

Guidelines for authors

As we have already informed the conference participants, we would like to publish papers presented at the conference in a monograph. **The deadline for submitting the final version of author's texts is 30 June 2018.** The text should be sent **in doc/docx and pdf formats** (two documents).

There is basic information on the OOME book reference and quotation style.

Please use these guidelines when preparing your chapter text:

- 1) **Language:** The OOME book language is English only. Authors are responsible for the language quality of the text.
- 2) **Title:** bold type, font Times New Roman, size 16 pt, line spacing 1.1.
- 3) **Author details:** font Times New Roman, size 16 pt, line spacing 1.1.
Please, include all author's full names, affiliation, postal and email addresses on the title page.
- 4) **Abstract and key words:** font Times New Roman, size 12 pt, line spacing 1.1.
The English abstract should be 100 to 200 words in length, and the list of key words (both in English) should include 3–8 items. The abstract should summarize the entire article, including the results.
- 5) **Chapter body style:**
 - Use font Times New Roman, size 12 pt, line spacing 1.1.
 - A chapter should not be longer than 12 standard pages, i.e. ,21,600 characters – including the abstract, references and spaces.
 - Text which is to be typeset in italics should be written in italics in the electronic version.
 - Text which is in Russian/Ukrainian in original, e.g. place names, references, should be written in English; for transliteration, use British Standard for Romanization of cyrilic characters. If it is needed, the original text can be referred to in square brackets: *Supersanskaya* [Суперанская].
- 6) **Reference style:**
 - Literature and sources should be referred to in the text using the author's surname, the year of publication and the page numbers, in parentheses – (Šrámek 1999: 121–123). In case, there are two and more publications by the same author occurring in the same year, there is need to distinguish them by lowercase letters (Šrámek 1999a: 14; Šrámek 1999b: 252).
 - The list of references should be presented at the end of the text, should not be numbered, and should be in the alphabetical order by an author's surname; if more works by the same author are listed, they should be put in the chronological order.
 - Only literature cited or referred to in the article may be included in the list of references.
 - You can follow these reference models below:

Books

David, J. (2011): *Smršov, Brežněves a Rychlonožkova ulice: Kapitoly z moderní české toponymie*. Praha: Academia.

Hough, C. (2016, ed.): *The Oxford Handbook of Names and Naming*. Oxford: Oxford University Press.

Šrámek, R. (1999): *Úvod do obecné onomastiky*. Brno: Masarykova univerzita.

Chapters and papers in books and conference proceedings

Alderman, D. H. (2008): Place, Naming, and the Interpretation of Cultural Landscapes. In: B. Graham – P. Howard (eds.), *The Ashgate Research Companion to Heritage and Identity*. Aldershot – Burlington: Ashgate, 195–213.

Jordan, P. (2011): The Endonym – Name from within a Social Group. In: P. Jordan et al., *Trends in Exonym Use*. Hamburg: Verlag Dr. Kovač, 9–20.

Articles and papers in journals

Davis, P. A. (1968): Soviet Russian given names. *Names* 16 (2), 95–104.

Štěpán, P. (2016): Hydronymum *Labe* a jeho derivační potenciál v toponymii Čech. *Acta onomastica* 55, 297–304.

Internet sources and databases

Al-Barany, L. – Albamarni, A. – Shareef, D. M. (2016): *Kurdish Personal Names in Kurdistan of Iraq: A Sociolinguistic Perspective* [online]. Accessed 2018-04-23. <<https://www.academia.edu/9662401>>.

Geonames database [online]. Accessed 2018-04-23. <<http://www.geonames.org>>.

Hough, C. (2016, ed.): *The Oxford Handbook of Names and Naming*. Oxford: Oxford University Press [online]. Accessed 2018-04-23.

<<https://books.google.cz/books?id=W2FQCwAAQBAJ&lpg=PP1&dq=names&hl=cs&pg=PP1#v=onepage&q=names&f=false>>.