

THE WRITINGS OF THE FACULTY OF
ARTS OF MASARYK UNIVERSITY -
A MANUAL FOR AUTHORS¹

Dear author,

Congratulations on the acceptance of your manuscript for the FF MU Writings editorial plan.

We would like to introduce the editorial team involved in preparing the manuscripts for publication.

Responsible editor: doc. Mgr. Jana Horáková, Ph.D. (horakova@phil.muni.cz)

Executive editor: doc. Mgr. Katarina Petrovičová, Ph.D. (petrovic@phil.muni.cz)

Editorial officer: Mgr. Vendula Hromádková (hromadkova@phil.muni.cz)

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Masaryk University Press (MUNIPRESS) lawyer: Mgr. Zuzana Konvalinková
(konvalinkova@rect.muni.cz)

Please, address your questions primarily to the editorial officer: Mgr. Vendula Hromádková (spisy@phil.muni.cz), who coordinates work on the FF MU Writings.

Our cooperation will take place in several steps:

1. SUBMITTING THE MANUSCRIPT

Deadline for submitting:

Submit the complete author's manuscript (including attachments) prepared for review no later than on **28. February** of the year for which your title has been accepted for the editorial plan.

¹ Updated version, 2020.

Submission method:

Upload the document containing the manuscript of the publication in the required structure into the manuscript folder [Rukopisy 2021](#)² of the FF MU document server. The manuscript **must** be saved in **.DOC or .DOCX format** (other formats, such as .pdf, .txt, are not acceptable). At the same time, send your **proposals for peer reviewers** to spisy@phil.muni.cz (see section 3 The Peer Review Process and Language Review).

2. FORMAL REQUIREMENTS FOR THE MANUSCRIPT AND RECOMMENDATIONS

*Note: The list of requirements for the formal appearance of the document below is important for streamlining the process of typesetting of the manuscript and minimizing typographical mistakes caused by inappropriate formatting of the file.*³

MANUSCRIPT STRUCTURE

- The following **breakdown** is required: cover sheet, list of contents, text body, broken down into chapters and sub-chapters, foreign-language summary in one of the world languages (usually English), bibliography, and, where appropriate, indexes and annexes.
 - If the text of the manuscript is based on a **dissertation thesis**, care must be taken not to include any wording such as “the objective of this dissertation thesis is”, since it is no longer a dissertation, but a monograph (it is recommended to replace the word dissertation by the terms monograph, publication, etc.).

TITLE

- In the final publication, it is displayed on the cover (main title), on the title page (main title and, if used, subtitle) and in the imprint (main title and, if used, subtitle).
 - We recommend to select the title carefully and attempt to make it **brief** and **concise**.
 - A **subtitle** is not required, we recommend that you use it only in justified cases.

CONTENTS

- The list of contents is structured using a **decimal system**, without a period following the number itself (1 Introduction, 2 Chapter, 2.1 Subchapter, etc.).
- **All chapters** in the manuscript (i.e., not only the main ones) should be included in the contents.

² FF MU document server => Publikační činnost => Edice Spisy FF => SpisyFF_2021=> Rukopisy_2021. Available from: https://is.muni.cz/auth/do/phil/puci/48245391/SFF2021/rukopisy_2021/

³ Šlosar, Dan: Poznámky k úpravám textů před odevzdáním do sazby. Available from: <https://is.muni.cz/auth/do/phil/puci/48245391/>

