

Editorial policy of the “Slavic Almanac”

1. The conditions of publishing

1.1. The “Slavic Almanac” publishes original academic articles, publications of documents, academic reviews and chronicles:

- dedicated to topical problems and topic in accordance with the conception of the almanac;
- never published before (with the exception of preprints);
- received positive peer and editorial evaluation;
- in accordance with the style sheet.

1.2. The article should be accompanied by several documents (see *The List of Documents Required*).

1.3. The decision to publish an article is taken by the editorial board. In case the decision is not to publish, the editorial board sends the author a letter explaining the reasons.

1.4. The journal organises reviews for all the texts that are in accordance with the thematics that are received in order to get a peer opinion. The identities of peer reviewers and authors are kept confidential. All the reviewers are established specialists in the field the texts under review are focused on and have published articles within this field during the last 3 years. The editorial board keeps the reviews for 5 years.

1.5. The editorial board sends the authors copies of the reviews or reasoned refusal. Its duty is also to send copies of the reviews to the Ministry of Education and Science of the Russian Federation if such an inquiry is made.

1.6. The publication is free of charge.

1.7. When sending materials for consideration by Slavic World in the Third Millennium, the authors agree that the acceptance of these materials for publication ensures their redistribution in accordance with [Attribution-NoDerivatives 4.0 International \(CC BY-ND 4.0\)](#) (this allows for redistribution, commercial and non-commercial, as long as it is passed along unchanged and in its entirety, with attribution). At the same time, copyright remains the authors' in full.

2. The list of documents required

The author provides in electronic format via email slav-almanakh@yandex.ru, or, after having registered on the journal website the following documents:

2.1. The text of article in accordance with the format and style requirements.

2.2. Non-Unicode types if used in the article.

2.3. Cover letter.

2.4. Application form.

2.5. Contract. In accordance with the 4th part of the Civil Code of the Russian Federation (section 7: “The rights for the results of intellectual activities and individualisation means”), the articles sent to the journal should be accompanied by the license contract of transmitting unexceptional rights of authorship to the journal's Constitutor.

3. Format and style requirements

3.1. The text of the article should not exceed 40 000 characters (with spaces, tables and footnotes included).

3.2. The text should be prepared in *Microsoft Word* (either .doc or .docx) with the following format:

- Page Size: A4;
- Margins: 2 cm on all sides;
- Alignment: Justified;
- No word splitting;
- Font: *Times New Roman*;
- Text: font size –14; line spacing – 1.5; paragraph indentation – 1.25;
- Pages should be numbered in the bottom-right corner;
- Book orientation.

3.3. The first page has to contain the following information:

- Universal Decimal Classification/УДК (e.g. teacode.com/online/udc);
- Library Bibliographic Code/ББК (see <https://classinform.ru/bbk.html>);
- The family name and the initial letter(s) of the author's name(s) (in Russian and in English) – on the right side, in italic, capital letters (e.g. *A. A. Ivanov*). Between the names spaces are used;
- The title (in Russian and in English) – centered, no tabulation, in bold capital letters;
- Date of submission;
- Acknowledgements (in Russian and in English);
- Abstract (in Russian and in English). The abstract must describe the purpose and the goals of the article, its structure and its main conclusions. The abstract in Russian should contain no more than 150-200 words, in English – 200-300 words.
- Keywords (in Russian and in English) – no more than 10 words/phrases.

3.4. Citations and comments are given in page-by-page footnotes, created electronically using the relevant Microsoft Word tool and are numbered with Roman numerals continuously throughout the text. Repeated references to a work should contain the author's name and the work's title in a concise form with an ellipsis (publication data is not needed).

Microsoft Word Format for footnotes:

- Font: *Times New Roman* size 10;
- Line spacing: 1;
- Alignment: justified.

3.5. Only guillemet quotation marks («») should be used, and if a word inside a quote needs quotation marks, then the style is «“”».

3.6. In the text, in places assigned for illustrations, their names should be inserted; e.g. Fig.1 – a Ruthenian ethnic costume. When submitting your work, each illustration should be provided in a separate file, which has the same name as the Microsoft Word file with the addition of “figure” and the illustration's number (e.g. *RuthenianCostumeReview figure1.jpg*).

