (see cesonline.cz), inv. no.; private collection of the author; private collection of **name of the owner**

Scientific study

Title

Author/authors – name and surname

Abstract: up to 1 000 characters including spaces; in a separate paragraph, preface the title

ABSTRACT: on the same line

Key words: 5 – 7; in a separate paragraph, preface the title KEY WORDS: on the same line

Text: 40 000 – 50 000 characters including spaces, title, name of the author, notes and list of sources (without Abstract, summary and key words); basic structure: summary, introduction, material and methods, results, discussion, conclusion, list of sources, literature and internet sources used in the study (if it is necessary to mention the recommended literature, it has to be included in the list)

Possible dedication in the required form

Summary: up to 3 000 characters including spaces; in a separated paragraph with the title of the study written in capital letters

Information about the author: up to 800 characters including spaces, name, surname and titles at the beginning of the paragraph, e-mail address in a separated paragraph following the text of the study
The study and all text components can be submitted in Czech, Slovak or English. The Abstract, key words, summary and legends of photographs can be supplied in English translation in addition to the Czech (Slovak) version.

Material report

Title

Author/authors – name and surname

Text: up to 20 000 characters including spaces, possible notes and list of sources and literature; the content must relate to the activities of the Ethnographic Institute of the Moravian Museum.

Information about the author: up to 800 characters including spaces, an e-mail contact must be included.

The material report and all text components can be submitted in Czech, Slovak or English. Legends of the photographs can be supplied in addition to the Czech (Slovak) version also in English translation.

Examples of in-text references

- references to sources in the text in the so-called Harvard way

Sources – archival material:

- often the method of citation will be provided by the archive itself – recommended to ensure accuracy and completeness

Sources – others:

- unpublished material, audio-visual documents, private correspondence, presentations, etc.

- if they have a clearly defined author, they are cited as literature, the others in brackets in the text using an abbreviation

- if the list of sources does not contain the complete information, e.g. for collection items (see below), a citation is included in the note using an abbreviation, supplemented by more detailed information

Literature:

- according to ČSN ISO 690 standard, see <https://www.citace.com/Vyklad-CSN-ISO-690-2022.pdf>, p. 47–52; the following are the most commonly used examples

- the whole publication (Nora 1989) or a precise page (Nora 1989: 23)

- the publication of two authors (Casas-Delgado and Gomis 1961)

- the publication of three and more authors (Fumerton et al. 2022)

- more publications of various authors are separated by a semicolon (Nora 2009: 23; Fumerton et al. 2022)

- the publications of the same author from the same year are specified by an index in form of a small letter (Fumerton 2010a, 2010b)
- edited publications – in brackets without ed. / eds., are mentioned in the list of literature
- If at least one full sentence is directly quoted in the text, the final period is written in quotation marks and the reference in parentheses after the quotation marks, without the period after the parenthesis. If only a part of a sentence is directly quoted in the text, the final period is written after the parentheses with the citation.

the whole sentence „ ... tradition.“ (Fumerton 2016: 24)

part of the sentence „ ... tradition“ (Fumerton 20120: 24).

Internet sources:

- in the case of known authors, as in literature, e.g. (Flejšíková 2015)
- in the case where only the title is known, 1 – 3 words from the title are put in brackets in the text so that the reference can be distinguished and at the same time the abbreviation makes sense (Chapbook of Songs 2023)
- in both cases, the date or page (if known) is given in parentheses as in literature

Examples of quotations in the final list

- **citation in the so-called Harvard way**, according to the ČSN ISO 690 standard, see <https://www.citace.com/Vyklad-CSN-ISO-690-2022.pdf>
- divide sources, literature and internet resources into separate chapters; chapter titles in capital letters
- sort everything alphabetically in the order the first author – second author – etc., in the case of the same author chronologically
- please observe the italics in the record
- in the event that a piece of information is not stated or is stated incompletely, it can be added in square brackets if it is known, e.g.
ALEŠ, Mikuláš, [1906]. *Špalíček jednoho sta národních písní a říkadel*. Praha: J. Otto.
BLAŽEK, Ant.[onín], 1925. O našich písních kramářských. *Národopisný věstník československý* 18, s. 69–75.

The instructions provided below do not include all possible eventualities, citations not listed here or in the citation standard must be consulted with the editor.

Sources – archival material:

- often the method of citation will be provided by the archive itself – recommended to ensure accuracy and completeness
- in the list, write the abbreviation of the archive and the order of the given source within this list in the first place, e.g.
NA National archive Czech Republic, Prag, Archiv of the city Květná, inv. č. 1, Chronicle from 1927–1943, sign. KR 11, pp. 48.
MA Moravian archive, Brno, State enterprise Ingstav, Ledger from 1958, not processed.

Sources – others:

- unpublished material, audio-visual documents, private correspondence, presentations, collection items, etc.
- if they have a clearly defined author, they are cited as literature, others see the standard, e.g.

- In the list, write the abbreviation of the institution and the order of the given source within this list on the first place, e.g.

NA1 National archive Czech Republic, Prag, Archiv of the city Květná, inv. č. 1, Chronicle from 1927–1943, sign. KR 11, pp. 48.

NA2 National archive Czech Republic, Prag, State enterprise Ingstav, Ledger from 1958, not processed.

- In the case of a museum collection, it is necessary to use the correct name of the museum collection or sub-collection (see cesonline.cz), inv. no.; if the list of inventory numbers is long, only basic information will be entered in the list of sources, the inventory number will be specified in the text or in the footnotes, e.g.