- We recommend using optimally the structure with **2 to 3 levels**, but **not more than 4 levels** (e.g., 2 Chapter, 2.1 Subchapter, 2.1.1 Subchapter, 2.1.1.1 Subchapter).
- The **names** of all chapters should be concise and, where possible, **simple**.
 - It is particularly important for the main chapters as these names are listed in the page header in the publication.
- **All chapters** except technical ones (for technical chapters, see below) **must be numbered** (e.g., 1 Introduction, 2 Chapter, ..., 5 Conclusion).
- Following the final chapter, there are **unnumbered technical chapters** in the following and **fixed order**: Summary/Resumé, Bibliography, Lists (List of Images/Figures, List of Tables, List of Annexes; it is not required for the publication to include all types of lists), Name Index (optional), Subject Index (optional), Annexes (optional)
- **Summary/Resumé**
 - Summary (in English) is used in manuscripts written in Czech/Slovak.
 - Resumé (in Czech or in a world language other than English) is used in manuscripts written in one of the world languages.
 - Summary/Resumé must include the title of the publication in the language of the Summary/Resumé (entered as a subtitle of the chapter, not included in the table of contents).
- Please, respect **the names of the unnumbered technical chapters**, whose names are uniform throughout the edition.

TEXT

- **Acknowledgement**
 - As a standard, it is not listed as a separate item in the publications in the edition.
 - In justified cases, it may be included in the introductory chapter (typically at the end of it), if its nature permits so.
- **Font**
 - The text should not contain unnecessary formatting and graphic editing (it is sufficient to use the basic font **Times New Roman**, size 12, line spacing 1.5, or another one from the Windows Unicode standard).
 - If a **special font** is used (e.g., for phonetic transcription), the standardized and established appearance of the font should be used (we recommend consulting the typesetter in advance - Doulos SIL, Charis SIL families, updated versions, should be used according to the guidelines of SIL - see <https://software.sil.org>).
 - For **headings**, it is advised to use preset styles (in Word, in the Styles tab - Title 1, Title 2, etc.) to ensure that the content is properly set.
 - Alternatively, the required structure can be described in a separate document (not recommended).
 - Do not create **paragraphs** using TAB or SPACE BAR, only using the ENTER key.
 - Do not use **spaces** for offsets, tabs in editors are used for this.

- For **character spacing**, use the respective feature in Word (Font - Advanced - Spacing), do not include standard space characters (i.e., do not write: S p a c e).
 - We **do not recommend** using **bold font** to emphasize certain passages of the text.
 - Similarly, we **do not recommend** using **italics** for this purpose (it is entirely inappropriate to use bold italics).
 - **Italics** should be **used** for titles of works and passages in a language other than the language of the manuscript (including cover, title page, etc.).
- **Notes in the text**
- It is recommended to use **footnotes** (rather than notes at end of chapters or the whole text).
 - To create notes, use Insert - Footnote (manually entering the upper indexes and text boxes at the bottom of pages cannot be used for typesetting).
 - Especially for **larger** manuscripts with an **extensive apparatus of notes** (typically with several hundred notes in total), we recommend **numbering** the notes separately within each chapter, i.e., not continuously, but using sections (Layout - Breaks - Section Breaks).
- **Images and graphs**
- It is **essential** to provide the **original** in the original size and required **quality**; the minimum resolution of both colour and black and white (grayscale) photographs is 300 dpi; for black and white drawings (B&W bitmap), the minimum resolution is 600 dpi.
 - Each image/graph should be **annotated** (if necessary, including its source), e.g., Figure 1: Text, text, text. Source: Text, text, text.
 - Use Reference - Insert Caption to insert the caption.
 - The image/graph caption should be placed **below** the image/graph.
 - At the end of the text, a **list of used images** should be provided in a separate chapter List of Images/Figures/Sources.
 - In foreign language manuscripts, please, use correct and established alternatives to the English terms Figure/Graph.
 - For all **images** to be **used in the publication**, the author must attend to any **copyright** related to the images and their use **under licence** (the editors of the FF MU Writings do not address this).
- **Tables**
- Each table should be **annotated** (if necessary, including its source), e.g., Table 1: Text, text, text.
 - Use Reference - Insert Caption to insert the caption.
 - In most cases, a caption is required; in exceptional cases where the table contents are apparent from the previous text, the table can be included without a caption.
 - Do not put a period at the end of the table caption.