3.7. An article should include two bibliography lists. The first list, «Литература» [Literature], is written in the language of the original publication. The list starts with publication titles in Cyrillic (alphabetically ordered) and is followed by titles using the Latin alphabet (alphabetically ordered). The second list, “References”, repeats all entries from the “Literature” list using the Latin alphabet and is arranged in alphabetical order. All Cyrillic work titles are Romanised, with their translations into English provided in square brackets.

Examples of citations

Исследования в области балто-славянской духовной культуры. Погребальный обряд / отв. ред. Вяч. Вс. Иванов, Л. Г. Невская. М.: Наука, 1990. 255 с.: ил.

Зеленин Д. К. Избранные труды. [Т. 4]: Статьи по духовной культуре, 1934–1954 / [вступит. ст., сост., подгот. текста и коммент. Т. Г. Ивановой]. М.: Индрик, 2004. (Традиционная духовная культура славян: ТДКС. Из истории изучения / Ин-т славяноведения РАН). 457 с.

Евреи Европы и Ближнего Востока: история, языки, традиция, культура = Jews of Europe and the middle east: history, languages, traditions and culture: материалы междунар. науч. конф. памяти Т.Л. Гуриной, 26 апреля 2015 г. / [редкол.: Д.А. Эльяшевич и др.]. СПб.: [Б. и.], 2015. (Труды по иудаике. История и этнография / Петербургский ин-т иудаики = Transactions on jewish studies / St. Petersburg institute of jewish studies; вып. 10). 385 с.: ил., табл.

Sapir E. Selected writings in language, culture and personality / ed. by D. G. Mandelbaum. Berkeley; Los Angeles; London: University of California Press, 1973. 640 p.

Das Geschlechterleben des ukrainischen Bauernvolkes. Leipzig: Ethnologischer Verlag, 1909–1912. Т. 1–2. Т. 1: Folkloristische Erhebungen aus der russischen Ukraina / aufzeichnungen von P. Tarasevskyj, Einleitung und Parallelen nach Weise von V. Hnatjuk, Vorwort und Erläuterungen von F. S. Krauss. 1909. 340 S.; Т. 2: In Österreich-Ungarn / folklorische Erhebungen von V. Hnatjuk. 1912. 412 S. (Beiwerke zum Studium der Anthropophyteia; Bd. 3, 5).

Литаврин Г. Г. Этнические и политические симпатии населения пограничных областей между Византией и Болгарией в первой половине XIV столетия // Славянский мир между Римом и Константинополем: [сб. ст.]. М.: Индрик, 2004. С. 163–170. (Славяне и их соседи; вып. 11).

Adamowski J., Doda J., Mickiewicz H. Śmierć i pogrzeb w relacjach Polaków mieszkających na Białorusi // Etnolingwistyka. Problemy języka i kultury. Lublin, 1998. Т. 9/10. S. 253–318.

3.8. The journal uses the ALA-LC transliteration system. The site <https://translit.net/ru/lc/> is recommended for Russian-language titles and www.translitteration.com for titles in other languages which use Cyrillic script.

Examples of the list of references

Kyle, N. *Citing historical sources: a manual for family historians*. St Agnes, SA: Unlock the Past, 2013. 40 p.

Georgevich, D., Maric, N., Moravcevic, N. *Serbian Americans and their communities in Cleveland*, with introd. by Alex N. Dragnich. [Cleveland]: Cleveland State University, 1977. 2 vol., vol. 2: A survey of Serbian art, by Ljubica D. Popovich. 278 p.: il.

Pavlović, M. B., Janjić, D. A. *Francuska bibliografija o srpskoj i hrvatskoj narodnoj poeziji*; urednik Miroslav Pantić. Beograd: Srpska akademija nauka i umetnosti, 1995, 178 p.

Lorensen, J. “Between Image and Word, Color, and Time: Jacob Lawrence’s *The Migration Series*.” *African American Review*, vol. 40, no. 3, 2006, p. 571–586.

Sack, K. “In Partisan Battle, Governors Clash with Attorneys General over Lawsuits.” *New York Times*. 28 Mar. 2010.

An author’s failure to keep to the rules above may result in the rejection of their article.