Manuscript preparation and submission guidelines for publication in Zograf

Submission procedure and peer review

Authors should submit their manuscripts in electronic form by e-mail to the address of the Zograf Editorial Board: zograf@f.bg.ac.rs

The paper in electronic form should include:
- A Word file containing the text of the contribution (titled in the Latin script and indicating the author and manuscript contents, e.g. JJohnsonText);
- Files containing electronic artwork if any illustrations are submitted with the manuscript (titled in the Latin script and indicating the author and contents of the file, e.g. JJohnsonFig.1).

Submission of an article implies that the work is original, previously unpublished, and not under consideration for publication elsewhere (either with another publisher or as part of another publication). The publication of submitted manuscripts must be approved by all authors and tacitly or explicitly by the responsible authorities where the research was carried out.

The contributors vouch that only those who have made a substantial contribution to the contents of the paper and supplementary academic material are given credit as authors and conversely that all persons who have made a substantial contribution to the contents of the paper and supplementary academic material are credited as authors. Authors are exclusively responsible for the contents of their submissions.

If the submission includes previously published images or excerpts, the authors are required to obtain permission from third-party copyright holders. Any material received without such evidence will be assumed to originate from the authors.

On receipt, submitted manuscripts are subjected to preliminary evaluation by the Editorial Board to ascertain their compliance with the basic criteria and standards. In addition, the manuscripts are checked to verify the originality and exclude the possibility of plagiarism. Each manuscript is subjected to two double-blind reviews (the process of peer reviewing as well as copyright issues are explained in more detail in the editorial policy of the Zograf journal, available at: http://www.doiserbia.nb.rs/journal.aspx?issn=0350–1361&pg=editorialpolicy). The Editorial Board decides on the categorization of accepted manuscripts based on the criteria stipulated in the Act on Academic Journal Editing.

Authors shall receive an e-mail confirming the receipt of their submission. Only manuscripts prepared and sent in accordance with these guidelines shall be eligible for peer review. The manuscripts that fail to meet the specified requirement will be returned to authors with the Editors’ comments and remarks.

Manuscript preparation

Every submitted manuscript should contain: the title; author names and e-mail addresses, as well as their affiliations; abstract; keywords; text of paper; references; list of abbreviations; files with illustrations (if applicable); acknowledgements (if applicable); and a summary.

Title

The title should clearly indicate the content of the manuscript. It is spelt using the upper and lower case, in accordance with the orthographic rules of the given language. In English, only the first word in the title and subtitle are capitalized, as well as proper nouns (sentence case).

If the submitted article has resulted from the author’s participation in a project, an asterisk (*) should be inserted at the end of the title and the name and/or number of the project indicated in the corresponding footnote.

Author names

The author should state her/his full name and surname and can add any middle names and initials if s/he likes. The author's name and surname will appear below the title; her/his titles, functions and academic honors will be omitted. A double asterisk (**) should be inserted after the author's surname and her/his e-mail address stated in the corresponding footnote. In the case of multiple authors, their names should be separated by a comma (,) and the double asterisk inserted after the last surname; once again, their e-mail addresses are stated in the corresponding footnote.

Affiliation

Affiliation is stated immediately below the author’s name and should include the full official name of the institution the author is affiliated with, as well as its location (e.g. Iowa State University, Ames, USA; Institute for Byzantine Studies of the Serbian Academy of Sciences and Arts, Belgrade, Serbia). Unaffiliated authors should include their place of residence instead of their affiliation. In the case of multiple authors, affiliations should follow the order of author names and be separated by a comma.

Abstract

The abstract should not exceed 600 characters. It should contain a brief overview of the most important findings of the work enabling indexing in reference periodicals and databases; it can, if the author deems it appropriate, include an overview of the methodology used
in the paper. Reference citations must be avoided. The abstract is always written in English; if the paper is written in another language, please include another abstract in the same language.

Keywords

Keywords should be listed in a new line after the abstract. Each keyword must be relevant to the subject and contents of the paper. An accurate list of keywords will ensure correct indexing in reference periodicals and databases. The list of keywords should not exceed seven terms and should be provided in English and the main language used in the manuscript (if said language is other than English).

Manuscript text

The text of the manuscript including footnotes, references and summary should be submitted in the Serbian language and Cyrillic script or in one of the official languages of the International Association of Byzantine Studies (AIÉB): Greek, French, English, Russian, German or Italian. The manuscript text should not exceed 57,600 characters. Longer works can be split into two or more parts and published in two or more consecutive issues.

The manuscripts should be sent in the MS Word.doc or MS Word.docx format. The default font of the text should be Times New Roman, font size 11 pt. The same font is used in footnotes with the font size set to 10 pt. For texts in Old Slavonic, please use the Old Slavonic Unicode, version 11.002 (available at: http://staroslovenskopisimo.blogspot.rs/2012/04/staroslovenski-unicode.html); for Greek, please use Palatino Linotype and set your keyboard to Greek.

