

INSTRUCTIONS FOR AUTHORS

The *Philologist*, founded by the Faculty of Philology, Banja Luka, is an open access, peer-reviewed journal promoting contemporary theoretical and interdisciplinary approaches from the fields of language, literature, and culture, with an international editorial board. The journal has been published in continuity since 2010.

We publish articles in the respective languages/philological areas studied at the Faculty of Philology (Serbian, Russian, English, German, French, and Italian). With regard to other Slavic or world languages, an article may be published following a special procedure and upon agreement with the Editorial Board. In addition, it is essential that the notion and name of the Serbian language be understood as inviolable categories that cannot be used in constructions and abbreviations that would reflect any designation or connotation other than stated.

We encourage the submission of papers that deal with the study of contemporary theoretical approaches to literature, language and culture, of significance and necessity of metatheory in the humanities, with the application of contemporary theoretical approaches in the analysis of texts and cultural phenomena, with the interdisciplinary approach in linguistic, literary and cultural studies, and with the study of language and literature in relation to other disciplines.

In order to provide the highest level of scholarliness possible, every paper submitted to the *Philologist* journal is reviewed before its final version is published.

In order to maintain the necessary level of academic atmosphere around the journal, every article is sent to two anonymous reviewers, whose unanimous opinion on the article meeting high academic standards is requested prior to publishing.

After the initial evaluation, the Editorial Board will determine whether the article submitted meets basic scholarly criteria. If it does, the paper is forwarded to two experts from the field for a double-blind peer review. The paper is published if both reviewers confirm it meets the aforementioned criteria.

The deadline for reviews is one month.

The final decision on the acceptance or refusal of the paper will be sent to the author along with the reviewers' suggestions, comments, and remarks.

The *Philologist* journal is published biannually, in June and in December.

The *Philologist* journal enables instantaneous open access to its whole content in accordance with a belief that public accessibility of research findings prompts

a wider exchange of knowledge and ideas. The journal makes its contents open for its readership to read, download, copy, distribute, print, or link to full texts of the published articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose. As one of the signatories of the Budapest Open Access Initiative, we only put a constraint on distribution and reproduction concerning the domain of copyright, since it is necessary for the author to be given control over the integrity of their work and the right to be properly acknowledged and cited.

The Editorial Board of the journal is committed to maintaining the highest ethical principles and to preventing malpractice over the course of its publication. Articles that do not comply with these standards will not be published in the journal.

All papers submitted will be checked for plagiarism with the software provided by the University of Banja Luka. Plagiarism, fabrication, and falsification of scholarly results, as well as publication of already published papers/articles and other forms of academic misconduct are ethically unacceptable acts that will be discharged in accordance with the principles stated above. The Editorial Board shall prevent any possible conflict of interest or discrimination on any grounds. In addition, the editors must insure the confidentiality of all information concerning the papers submitted prior to publication. In case of a complaint regarding an ethical issue or conflict of interest, the editors shall act upon the existing policies and procedures.

The author takes responsibility regarding the originality and authenticity of the article by signing a statement. The papers sent to the Editorial Board must not be published, accepted for publication, or undergo a reviewing process in another journal or periodical, but may contain a piece of text that was previously used (orally), at a conference or another academic event. In case of the latter, this piece of information must be clearly provided. Furthermore, in the said statement, the author takes responsibility for the correct use of bibliography and sources throughout the article. Finally, the papers sent to the *Philologist* must not contain plagiarised, fabricated, or falsified research data or display any ethically unacceptable action or procedure.

Immediately after the paper submission, and prior to the commencement of the reviewing procedure, the author must sign a statement, which will be sent to them either by the Editorial Board Secretary or the Editor-in-chief. The author will state that they agree with the open access policy, which is supported by the

Editorial Board and the Publisher of the *Philologist*, that is, that they agree with the Copyright Notice. It means that, by keeping the copyright, they cede the first publication rights to the Journal, and, according to the CC-BY-NC license, they agree with the open access policy and usage of the contents published on the website providing that the usage of the contents is non-commercial and the author(s) and the origin of the first publication are mandatorily labelled. At the same time, the author should state that they will follow the guidelines listed in the Publication Ethics and Malpractice Statement. The author should also point out any potential conflict of interest. Other responsibilities of the author are listed in the body of text on the statement form.

The reviewer evaluates the papers submitted solely on the basis of their contents, in an objective, qualified and competent manner, avoiding discrimination on any account and taking into consideration the highest ethical standards and codes of conduct, improving the quality of the article through their remarks. The Editorial Board guarantees them anonymity, and the reviewer, in turn, is obliged to provide confidentiality of all the information concerning the article, and to report any violation of copyright, plagiarism, and other ethically unacceptable procedures or instances of malpractice in the article reviewed. The reviewer who feels incompetent or unqualified regarding the article in question, who thinks he/she will not be able to provide a prompt review, or that he/she may be involved in a conflict of interest, shall inform the Editorial Board. Hence, said reviewer will be exempted from the reviewing process.

Philologist allows the author(s) to hold the copyright and to retain their publishing rights without any restrictions.

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Philologist does not ask for article processing charges (APCs), article submission charges or publication fees.

