

# Brno Studies in English

## Guidelines for Contributors

(version: December 2007)

### Length:

- Articles: 3000-7000 words. Longer articles will be considered (contact the editor).
- Reviews: no more than 1500 words.

### Submission:

- Electronically as e-mail attachments (in Word for Windows .doc files).
- All articles by non-native speakers of English must be proofread prior to submission. Any article not meeting this criterion will be returned to its author.
- Include an abstract (100-150 words) at the beginning, and a short bio-note (60-100 words) at the end, followed by full contact information.
- Authors should request the permission of copyright holders whenever applicable.
- All contributions must be original and previously unpublished articles, not currently submitted for publication elsewhere.
- The publisher retains the copyright to all articles printed in BSE.

### Formatting:

- A4 size, single spaced, 2.5 cm margins on all sides. Times New Roman, font size 12 throughout (even in tables and examples).
- Do not use any pre-set or personal styles for text formatting. Remove all such styles prior to submission.
- No page numbering.
- No abbreviations such as *ibid.* and *loc. cit.*
- Use conventional typography (English “curved” quotation marks, single quotation marks for ‘citations’ within other citations, apostrophes (’) rather than accents, no spaces before punctuation marks, single space after punctuation marks, use tabulator (i.e. not spacebar) for aligning paragraphs, indenting or positioning the text on the page)
- Use en dashes ( – ) (Alt+0150) with space on either side, not em dashes (—) (Alt+0151).
- No blank lines between paragraphs. Indent paragraphs, except when starting a new chapter/section and after a long citation / indented example.
- Examples – use italics both for intext examples and indented long examples. If necessary, use non-italicized numbers in brackets.
- Tables and figures – must be in electronic form and fit within the margins of the page. Use captions (Table 1/Figure 1) with descriptions above the relevant tables and figures.
- No footnotes. Use notes at the end.
- Notes – keep them to a minimum. Insert manually as superscript numerals both in the text and at the end of the document in a special section called ‘Notes’ (no automatic endnote insertions in MS Word, please).

### Intext citations:

- Short citations should specify the name of the author/editor, the year of publication and page reference (for quoted text only). Try to avoid using page numbers only. Identify publications with the name of the author and year of publication, not the title of the book. For more than two authors, use *et al.* Use parentheses as follows:
  - Movement and manipulative causation are regarded as belonging to the core of causative events (Talmy 1976).
  - For example, Jackendoff (1983: 177) offers two possible interpretations: [...]
  - Biber et al. (1999) term this category circumstance adverbials.
- Long citations should be indented without any change of lining, font or size, and be

separated from the preceding and following text by an empty line:

As Shaw says, another

narrative technique Trollope often deploys in order to capture the complexity of most moral issues is double irony, the simultaneous endorsement of contrary codes. (Shaw 1997: 359)

### References:

- All works cited in the text (and only those) must be included in the 'References' section, listed in the alphabetical order according to author/editor and with complete bibliographical data. (See below for examples.)
- Use full names, if known.
- Book titles and journals must be italicized.
- Articles from books and journals must include page numbers.
- For editors, use abbreviations (ed.) (eds) in brackets.
- Each citation should be internally complete.
- Internet sources are treated like books (author, year of publication, title). The address and date of consultation should be provided.
- Use italics for published book titles, names of paintings, titles of films and videos, plays, long poems, musicals and operas, newspapers, magazines and periodicals, scientific names of plants and animals, and foreign words and phrases not in common use.
- Use quotes for television programs/series, articles, essays and parts of wholes (names of chapters, short stories and short poems).

### References

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- Crystal, David and Davy, Derek (1969) *Investigating English Style*. London: Longman.
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- Billig, Michael (1988) 'Rhetorical and Historical Aspects of Attitudes: The Case of the British Monarchy'. *Philosophical Psychology* 1(1), 191–217.
- Brookes, Rod and Beverley Holbrook (1998) "'Mad cows and Englishmen": Gender implications of news reporting on the British beef crisis'. In: Carter, Cynthia, Branston, Gill and Allen, Stuart (eds) *News, Gender and Power*. London and New York: Routledge, 174–185.

Milada Franková is Associate Professor in the Department of English and American Studies, Faculty of Arts, Masaryk University in Brno. She teaches British Literature and British Cultural Studies. Her current research interests involve the contemporary British novel. She is the author of *Human Relationships in the Novels of Iris Murdoch* (1995), *Britské spisovatelky na konci tisíciletí* (British Women Writers at the End of the Millennium, 1999), *Britské spisovatelky na přelomu tisíciletí* (British Women Writers at the Turn of the Millennium, 2003) and co-editor of *The Human Figure in (Post-)Modern Fantastic Literature and Film* (2004).

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