Manuscripts in Serbian and Russian should use Roman numerals to denote ordinal numbers of centuries, i.e. letters from the Latin alphabet used as numerals (e.g. XVI–XVII century). If the manuscript uses English as its main language, ordinal numbers of centuries should be denoted in letters and not in numerals (e.g. eleventh instead of 11th).

References should be provided in footnotes (at the end of each page) and should be numbered in consecutive Arabic numerals corresponding to the reference number in the body text. Please use the Insert Footnote command. Citation of sources and references in the footnote should comply with the rules stated below in the Citation rules and instructions.

Acknowledgements

If needed, acknowledgements should be included in a separate section at the end of the paper and above the reference list.

Reference list

The reference list should appear at the end of the main text and should contain a full list of sources cited in the paper. Each entry should first state the author's surname followed by her/his initials. The reference list should not use any abbreviations for book titles and periodical titles; please include the full title of referenced works. The same citation rules for referencing works in footnotes (see below) apply in all other cases. Works written in different scripts are grouped separately, with the works in the same script as the manuscript cited first and followed by works in other scripts grouped together. Each group should be alphabetized by the last name of the author and the following parts of the entry. Works with no author credited should be listed in alphabetical order of their titles. Only the pages cited in the paper should be listed. All non-Latin (Greek, Cyrillic etc.) entries should be accompanied by their Latin transliteration in accordance with the Transliteration Schemes for Non-Roman Scripts of the Library of Congress in Washington DC: http://www.loc.gov/catdir/cpso/roman.html.

Book and monograph entries in the reference list should not include page numbers, illustrations etc. cited in the paper. When citing articles published in periodicals and anthologies, the number of the first and last page should be included and separated by a dash with no spaces (–).

Examples:


Ξεγαγόπουλος Α., Υπαπαντή, ΕΕΒΣ 6 (1929) 328–339 [Xepagopoulou A., Υπαπαντή, ΕΕΒΣ 6 (1929) 328–339].

Сарабьянов Д. В., Спасопреображенский собор Мирожского монастыря, Москва 2010 (Sarahiyon D. V., Spasopreobrazhenskii sobor Mirozhskogo monastyr’ia, Moskva 2010).

List of illustrations

The list of captions accompanying the illustrations should be provided in a separate document. The captions should be in the same language as the manuscript; if this language is not English, please provide captions in English as well. The captions should include information on the origin of the illustration (such as the institution, person, source or book they have been reproduced from).

Summary

The summary should be provided after the reference list, at the very end of the text. It should contain the title, author names, surnames and full affiliation. A brief overview should not exceed 10% of the manuscript text. The summary should not include any references.

Figures, drawings, tables and other illustrations

All submitted artwork must be of high quality. The illustrations should not be included in the same file as the manuscript. They should be supplied in separate files in high-resolution.tif or .jpeg files. Photographs and other illustrations that fail to comply with these criteria will not be eligible for publication. An article can have no more than 26 illustrations; in special cases, the Editorial Board might approve a larger number of illustrations. References to figures, drawings and tables should be specified in the main text in parentheses.

Citation rules and instructions

All used references and sources should comply with the traditional citation system used in the Zograf journal (see below).
If the manuscript uses Serbian, Greek or Russian as its main language, references and sources are listed in the original language and script of the cited publication. If the manuscript uses English, French, German or Italian as its main language, references and sources are listed in the Latin alphabet, while Cyrillic and other non-Roman entries, except Greek entries, should be Romanized in accordance with the Transliteration Schemes for Non-Roman Scripts of the Library of Congress in Washington DC (see above).

When referencing works in English (books, articles or web pages), please capitalize only the first word of the title and subtitle, as well as any proper nouns (sentence case).

The title of the paper should never be enclosed in quotation marks in its entirety unless it represents a quoted sentence or phrase. Quotation marks should be used in the title only to denote ambiguous or borrowed terms.

When referencing passages from the Bible please use abbreviations provided in the List of Abbreviations, depending on the main language used in the manuscript (texts in Serbian or Russian should use Cyrillic abbreviations; texts in French, English, Italian and German should use Latin abbreviations; Greek texts should use Greek alphabet abbreviations). First indicate the abbreviation of the corresponding book of the Bible (no punctuation marks) and then the Arabic numeral denoting the book number followed by a comma (,) and the line number. If referencing multiple consecutive lines, please include the first and last numbers of the cited lines separated by a dash with no spaces (e.g. J 1, 1; 1K 13, 4–10).

