

STUDIE O RUKOPISECH [MANUSCRIPT STUDIES]

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- Please keep layout and text formatting to a minimum. Use the following style: basic or normal text; font: Times New Roman, 12 points, spacing: 1.5; footnotes: 10 points, spacing: 1.
- Avoid dividing words and do not align the text. Enter footnotes using References > Insert Footnote. Always place the note number after punctuation.
- Please distinguish between a dash (–) and a hyphen (-). When indicating a range, use a dash without spaces: October–April, 9–16; pages: 16–24; years: 1841–1904; use a dash with spaces for multi-word names: Praha 1 – Malá Strana. The hyphen is utilised for compounds expressing duplicity or reciprocity (Frýdek-Místek, Czech-German dictionary, Anna Císařová-Kolářová).
- Years and volumes of periodicals are to be expressed in Arabic numerals, while individual parts of multi-volume works and editorial series are to be written in Roman numerals. If documents in the editorial series are numbered, the respective pages are to be complemented by this number.
- For references, use the abbreviation ‘cf.’, for page(s) the abbreviations ‘p.’ or ‘pp.’, for a footnote ‘Note’.
- All the issues of MS contain a list of the abbreviations used. The names of journals, editorial series and institutions (archives, libraries, etc.) should be given under commonly used abbreviations. The authors are kindly requested to include a list of the abbreviations.

Recommendations for Editing the Main Text

- The titles of books, journals, studies, etc. in the main text should be in **italics**. The same rule applies to quotations of Latin expressions and quotations of Latin text. In this case, the quotation is **without inverted commas**!
- Quotations of non-Latin text should be **in inverted commas without italics**. Use double inverted commas (“”) only for a quotation within a quotation in single inverted commas (”).
- An ellipsis is to be indicated by a set of three evenly spaced dots (shortcut Alt + 0133) in square brackets [...].
- For personal names cited in the main text, include the full name in the first occurrence; in subsequent occurrences, write the first and middle names using initials. In the first occurrence of institutions, write their full names followed by the abbreviations in round brackets if they occur again in the text below.
- Highlight words **in bold**.

Bibliographic Citations

A Monograph

- **Pavel Spunar**, *Kultura českého středověku*, Praha 1985, s. 192–195.
- **Pavel Spunar**, *Repertorium auctorum Bohemorum protractum idearum post Universitatem Pragensem conditam illustrans, II*, Warszawa – Praga, 1995
- For repeated citation: **P. Spunar**, *Kultura českého středověku*, s. 19.
- When referencing the same source as in the previous footnote: *Ibid.*, p. 15.
- **Pavel Brodský – Marta Hradilová – Stanislav Petr – Marie Tošnerová**, *Rukopisné fondy muzeí a galerií v České republice*, Praha 2001.
- For repeated citation: **P. Brodský – M. Hradilová – S. Petr – M. Tošnerová**, *Rukopisné fondy muzeí a galerií*, s. 20–31.

A Study in a Proceedings Volume

(a reference to the publisher under the abbreviation ed./edd. given in round brackets after the name)

- **Stanislav Petr**, *Rukopis Historie české Eneáše Silvia Piccolominiho v knihovně Casanatense v Římě*, in: *Humanismus v rozmanitosti pohledů. Farrago festiva Iosepho Hejnic nonagenario oblata*, Anežka Baďurová – Kamil Boldan – Andrea Jelínková – Marta Vaculínová (edd.), Praha 2014, s. 165–181.
- For repeated citation: **S. Petr**, *Rukopis Historie české*, s. 166.
- In the case of a reference to another article from an already cited proceedings volume:
Irena Zachová, „Sententiae“ v rukopise A 84 Mitrovského knihovny v Archivu města Brna, in: *Humanismus v rozmanitosti pohledů*, s. 203–209.

A Study in a Periodical

- **Ivan Hlaváček**, *Z každodennosti Karla IV. a jeho dvora*, ČČH 90, 1992, č. 1, s. 33–42.
- **Kateřina Kubínová**, *Osudy rukopisu Svatovítské apokalypsy (a Pražských zlomků hlaholských)*, StR 50, 2020, č. 2, s. 107–126.

- For repeated citation akované citaci: **I. Hlaváček**, *Z každodennosti Karla IV.*, s. 35.

Edition

- *Magistri Iohannis Hus questiones, Magistri Iohannis Hus Opera Omnia XIXa*, Jiří Kejř (ed.), Turnhout 2004.
- *Staročeská bible drážďanská a olomoucká: kritické vydání nejstaršího českého překladu Bible ze 14. století, III, Genesis – Esdráš*, Vladimír Kyas (ed.), Praha 1988.
- *Bartoškova kronika*, Petr Zemek (ed.), Uherské Hradiště 2004.
- For repeated citation:
 - Staročeská bible drážďanská a olomoucká, s. 100.
 - Bartoškova kronika, s. 11.

Sources

When citing archival or manuscript materials, provide the name and location of the repository, the name of the collection, and the shelf mark or the inventory number of the source. In the first occurrence, give the full name of the place of deposit and the collection; abbreviate the name in subsequent occurrences.

- Národní knihovna ČR, Praha (dále NK Praha), sign. XIV B 15.
- Národní archiv v Praze (dále NA Praha), Benediktini Břevnov, sign. I 7, inv. č. 54.

References to Manuscript Pages

- fol. 150r, fol. 12v; ff. 150r–152v

Electronic Information Resources

When citing from a website, give the author's name, the text title, the type of medium ([online]/[CD-ROM]/[disk]), the website owner, the date on which the website was accessed (ideally, the date of the last update of the website) and the URL (for online documents).

- **Karel Čapek**, *Válka s mloky* [online]. Praha: Československý spisovatel, 1981. [cit. 5.8.2015]. Dostupné z: [http: <web2.mlp.cz/koweb/00/03/34/75/66/valka_s_mloky.pdf>](http://web2.mlp.cz/koweb/00/03/34/75/66/valka_s_mloky.pdf)
- *Ikaros: Elektronický časopis o informační společnosti* [online]. [cit. 27. 6. 2011]. ISSN 1212-5075. Dostupné z: <https://www.ikaros.cz>
- *Vokabulář webový: webové hnízdo pramenů k poznání historické češtiny* [online]. Praha: Ústav pro jazyk český AV ČR, v. v. i. [cit. 20. 6. 2020]. Dostupné z: <https://vokabular.ujc.cas.cz>

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