

Kuděj – Časopis pro kulturní dějiny

Instructions for Authors

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Submission of manuscript

Papers to be considered for publication should be submitted via e-mail:

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Manuscript format

All papers should be submitted in electronic version (only .doc, .docx or .rtf). Illustrations, tables and graphs should be in separate files (tif, jpg, pdf or eps with at least 300 dpi resolution). Captions of figures should be provided in a separate file.

Preparation of submission

All contributions should be written in Czech, English or Slovak language.

Studies should be no longer than 25 standard pages (but at least 10 standard pages), including footnotes, figures, tables, references, abstract, title etc. (The standard page means exactly 1,800 signs including spaces.) The study may contain a summary at the end of the text.

The first, separate, page of the study should give the author's name and academic affiliation (institution, address, e-mail of author), the title, a short abstract, 5–8 keywords separated by the semicolon mark, and the acknowledgement to grants (if the study is supported by them). This information should not extend 2,000 signs, which is included to all range of the study.

Short papers (not studies) should be no longer than 7 standard pages.

Reviews should be no longer than 4 standard pages.

News and reports (conferences, exhibitions, recent bibliographies, etc.) should be no longer than one standard page.

Typing

All contributions should be clearly typed in font size 12 pt; font type Times New Roman or similar; single-spaced.

Footnotes are given in each page (not at the end of the text) with continuous numbering; font size 10 pt; font type Times New Roman or similar.

Subheading should be typed flush left with preceding numbers of section structure (1, 1.1, 1.1.1 etc.).

References

Bibliographical references should be given in footnotes (not in the text) in the author,-year-form (including repeating references):

Fialová – Kouba – Špaček, 2008, pp. 22–28.

Ibidem.

Langer, 2010, p. 180.

Ibidem, p. 193.

Heidegger, 1993b, pp. 18–20; Neustupný, 2007b, p. 18.

Kubínová – Lantová, 2008.

HIU, 2010.

A complete list of references cited, arranged alphabetically by author's surname, should be typed at the end of the text. Titles of the same author should be arranged chronologically, titles from the same year are differentiated by letters (e.g., 2000a, 2000b). Possible categories of references are sources, primary literature, archives, secondary literature, internet references etc. Formatting of the list is following:

Monographies

Herrmann, B. – Grupe, G. – Hummel, S. – Piepenbrink, H. – Schutkowski, H. (1990). *Prähistorische Anthropologie Leitfaden der Feld- und Labormethoden*. Berlin: Springer.

Fialová, L. – Kouba, P. – Špaček, M. (eds.) (2008). *Medicína v kontextu západního myšlení*. Praha: Galén.

Heidegger, M. (1993b). *Básnický bydlí člověk*. Praha: Oikoymenh.

Chapters in monographies, papers in proceedings

Langer, J. (2010). Mach a Einstein. In Dub, P. – Musilová, J. (eds.), *Ernst Mach – Fyzika – Filosofie – Vzdělávání*, pp. 179–187. Brno: Masarykova univerzita.

Neustupný, E. (2007b). Vymezení archeologie. In Kuna, M. (ed.), *Pravěký svět a jeho poznání: Archeologie pravěkých Čech 1*, pp. 11–22. Praha: Archeologický ústav AV ČR.

Stehlíková, E. (2002). Slovo k Horatiově poetice. In Horatius, Q. F. *De arte poetica: O umění básnickém*, pp. 81–101. Praha: Academia.

Papers in scientific journals

Lamb, J. (2009). A Defense of Puttenham's Arte of English Poesy. *English Literary Renaissance* 39 (1), pp. 24–46.

Perdiguero, E. (unknown year). Anatomía descriptiva. Siglos XVI–XVIII. *Suplemento de Conecta No 2*, pp. 1–27.

Bruzek, J. (2002). A method for visual determination of sex, using the human hip bone. *American Journal of Physical Anthropology* 117, pp. 157–168.

Internet

Kubínová – Lantová (2008). Jan Mukařovský. Available at <http://www.slovníkceskeliteratury.cz/showContent.jsp?docId=518> [15. 6. 2015].

(unknown author – make an abbreviation, eventually a year to cite)

HIU (2010). Available at <http://www.hiu.cas.cz/cs/vyzkumny-zamer/obecna-charakteristika.ep/> [2. 1. 2010].

Archives

Archive materials should be cited by the title and location of the archive, the name of the fond and other details of sources.

Peer-review process

A peer-review process is double-blind. Submitted studies are refereed by two independent reviewers, selected by the Editorial Board. According to their recommendations, the paper is published, or returned to the author. If major revisions are recommended by both reviewers, the paper would pass another peer-review process. In the case of different opinions, the Editorial Board will designate the third reviewer. In the case of rejection by the third reviewer, the paper will be rejected.

Contributions should accept all the formal duties. In other cases, editors may reject the paper without any peer-review process.

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