Comments provided in the footnotes at the end of the page should use the same language as the main text. The footnotes should use common Latin abbreviations regardless of the language used in the main text: v. (see); cf. (compare); ibid. (in the same place – always italicized); op. cit. (in the work cited – always italicized); idem/eadem (the same man/woman – used to avoid repeating the name of a male or female author); et al. (and others, and co-workers); ed. (edited by); trans. (translated by); n. (note); sqq. (and the following pages – when generally referencing consecutive pages); etc. (et cetera); Anon. (Anonymous); supra/infra (above/below).

Page numbers should not be preceded by an abbreviation (such as p. or pp.). If needed, the page number should be followed by these abbreviations: n. (note); cat. no. (catalog number); Fig., cit., ΕΚ., fig./figs., Abb., илл. (illustration); T./Pl. (table).

I. Books (Monographs)

1. Known author
   a. Single author

When referencing a book by a single author for the first time in a footnote, please do so in accordance with the following example: Initial of the author’s name. Surname, Title (Italic), Place and date of publication, number of page(s), notes, catalog entries, figures and tables referenced.

Example:

   If a footnote references the same work and page as the previous one, please use the abbreviation ibid. (always italicized), which replaces all information stated in the previous footnote (author name, title, place and year of publication, page number, etc.). Do not use this abbreviation if the previous footnote contains more than one referenced work.

   If a footnote references the same work as the previous one but a different page, illustration or note, please include the corresponding numbers of these pages, figures, notes etc. after the abbreviation ibid.

   If a footnote references a different work by the author mentioned in the previous footnote, please use the abbreviation idem/eadem followed by the title, page number etc.

   If the author has two surnames separated by a hyphen, please use a hyphen with no spaces (e.g. N. Patterson-Ševčenko).

   When referencing a number of consecutive pages, please use a dash with no spaces (–) between the numbers of the first and last referenced page.

   If the publisher of a referenced work is based in two or more locations, use a dash with no spaces between the names of these places (e.g. London–Boston); if one these places has a two-word name, insert a dash with spaces between them (e.g. Beograd – Novi Sad; Oxford – New York).

   When citing the same work multiple times, the author can choose to replace the entry with an op. cit. abbreviation or with an abbreviated title; in both cases, the author’s surname must be included (the initial of her/his name is omitted).

Examples:

Publishers, series (editions) and number of the publication in the series (edition) should be omitted.

b. Two or more authors

Please insert a comma between the names of the first and second author in the entry, as well as the names of the second and third.

Example:

c. More than three authors

If a book referenced in the footnotes or listed in the reference list has more than three authors, please include the name of the first author followed by the abbreviation et. al. If you would like to highlight the authorship of a particular chapter, please include the author’s name and surname in parentheses at the end of the reference entry (after the number of the cited page or note).

Example:
E. Bakalova et al., The Ossuary of the Bachkovo Monastery, Plovdiv 2003, 28–39 (V. Kolarova).
2. No author credited

If the title page of the referenced work does not credit any authors, begin the citation with the italicized title of the work. If you would like to highlight the authorship of a particular chapter or passage, include the author's initials and surname in parentheses at the end.

Example:


3. Chapters in publications

Chapters, articles or entries in a book, catalog, anthology, academic collection etc. should be cited using the Latin proposition in: (always followed by a colon) regardless of the language and script of the referenced publication. The title of the publication, as well as the chapter or article title should be italicized.

Example:


4. Lexicographic entries

Citing entries in lexicons, encyclopedias and dictionaries should begin with the title of the entry followed by the Latin proposition in: (always followed by a colon) regardless of the relevant page or illustration and finally the initial and surname of the author. The cited entry and the title of the lexicon, encyclopedia or dictionary it was published in should be italicized (unless cited as an acronym).

Example:


II. Postgraduate dissertations and theses (PhD/MA)

Dissertations and theses should be cited in the same manner as books but should include information on the type of the work and the university or college it was awarded from (at the end of the entry, in parentheses).

Example:


III. Periodicals

Papers published in print journals should be cited like this: Initial of the author’s name. Surname, Title of the paper (Italic), Title of the journal and issue number (place and year/s of publication) number of the referenced pages, illustrations etc.

Example:


– Arabic numerals should be used to denote the issue number. No comma is inserted between the year of publication and page number(s). When referencing multiple consecutive pages, please use a dash with no spaces (–) between the first and last page number. The place and date of publication should be in parentheses; however, the place of publication should be included only for lesser known periodicals with a local reach and only if the place of publication is not included in the title.

Examples:


When referencing different journals with an identical name, the place of publication should be added after the name and number of the periodical and before the year of publication in parentheses.

Examples:

..., Zbornik Narodnog muzeja 19/2 (Beograd 2010).
..., Zbornik Narodnog muzeja 7 (Čačak 1976).