- The table caption should be placed **below** the table.
- At the end of the text, a **list of used tables** should be provided in a separate chapter List of Tables.
- In foreign language manuscripts, please, use a correct and established alternative to the English terms Table.

BIBLIOGRAPHY

- We recommend the breakdown into **primary**, **secondary** and **electronic** sources (of course, not all of the groups need to be included, depending on the nature of the publication).
- The choice of the **citation standard** is entirely up to the author of the text and the established practices in the field of the publication.
- Still, care should be taken to ensure **uniform** and **consistent compliance** with the chosen **citation standard, including** the citations in **footnotes** (ISO 690 or Harvard system, not a combination of both).

(Index)

- The choice whether the publication will contain an index or indexes is the **at the discretion of the author**.
 - The index or indexes will make it easier for readers to orient themselves in the text, therefore, they are advisable for extensive and thematically original publications.
- An **automatically generated index** requires preparation in the manuscript, i.e., you must prepare it for the typesetter by indexing each item in Word (Reference - Index - Mark Entry) before typesetting is started (after submission for typesetting, it is no longer possible to mark entries and generate an index); also, automatic index cannot be generated when combining, e.g., nominal and local index (in this case, it is recommended to create the indexes manually).
- If you prefer to **create the index manually**, allow for the necessary extra time for processing.

3. THE PEER REVIEW PROCESS AND LANGUAGE REVIEW

The editor will examine the form of the manuscript, ask the proposer/author to initiate the **peer-review process** (the expected duration of the peer review is **1 month**), followed by a language review (the expected time to review the text is **1 month**).

The funding of both the peer-review process and the language review is the responsibility of the head of the department the author of the manuscript belongs to (i.e., the proposer).

Peer reviews:

After receiving **peer reviews** (see note below), the author shall amend the manuscript based on the suggestions and provide comments on the adjustments made (it is sufficient to describe briefly to what extent each comment has been reflected along with explaining the reasons).

On the title page of the manuscript, the author shall include the reviewers of the publication (in the form of title, name, affiliation: only the name of the institution: i.e., university, not faculty).

*Note: For successfully defended **dissertation theses**, it is possible to use the reviewers' reports, however, the reviewers should be asked to make a brief addition to their opinion, confirming their recommendation to publish the dissertation without changes, or propose any changes and amendments to allow the dissertation text to be published.*

For peer reviews, it is recommended to use the **prepared form** (in Czech and English versions);⁴ if reviewers prefer a continuous text, the review form serves as a guide on the properties of the manuscript to be reviewed. The peer review must be signed: however, it is sufficient to submit a scan of the printed and signed review or to use an electronic signature.

*Note: If any of the reviewers do not recommend the publication of the manuscript, the Editorial Board of FF MU will decide on further steps in accordance with the applicable **Dean's Directive**.⁵*

Language review of the manuscript:

The manuscript, amended based on the reviewers' comments, is handed over for a language review. A special proofreading form is used to document the language review of the text. The author of the language correction guarantees the linguistic and stylistic level of the text and reminds the author of the manuscript of non-compliance with the uniform citation standard. The name of the proofreader will be indicated in the imprint of the publication in the list of individuals involved in the production of the publication.⁶

The edited manuscript, comments on changes, peer reviews and proofreader's review shall be **uploaded by the author into the appropriate folders** on the FF MU documentation server. The final form of the manuscript: (a) amended by the author based on the peer reviews; and (b) linguistically and stylistically revised, is assessed by the editor and submitted for typesetting.

⁴ Review form. Available from: <https://is.muni.cz/auth/do/phil/puci/48245391/68104944/>

⁵ Dean's Directive No. 1/2020 on the publishing activities of the faculty. Available from: https://is.muni.cz/auth/do/phil/uredni_deska/predpisyFFMU/smernice/

⁶ Proofreading form. Available from: <https://is.muni.cz/auth/do/phil/puci/48245391/68104944/>

4. LICENCE AGREEMENT

In the case of a dissertation thesis (school work) included in the FF MU Writings editorial plan, a licence agreement shall be concluded with the author. The terms of the licence agreement shall be established in cooperation with the lawyer of the Masaryk University Press. Until the proposed licence agreement is approved by the author, the manuscript cannot be submitted for typesetting.

