

## Instructions for Authors Valid as of 1<sup>st</sup> June 2017

1. Contributions are to be written in the word processor Microsoft Word in Times New Roman typeface.
2. Articles should not exceed 40,000 characters in total, including all text, footnotes, and spaces. Shorter articles are welcomed.
3. The title should be brief.
4. Reference to the grant under which the text was prepared should be written using a smaller font size and placed directly under the title and the name and surname of the author.
5. Do not change the typeface throughout the text. Use a bold font only for the title and subheadings. Individual words in the text can be highlighted using non-bold italic type.
6. Include full names and surnames in the text. When mentioning members of religious orders, write their names in the following order: first name, religious name, surname.
7. Articles may be written either in Czech or Slovak. Quotations are to be written using regular font, not italic type, placed directly in the text rather than in footnotes, and offset with quotation marks. Foreign language quotations, including those in Latin, have to be translated to the language of the article. Quotations in Czech or Slovak can be kept in the original language.
8. A sentence with a reference in parentheses or brackets should be ended with a full stop after the bracket. For example: Adam and Eve were created in the image of God (Gn 1, 26–27; 5, 1–2). Use abbreviations of the books of the Bible in compliance with the Czech Ecumenical Translation.
9. Connections between numbers and years are to be made using the dash (–) without spaces. Do not use the hyphen (-) except in ISBN and ISSN, where a hyphen is used.
10. Footnotes should be always placed under a line at the foot of each page and not at the end of the article. Do not refer to other footnotes. When writing references, include the surname (all surnames, if more than one) first, then the first name (including all names; in the case of those in religious orders, write the first name first, followed by the religious name).

Citation example for a monograph: CELIS BRUNET, Ana María, *La relevancia canónica del matrimonio civil a la luz de la teoría general del acto jurídico*, Roma, 2002, s. 131.

Citation example for a collection: STINTON, Diane, *Africa, East and West*, in: PARRATT, John (ed.), *An Introduction to Third World Theologies*, Cambridge, 2004, s. 129.

Citation example for a journal: ADAM, Miroslav Konštanc, *Nadobudnutie príslušnosti k cirkvi vlastného obradu v Československu (1918–1983)*, in: *Revue církevního práva* č. 45–1/2010, Praha, s. 42–43.

Citation example for a website: <<http://spcp.prf.cuni.cz>> (1. 1. 2017).

Use uppercase letters, not small capitals.
11. To mark pages, use s., not str.
12. Include the footnote number immediately following the text the note references, or immediately after the punctuation mark which follows the text (for example: a quotation is ended by a quotation mark, a full stop, and a footnote number).
13. Footnotes should not be longer than a few lines. They are supposed to contain only a) designation of the source quoted or referred to, or b) brief comments.
14. An abstract of approximately 5 to 10 lines, 7 to 10 keywords, a brief biography of the author including occupation of approximately 4 to 8 lines, and the academic titles

of the author should be attached to the article. Please include the full names of schools and universities with no abbreviations. Enclose your mail and e-mail address.

15. The editorial board reserves the right to modify contributions stylistically, typographically and orthographically.
16. The author is obliged to deliver the contribution to the editorial board through his or her own power, not by means of a third party. An accompanying letter must include the declaration that the article has not yet been published.