If the year the journal covers does not correspond to the year of its publication, the year it covers should be indicated in parentheses and the year of publication immediately after the parentheses.

Example:


When referencing English-language journals, keep the capitalization of the original journal title (title case).

Example:


IV. Newspaper articles

When referencing newspaper articles use the following model: Initial of the author’s name. Surname, Article title, Magazine or newspaper name (date of publication).

Only Arabic numerals should be used.

Example:

W. J. Stillman, The ruins of Dioclea, The Times 32965 (Friday, May 21, 1890) 9.

V. Unpublished sources

Unpublished sources are cited beginning with general information and continuing with more specific details, in accordance with their systematization in the collection or institution where they are kept. Use the following model: Archives name, collection name (item number), box and/or folder number, item or document number, Title or contents of the document, date or year.

If the paper references two or more documents from the same collection, the full name of the collection should be used only in the first reference and followed by its abbreviated form (for details on abbreviating see below).
Example:
British School at Athens, Byzantine Research Fund, Schultz and Barnsley photo collection: WLF–5.

**VI. Electronic sources (web publications such as books, periodicals, anthologies and newspapers)**

Books and articles retrieved from online periodicals, anthologies and newspapers follow the same guidelines for printed periodicals with the addition of the full web address (including http://...). The date of retrieval should be included in the Reference list in square brackets.

Example:

**Abbreviations**

Abbreviations for journals and books, series or handbooks should correspond to the *List of abbreviations* provided on the closing pages of the *Zograf* journal no. 40 (e.g. DOP, ZRVI, PG, PL, ODB etc.).

The authors can introduce their own abbreviations for journals, publications and document collections if they are not included in the *List of abbreviations*. In this case, enclose the abbreviation in parentheses after the first full citation.

Examples:
British School at Athens, Byzantine Research Fund, Schultz and Barnsley photo collection: WLF–5 (henceforth: British School at Athens, Byzantine Research Fund = BSA BRF).

*Editorial Board of Zograf*
List of abbreviations

АП = Археографски прилози
ВВ = Византийский временник
Глас САНУ = Глас Српске академије наука и уметности
Глас СКА = Глас Српске краљевске академије
Гласник ДКС = Гласник Друштва конзерватора Србије
Гласник ДСС = Гласник Друштва српске словесности
Гласник САД = Гласник Српског археолошког друштва
Гласник СНД = Гласник Скопског научног друштва
Гласник СУД = Гласник Српског ученог друштва
Годишњак САД = Годишњак Српског археолошког друштва
Годишњак СКА = Годишњак Српске краљевске академије
Гласник СНД = Гласник Скопског научног друштва
Годишњак СУД = Годишњак Српског ученог друштва
Годишњак САН = Годишњак Српске краљевске академије
Годишњак СКГ = Годишњак Српског гласника
Годишњак СМ = Годишњак Старине Српског музеја
Годишњак САД = Годишњак Српског археолошког друштва

ААА = Αρχαιολογικά Ανάλεκτα εξ Αθηνών
AB = Analecta Bollandiana
АВ = Analecta Bollandiana
АД = Αρχαιολογικόν Δελτίον
АИСPh = Archiv für slavische Philologie
АИ = Art History
AJA = American Journal of Archaeology
Anali Dubrovnik = Anali Zavoda za povijesne znanosti
Archiv für slavische Philologie
Annuaire EPHE = Annuaire de l’École pratique des hautes études
ArtB = The Art Bulletin
AS = Art Studies
BB = Byzantinobulgarica
BCH = Bulletin de correspondance hellénique
BF = Byzantinische Forschungen
BGH = Bibliotheca hagiographica Graeca I‒III, Bruxelles 1957.
BM = The Burlington Magazine
BMGS = Byzantine and Modern Greek Studies
BNJ = Byzantinisch-neugrechische Jahrbücher
БΣ = Βυζαντινά Σύμμεικτα
БЦ = Byzantinoslavica
BSt = Balkan Studies
BZ = Byzantine Zeitschrift
CA = Cahiers archéologiques
CB = Cahiers balkaniques
CIEB = Congrès international des études byzantines
CR = Corsi di cultura sull’Arte Ravennate e Byzantina
CSCO = Corpus Scriptorum Christianorum Orientalium
CVS = Codices Vaticani Selecti
Delehaye, Synaxarium = H. Delehaye, Synaxarium ecclesiæ Constantinopolitanæ et codice Sirmondiano nunc Berolinensi adiectis synaxariis selectis, Bruxelles 1902.
ΔΧΑΕ = Δελτίον της Χριστιανικής Αρχαιολογικής Εταιρίας
DOP = Dumbarton Oaks Papers
### Abbreviations of books of the Bible in Serbian, Russian, Greek and Latin

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