

*Language and Culture Journal*  
*Instructions for the authors*

*Język a kultura* (*Language and Culture*) is an online peer-reviewed international academic journal publishing original academic studies and articles, reporting on original research results, mostly pertaining to the fields of philology, linguo-cultural studies, translation studies and interpreting, literary science, linguistics, media studies and language acquisition studies.

**Length Requirements:**

**Studies and articles**, in a prescribed layout, shall have a minimum of 18,000 characters (including spaces, works cited and notes). Recommended maximum is of 54,000 characters (including spaces, works cited and notes).

**Reviews** shall have a minimum of 3,600 characters including spaces. Recommended maximum is of 18,000 characters (including spaces).

**Annotations** shall have a minimum of 1,800 characters including spaces. Recommended maximum is of 9,000 characters (including spaces).

**News** shall have a minimum of 1,800 characters including spaces. Recommended maximum is of 9,000 characters (including spaces).

**Text editing requirements:**

The whole text is to be processed in **MS WORD 6.0** or in its higher version.

**Page layout:** 2.5cm (margins – upper, lower, left, right) and 1.25cm (heading and foot.)

**Ruler width** (line): 16.

**Font type:** Times New Roman

**Font size:** 12

**Line spacing:** simple

**Text alignment:** aligned to blocks (Ctrl+J)

**Indentation:** paragraphs after the first line to be indented with tab and not separated with a free line

**Do not use:**

S p a c e s between letters

Word-division (hyphenation)

Underlining

Flush-right alignment

MAJUSCULES (capital letters)

Double-column texts

**Differentiate** between capital **O** and zero **0**, lowercase letter **l** a number **1**

**Do not** assign styles to paragraphs; do not insert a line, segment or page wrapping

**Title**

**Font size:** 16, bold face

**Font type:** Arial

**Author's name**

**Font size:** 14

**Font type:** Arial

**Home institution**

e-mail address

To be indicated below the title of the submission

**Font size:** 12

**Font type:** Times New Roman

**Key words:** give 5 to 6 key words both in the language of the submission and in the English language

**(Key words:)**, (Studies and articles), font size 11

**Figures, tables and graphs:**

Tables (inserted by the 'Insert Table' function provided by the software) are to be placed appropriately in the text, numbered (e.g. figure 1; the number referring to their order) and with an explanatory title. Figures shall be numbered and with an explanatory title added and supplied in a suitable size for printing. Explanations relating to the figures and graphs shall be given after the title and number of a figure, table or graph.

Simpler computer-generated figures and graphs may be included in the text.

More complex figures shall be provided in a separate file (the figure will be indicated with its title in the submission).

Exact citations shall be provided if the figures, tables and graphs are taken from other works.

Author is responsible for respecting copyright if the figures, tables and graphs are taken from other works.

For example:

Below a picture, a table or a graph:

**Figure, Table or Graph** (with capital letter) **its number + other text** (no colon)

**Font type:** Times New Roman

**Font size:** 10, semi-bold (bold)

For **Footnotes** use the "insert footnote" function.

**Rules for adding a citation:**

**Citing works:** authors or authors' last name(s), year of publication:

Carver – Scheier (1994), or authors or authors' last name(s), year of publication, page abbreviated as p. (Carver – Scheier, 1994, p. 253).

If more than three authors are given, use the last name of the first of them and "et al."

Výrost et al., 1995.

Citing Websites/Internet sources: to be indicated in the text of the article without the author's name and then given in the footnotes: Dostupné na internete: <website> [Cit. 2013-14-04./ Available at: <website> [Cit. 2013-14-04.]

**List of works cited** is given at the very end of the text in the alphabetical order and with the heading **Bibliography** or any of its equivalents in the language of the paper (font size 11).

In the list, only the works cited in the paper or referenced in the paper are given.

In the list, the author's (s') last name(s) is/are printed in the UPPER CASE.

For multiple author works, the names of all authors are provided. If more than three authors are given, the last name of the first author is given followed by "et al." (font size of the list of cited works: 11).

**Monograph**

KUČERA, M. (2008): *Slovenské dejiny. I. Od príchodu Slovanov do roku 1526*. Bratislava: Literárne informačné centrum.

MEŠKO, D. – KATUŠČÁK, D. – FINDRA, J. a kol. (2005): *Akademická príručka*. 2. uprav. a dopl. vyd. Martin: Osveta.

**Dictionary – variant 1 (without the author's (s') names; with the editor's/editors' names):**

PISÁRČIKOVÁ, M., ed. (2000): *Synonymický slovník slovenčiny*, 2. vyd. Bratislava: Veda.

**Dictionary – variant 2 (with the author's/authors' names):**

ORAVEC, P. (2007): *Obrátený slovník cudzích slov*. Bratislava: Epos.

**Journal paper/article:**

DŽUKA, J. (2013): Reliabilita a validita tradičného a individualizovaného diagnostického nástroja kvality života. In: *Československá psychologie*, 57/3, s. 271–280.

**Almanac article:**

BENKO, V. – JAROŠOVÁ, A. (2000): Internet a slovenčina. In: S. Ondrejovič (ed.): *Mesto a jeho jazyk. Sociolinguistica Slovaca 5*. Bratislava: Veda, s. 233–241.

**Article in press:**

HAMAŠ, Ľ. (2006): Dôchodková reforma prinesie výsledky o desať rokov. In: *SME*, 6. 7. 2006, s. 35.

**Internet resources:**

KLEIN, A.: Kvalitný, či nekvalitný učiteľ? Alebo hod' kameňom, kto si bez viny. [Cit. 2013-14-04.] Dostupné na internete: <<http://albertklein.blog.sme.sk/c/325603/Kvalitny-cinekvalitny-ucitel-Alebo-hod-kamenom-kto-si-bez-viny.html>>

*Dohovor o ochrane svetového kultúrneho a prírodného dedičstva*. [Cit. 2009-01-12.] Dostupné na internete: <<http://www.enviroportal.sk/dohovory/dohovory-detail.php?dokument=154>>

**Summary:**

Summary in the English language shall have the following format:

**Summary structure**

**Article title in the English language**

Summary shall include a minimum of 10 lines (For Studies and articles Section)

(Font size 11)

**Acknowledgments: the name of the grant scheme** can be provided at the end of the study/article possibly with the link to the grant scheme in the required form (font size 11).

Please note that not following the instructions may result in the Editorial Board sending back the submission for re-editing.

You can submit your study/article to the following e-mail address: [jak@ff.unipo.sk](mailto:jak@ff.unipo.sk)

**The upcoming issue of the Language and Culture Journal will be published in December 2024. The deadline for submitting your studies/articles for the upcoming issue is October 1, 2024.**