MM1 Collection of the Moravian Museum, ethnographic holding, inv. no. G1550.

MM1 Collection of the Moravian Museum, historic holding.

Monograph – 1 author:

FUMERTON, Patricia, 2020. *The broadside ballad in early modern England: moving media, tactical publics*. Material texts. Philadelphia: PENN, University of Pennsylvania Press.

Monograph – 2 authors:

ATKINSON, David and ROUD, Steve, 2019. *Cheap Print and the People: European Perspectives on Popular Literature*. Cambridge: Cambridge Scholars Publishing.

Monograph – more authors:

FUMERTON, Patricia; GUERRINI, Anita and MCABEE, Kris, 2016. *Ballads and broadsides in Britain, 1500-1800*. London: Routledge, Taylor & Francis Group.

Chapter in a collective monograph – 1 author:

WILTENBURG, Joy, 2010. Ballads and the Emotional Life of Crime. In: Fumerton, Patricia and Guerrini, Anit (eds.): *Ballads and Broadides in Britain, 1500 – 1800*. Farnham, Burlington: Ashgate Publishing, pp. 173–186.

Chapter in a collective monograph – 2 authors:

CASAS-DELGADO, Immaculada and GOMIS, Juan, 2019. Female Transgression and Gallows Literature in the Spanish: literatura de cordel. In: Atkinson, David – Roud, Steve (eds.): *Cheap Print and the People: European Perspectives on Popular Literature*. Cambridge: Cambridge Scholars Publishing, pp. 33–59.

Chapter in a collective monograph – 3 and more authors:

DUFKA, Jiří; HOLUBOVÁ, Markéta; FROLCOVÁ, Věra; BYDŽOVSKÁ, Iva; MACHOVÁ, Jitka; GLOMBOVÁ, Hana and MACHÁČKOVÁ, Romana, 2022. Three Collections of Czech Broadside Ballads: Creating, Organizing, and Providing Access. In: Fumerton, Patricia; Kosek, Pavel and Hanzelková, Marie (eds.): *Czech Broadside Ballads as Text, Art, Song in Popular Culture, c.1600–1900*. Amsterdam: Amsterdam University Press, pp. 131–153.

Study, article – 1 author:

ROMAN, Oren Cohen, 2023. Four Yiddish songs – one melody. *Bohemica Litteraria* 26, no. 1, pp. 153–170.

Study, article – 2 authors:

POLÁKOVÁ, Jana and WASCHKOVÁ CÍSAŘOVÁ, Lenka, 2023. The Maintenance and Transmission of Memory through Media: A Murder in Broadside Ballads, News Periodicals, and Oral Tradition. *Bohemica Litteraria* 26, no. 1, pp. 133–152.

Study, article – 3 and more authors:

FROLCOVÁ, Věra; KOSEK, Pavel; BOČKOVÁ, Hana; HOLUBOVÁ, Markéta and SLAVICKÝ, Tomáš, 2023. Song of a deaf-mute shepherd : a Czech broadside ballad between the oral and printed tradition : an interdisciplinary case study. *Bohemica Litteraria* 26, no. 1, pp. 109–132.

Internet source without author:

Peder Rafns visebog, 2023. Online. In: *Nasjonalbiblioteket*. Dostupné z: <https://www.bokselskap.no/boker/pederrafn/tittelside>. [cit. 2023-08-02].

Internetový zdroj – 1 autor:

NORA, Pierre, 1989. Between Memory and History: Les Lieux de Mémoire. Online. *Representations*, no. 26, Special Issue: Memory and Counter-Memory (Spring), pp. 7–24 .

BEDROŠOVÁ, Marie, 2022. *Cyberhate: Youth Experiences and Assessment of Attacks*. Online. Brno, 2022 Doctoral thesis. Masaryk University, Faculty of Social Studies. Department of Media Studies and Journalism. Accessed: <<https://is.muni.cz/th/gi0o4/>>. [cit. 2023-08-02].

Internet source – 2 authors:

PLESKALOVÁ, Jana and NAVRÁTILOVÁ, Olga, 2022. The Language of Czech Popular Broadside Ballads: Revisiting the Low. Online. In: Fumerton, Patricia; Kosek, Pavel and Hanzelková, Marie (eds.): *Czech Broadside Ballads as Text, Art, Song in Popular Culture, c.1600–1900*. Amsterdam: Amsterdam University Press, pp. 333–352. Accessed: <<https://library.oapen.org/viewer/web/viewer.html?file=/bitstream/handle/20.500.12657/59158/9789048553341.pdf?sequence=1&isAllowed=y>>. [cit. 2023-08-02].

Internet source – more authors:

DUFKA, Jiří; HOLUBOVÁ, Markéta; FROLCOVÁ, Věra; BYDŽOVSKÁ, Iva; MACHOVÁ, Jitka; GLOMBOVÁ, Hana and MACHÁČKOVÁ, Romana, 2022. Three Collections of Czech Broadside Ballads: Creating, Organizing, and Providing Access. Online. In: Fumerton, Patricia; Kosek, Pavel and Hanzelková, Marie (eds.): *Czech Broadside Ballads as Text, Art, Song in Popular Culture, c.1600–1900*. Amsterdam: Amsterdam University Press, pp. 131–153. Accessed: <<https://library.oapen.org/viewer/web/viewer.html?file=/bitstream/handle/20.500.12657/59158/9789048553341.pdf?sequence=1&isAllowed=y>>. [cit. 2023-08-02].