5. TYPESETTING AND REVIEW OF THE SET TEXT, LAYOUT OF THE PUBLICATION AND OTHER OPERATIONS OF THE PRODUCTION PHASE

Typesetting and review of the set text

The submitted manuscript is graphically edited and set **in accordance with the approved visual style** of the FF MU Writings edition series.

Subsequently, the set text is submitted for two authors' reviews, which should be completed, based on the author's availability, without undue delay (if further correction of the text is requested, the costs will be charged to the proposer). The editors of the FF MU Writings reserve the right to request formal modifications of the text to fit the unifying concept of the entire edition.

Upon approval by both the executive and the responsible editors, the publication is sent to the Masaryk University Press for printing.

Graphic adjustments to match the uniform style of the edition

The graphic designer creates a **cover design**, which is consulted with the author (please, respect the principles of the visual style of the FF MU Writings).

Author's photo

The editorial officer shall arrange a photograph of the author for the cover. The photographer takes several versions of the photograph (en plein air, in natural light, with a structured background) and chooses an appropriate photograph together with the author.

Production

Before completing the work on the reviews of the set publication, the editorial staff will invite the author to provide **additional information on the publication**: annotations of the publication, a brief professional CV (approx. 200 words), a list of keywords, both in Czech and English, the mailing list of potential persons interested in the book, etc.

Note: Additional information about the publication is used for various purposes, in addition to the book cover, also for the Munishop website and other distribution channels. Please, pay close attention to it.

What else is included in the production stage of the publication:

- Editing the publication in the visual style of the FF MU Writings edition
- Designing the cover
- Submitting a request for publishing by the Masaryk University Press
- Allocation of the FF MU Writing number
- Allocation of ISBN, DOI
- Submitting a request to create a library record within the publication
- Calculating the printing costs
- Editing the imprint
- Approval process by the executive and responsible editors
- Proof copy for author's approval
- Submitting the publication for print
- Determining the retail price of the publication

6. AUTHOR'S PRINTS AND COPIES FOR REVIEW⁷

The department that has proposed the respective manuscript for publication will receive the total of twenty-five copies of the publication, of which fifteen copies belong to the department and ten copies to the author of the publication. If two authors are involved, the department will receive thirty-five copies, fifteen of which belong to the workplace and ten to each of the authors. In the case of multiple authors or collective monographs, the number of authors' copies will also be twenty units, to be divided among the authors in proportions determined by the principal author or editor.

Five copies are usually reserved for arranging reviews; these are included in the total number of copies provided to the principal author's department (see above). The costs of postage related to the provision of reviews shall be borne by the department.

The head of the department and the authors will always be notified by e-mail that the prints have been sent by the internal post to the department.

If the author wishes to receive additional prints, they are entitled to a 50% author's discount from the book's retail price. Please, contact the editorial officer in this matter to arrange all the details.

⁷ Dean's Directive No. 1/2020 on the publishing activities of the faculty. Available from: https://is.muni.cz/auth/do/phil/uredni_deska/predpisyFFMU/smernice/smernice_ff_mu_c_1_2020_-_zasady_edicni_cinnosti_filozoficke_fakulty_masarykovy/

7. DIGITAL LIBRARY OF THE FACULTY OF ARTS, MASARYK UNIVERSITY

The full texts of the publications will be archived in the Digital Library of the Faculty of Arts, Masaryk University (<http://digilib.phil.muni.cz/>).

8. DISTRIBUTION

The distribution and promotion of publications is mainly provided by the Masaryk University Press and its contractors.

Prepared by the Editorial Team of the FF MU Writings on 1. 2. 2021.