

INSTRUCTIONS FOR AUTHORS

Deadline	In any calendar year, February 15th for the first issue of the year, September 15th for the second issue
Address of the editorial office	doc. Mgr. Imrich NAGY, PhD. Vice-dean for Science and Research Faculty of Arts Matej Bel University in Banská Bystrica Tajovského ulica 40 974 01 Banská Bystrica Slovak republic
Instructions for sending an article	electronic mail address: motusinverbo@umb.sk mail subject and file in the attachment: x_surname_name , “x” is a section number (for example: 6_kubealakova_martina)
Language	Articles can be written in any of the languages taught at the Faculty of Arts MBU (Slovak, English, German, Russian, French, Spanish, Italian, Hungarian, Polish) and also in Czech
Format	Microsoft Word
Font	size 11, Calibri, titles and quotations from sources (not secondary sources) in italics, bold to highlight an idea, do not use underlying
Line spacing	simple (line spacing 1)
Paragraphs	at the beginning of each paragraph or a logical unit indent 1.25 cm (use function: paragraph – special – the first line 1.25 cm, do not use the key <i>tab</i>)
Paragraph formatting, format	text from both sides; format A4 (page margins 2.5 cm from each side)
Length	recommended length of a paper: 10 to 20 standard pages, and for a review 5 to 10 standard pages
Write section at the beginning of the paper	1. Ethic, 2. Ethnology, 3. Philosophy, 4. Historical Sciences, 5. Culturology, 6. Linguistics, 7. Literary Science, 8. Translatology, 9. Sports Studies, 10. Didactics
Head	TITLE OF THE CONTRIBUTION (in caps, bold, size 13, left aligned) TITLE OF THE CONTRIBUTION in the language of a summary (capital letters, bold, size 11, left aligned) - title should be short and clear <i>Omit the line (line spacing 1)</i> Name and surname of the author (bold, size 11, left aligned) Department name (bold, size 11, left aligned) field of study, year, form of study (size 11, left aligned) e-mail (size 11, left aligned) <i>Omit the line (line spacing 1)</i> Name of the supervisor in doctoral study (e-mail) (bold, size 11, left aligned) <i>Omit the line (line spacing 1)</i> text...
Keywords	<i>after the head omit the line (line spacing 1)</i> Keywords (bold, size 10, line spacing 1, left aligned) write 3 – 6 key words (size 10, line spacing 1, left aligned) Please, always write the keywords: 1) in Slovak, 2a) if the language of the article is other than Slovak, keywords are also written in

the language of the article,

2b) if the language of the article is Slovak, key words are also written in the language of the summary.

Text Calibri, size 11, line spacing 1, text from both sides
text divided into paragraphs, chapters

Citations in the contribution do not use italics; write in brackets (surname of the author, year of publishing, page); if there are more articles by one author in the same year, use symbols a, b, c... (Hodrová, 2003a, p. 80).
Use single quotation marks when you write text in quotations into another text in quotations.

Notes after the article Notes are referred to as (1), (2)... Place them at the end of the text before References. Numbers of notes after the text write using the function Bullets, repeated indentation 0.75 cm. Please, do not use footnotes.
Notes (bold, size 11, line spacing 1, text from both sides)
Omit a line (line spacing 1)
(1) text (size 11, line spacing 1, text from both sides)

References – write in alphabetical order, please, do not number
Omit a line after notes (line spacing 1)
References (bold, size 11, line spacing 1, text from both sides)
Omit a line (line spacing 1)
- write the full author's name

Books:

ŠMIGEL', Michal – MIČKO, Peter. 2006. *Evakuácia v znamení úteku*. Banská Bystrica : FHV UMB, 2006. 120 p. ISBN 80-8083-282-X

Journals:

ŠMIGEL', Michal. 2009. K otázke lemkovských utečencov (z Poľska) na Slovensku v rokoch 1945 – 1946. In: *Forum historiae*, Vol. 3, 2009, Issue 1, pp. 1 – 17. ISSN 1337-6861

Papers:

ŠMIGEL', Michal. 2011. Protižidovské výtržnosti v Bratislave v rokoch 1946 a 1948 (v kontexte povojnových prejavov antisemitizmu na Slovensku). In: *Fenomén Bratislava : zborník z medzinárodnej vedeckej konferencie, Bratislava, 21. – 22. septembra 2010*. Bratislava : Ústav pamäti národa, 2011, pp. 252 – 275. ISBN 978-80-89335-39-8

Internet source:

ŠMIGEL', Michal. 2009. K otázke lemkovských utečencov (z Poľska) na Slovensku v rokoch 1945 – 1946. In: *Forum historiae*, Vol. 3, 2009, Issue 1, pp. 1 – 17. ISSN 1337-6861. Online:
http://www.forumhistoriae.sk/FH1_2009/texty_1_2009/smigel.p [2012-03-25]

Historical source:

Slovenský národný archív (SNA)*, fond (f.) Povereníctvo vnútra – sekretariát (PV – sekr.) 1945 – 1948, škatuľa (šk.) 75, číslo dokumentu (č. dok.) 20558/1946. Obežník Povereníctva vnútra z 15. 7. 1946.

Slovak national archive (SNA)*, store (s.) Ministry of the interior [*Povereníctvo vnútra*]– office (PV – off.) 1945 – 1948, box (bx.) 75, document number (doc. no.) 20558/1946. Circular of The Ministry of Interior dated 15th July 1946.

Štátny archív (ŠA)* Bytča, pobočka (pob.) Žilina, fond (f.) Okresný národný výbor

(ONV) Žilina 1945 – 1948, škatuľa (šk.) 15, číslo dokumentu (č. dok.) 10558/1947. Situačná správa z 15. 8. 1946.

State archive (SA)* Bytča, branch (br.) Žilina, store (s.) District national committee (DNT) Žilina 1945 – 1948, box (bx.) 15, document number (doc. no.) 10558/1947. Report dated 15th August 1946.

* – use abbreviations with the second and next quotations.

(Calibri, size 11, line spacing 1, text from both sides)

Summary

1/ if the article is in Slovak or Czech, summary is written in English;
2/ if the article is in a foreign language, summary is written in Slovak and English

After References omit a line (line spacing 1)

Resume (bold, size 11, line spacing 1, text from both sides)

Omit a line (line spacing 1)

text of resume (size 11, line spacing 1, text from both sides, paragraph not indented)

- length 7 – 15 lines

- a brief summary of the paper and its main ideas

About author

After Summary omit a line (line spacing 1)

About author (bold, size 11, line spacing 1, text from both sides)

text (size 11, line spacing 1, text from both sides, paragraph not indented)

- **short, 2-3 sentence scientific profile and research**

- **whole address**

Proofreading

The article must be proofread before sending it to the editorial office.

Special symbols, which are not included in a unicode symbol set, insert as pictures. In case of having many symbols, insert the whole table as one picture.