Philologist will provide a free author's copy of the volume in which their paper was published.

INSTRUCTIONS FOR TECHNICAL PREPARATIONS AND REGISTRATION OF THE PAPER FOR THE REVIEWING PROCEDURE

Papers are registered through an account on the website, by email, or by snail mail.

Each author can create their own account by following the instructions for user registration provided on <https://filolog.rs.ba>. Upon registration, the author can submit the paper by following the steps describing the procedure. The author that decides to submit his/her paper in this way is then asked to fill in all the fields and provide all necessary metadata.

In addition, papers can be sent to the following email address: filolog@ff.unibl.org or snail mail address: Redakcija casopisa *Filolog*, Univerzitet u Banjoj Luci, Filoloski fakultet, Bulevar vojvode Petra Bojovica 1a, 78 000 Banja Luka, Republic of Srpska, Bosnia and Herzegovina.

In the course of submitting the paper, the author must provide a signed copy of the Author's Statement, an academic biography, metadata, as well as a Latin version bibliography. The Author's Statement form can be downloaded from the website. An academic biography is delivered in a short form, up to 200 words, in third person singular. The first sentence of the bio narrative should state the author's current function, that is, the academic title and position. The metadata is provided both in the language used in the paper and in English. If the paper is written in English, the metadata is provided only in English.

The author is guided by the Secretary of the Editorial Board through the entire process, from registration to publication, in accordance with the open and continual communication policy of the *Philologist* journal.

It is necessary that the author should comply with the following technical instructions for the preparation of the paper for the reviewing process and publication:

The text of the original scientific/scholarly paper must be kept within the 30,000-50,000 character range with spaces. The text of a review must be kept within the 10,000-20,000 character range with spaces.

Texts must be submitted in a Microsoft Word document, Times New Roman style, font size 12, and line spacing 1.5.

The full name of the author, as well as their scientific affiliation, is provided in the upper left corner. The author must state their middle name (if any).

A footnote is attached to the surname of the author, containing his/her email address. If the paper is co-authored, this note refers only to the first author.

Only the author fully employed at a university, an institute, or any other scientific research institution states any scientific affiliation. It is stated in accordance with the principle of organisational hierarchy of the institution (e.g. University of Belgrade, Faculty of Philology, Department of Slavic Studies). In addition, it can be used by master's or doctoral studies students. In which case, they must state the name of the institution at which the research was conducted. If there is more than one author, the scientific affiliation is stated for each author separately.

Furthermore, it is necessary that the author should submit the version of the document ready for the reviewing procedure. That version must not contain any element that would compromise the principle of anonymity. In order for mutual anonymity to be maintained throughout this process, we recommend that the author should consult the technical instructions provided on the website of the *Philologist*, on the *Register of the paper* menu.

If there are specific fonts or other elements that require an additional technical support used throughout the paper, it is necessary to send a PDF version of the text, along with the aforementioned specific fonts or elements.

The title and possible subtitle of the paper are stated in the central part of the document, below the affiliation, in bolded capital letters. The abstract is provided below the title, in the language of the paper (100-250 words), which is followed by key words (5-10 words). Both the abstract and key words are written in Times New Roman style, font size 12, line spacing 1.5, and in italics. In case there are already some italicised words in the said elements of the paper (such as the title of a literary piece), they are written in standard print form.

Following the key words is the main body of the text. It is essential that an original scientific paper retain the IMRAD structure (Introduction, Methods, Results, and Discussion), and it is preferable that the sections of the text be numbered and entitled.

Citations longer than two sentences must be singled out from the main body of the text, in accordance with the following technical instructions: Times New

Roman style, font size 11, line spacing 1.5, with the left margin indented for 0.5. Such citations require no quotation marks.

The bibliography of works cited follows the main body of the text (**only the texts cited in the paper or the texts authors directly refer to**). In terms of bibliography, sources and literature are provided separately. With reference to Latin and Cyrillic bibliographic units, they are not provided separately but according to the instructions stated further in this text.

The paper written in Serbian must provide a summary and key words in English at the end. Papers written in Russian, German, French, or Italian respectively must include a summary and key words in both Serbian and English. If the paper is written in English, a summary and key words are provided in Serbian. A summary is an informative account of the paper and it should not exceed 500 words.

In accordance with the recommendations of the Ministry for Scientific and Technological Development, Higher Education, and Information Society of the Republic of Srpska, as well as in accordance with the *Rulebook on Publishing Scientific Publications (Official Gazette of the Republic of Srpska, issue 77/17, Articles 60 and 61)*, the works cited should mainly originate from renowned international and national journals (80%), with the share of papers written in world languages exceeding 50%. Papers that do not meet at least one of the aforementioned criteria will not undergo the reviewing process.

Ever since the first issue of the *Philologist*, citations are provided in parenthesis, according to the *Harvard Manual Style*. Taking this manual as a blueprint, on which detailed information can be found on the Internet, we provide examples of the most common types of citation. In case of any doubt, we invite the author to consult the Editorial Board.

The data on the work cited is provided in parenthesis following the stretch of text quoted, in the form of the last name of the author cited, in Latin orthography, along with the year of publication, followed by the pagination separated by a colon.