

## SUBMISSION GUIDELINES

The Editorial Board of the scientific journal *Ukrainian Linguistic Medieval Studies* accepts for publication original, previously unpublished theoretical and research articles focusing on the history of the Ukrainian language, Slavic languages, historical lexicography, etymology, historical onomastics, and linguistic source studies. We also welcome book reviews, overviews, and materials dedicated to prominent linguists and scientific forums.

Submitted materials must not contain any forms of plagiarism or self-plagiarism. If such violations are identified, the author will be permanently barred from publishing in any future issues of the journal.

Along with the manuscript, authors must submit a signed *License Agreement* for the use of the work (the agreement form is available on the journal's website).

Postgraduate students and PhD candidates must provide a formal recommendation from the Head of Department or their Research Supervisor along with their submission.

Manuscripts should be sent to the Editorial Board via email: [ukrlingmed@ukr.net](mailto:ukrlingmed@ukr.net)

## GENERAL FORMATTING REQUIREMENTS

- **Page Format:** A4.
- **Font:** Times New Roman, size 14 pt (if any other specific font is used, it must be submitted as a separate file).
- **Line Spacing:** 1.5.
- **Margins:** 2 cm on all sides.
- **Indentation:** First-line indent of 1.25 cm (except for the first paragraph, which should have no indent).
- **File Format:** Microsoft Word (\*.doc, \*.docx).
- **Pagination:** Continuous page numbering throughout the manuscript.
- **Hyphenation:** Do not use automatic or manual hyphenation.

## MANUSCRIPT STRUCTURE

1. UDC Code.
2. Digital Object Identifier (DOI).
3. Author(s) Information:
  - Full name (First name, Middle name, Last name);
  - Academic degree, Academic rank, Current position;
  - Affiliation (Place of work/Institution);
  - Email address;
  - ORCID ID.
4. Article Title.
5. Abstract and Keywords.
6. Main Body of the Article.
7. Author Contribution Statement (mandatory for articles with 2 or more co-authors).

8. Acknowledgements and Funding Sources.
9. References.
10. Publication Dates: Date of submission, date of peer review, and date of acceptance for publication.
11. English Translation of author information, article title, abstract, and keywords.

## **ABSTRACTS AND KEYWORDS**

### **For the “Research” section:**

- **In Ukrainian:** up to 500 characters; keywords up to 80 characters. The abstract should be concise, without methodological details or abbreviations, and must indicate the author's contribution.
- **In English:** an extended scientific abstract (summary) up to 1800 characters; keywords up to 80 characters.

**For “Scientific Chronicle” and “Reviews” sections** abstracts are not required.

**Important:** All English-language abstracts must be proofread by a native speaker or a professional translator. The use of **automated translation tools** (e.g., Google Translate) is strictly prohibited.

## **MAIN BODY OF THE ARTICLE**

### **Length Requirements:**

- “Research” Section: Up to 45,000 characters (including references and abstracts).
- Other Sections: Up to 16,000 characters.

### **Structural Requirements:**

Original research articles must adhere to the international **IMRAD** standard. The manuscript should include the following content elements (explicit subheadings for each section are optional but encouraged):

- **Introduction:** Justification of relevance, analysis of background/literature, and formulation of the research aim and objectives.
- **Methods:** Description of the methodologies and approaches applied.
- **Results:** Presentation of the author's primary scientific findings.
- **Discussion and Conclusions:** Interpretation of results, comparison with other studies, and final summaries.

Detailed requirements for each structural element are based on the **EASE Guidelines** (European Association of Science Editors) for authors and translators of scientific articles. View EASE Guidelines [https://ease.org.uk/wp-content/uploads/2021/05/EASE\\_Guidelines-May2021-Ukrainian.pdf](https://ease.org.uk/wp-content/uploads/2021/05/EASE_Guidelines-May2021-Ukrainian.pdf)

## IN-TEXT CITATIONS

1. **Reference to the List of Abbreviations:** Citations should be placed in parentheses. Examples: (СлДж); (ibid.); (ibid., p. 378); (Б-Н, p. 305; СУМ VIII, p. 380); (ЭССЯ 15, pp. 192, 194–200).
2. **Reference to Scientific Literature:** Citations should be placed in parentheses, indicating the author's last name, year of publication, and page number(s). Examples: (Hryhorenko, 2021, pp. 27–29); (ibid.); (ibid., p. 77); (Dniprenko, 2019, p. 12; Suprunenko, 1965, pp. 7–14).

## BIBLIOGRAPHY AND REFERENCES

The lists of **SOURCES** (ДЖЕРЕЛА) and **LITERATURE** (ЛІТЕРАТУРА) must be formatted according to the Ukrainian national standard **DSTU 8302:2015** (see DSTU 8302:2015 Guidelines [http://library.nlu.edu.ua/Biblioteka/sait/DSTU\\_8302-2015.pdf](http://library.nlu.edu.ua/Biblioteka/sait/DSTU_8302-2015.pdf)) and arranged alphabetically at the end of the article.

- Cyrillic sources are listed first in alphabetical order, followed by sources in Latin and other scripts.

For international indexing, authors must provide **LEGEND** and **REFERENCES** sections, formatted according to the APA (American Psychological Association) style:

- **Format:** Transliterated author's last name and initials (comma between the last name and initials), year of publication in parentheses, English translation of the article and source title, city of publication in English, and publisher's name transliterated. The original language of the publication must be indicated in parentheses at the end.
- **City Names:** Use standard English equivalents: *Kyiv, Lviv, Warsaw, Cracow*.
- **Order:** **REFERENCES** must follow the exact order of the **LITERATURE** list (not necessarily alphabetical).
- **Legend Layout:** For the **LEGEND** section, use a two-column format: the left column contains the source in the original language (e.g., Ukrainian), and the right column contains the English translation/transliteration.

Мойсієнко В.М. Історична діалектологія української мови. Північне (поліське) наріччя. Київ: ВЦ «Академія», 2016.

Moisienko, V.M. (2016). *Historical dialectology of the Ukrainian language. Northern (Polish) dialect*. Kyiv: VTs "Academia" (in Ukrainian).

Акти Полтавського полкового суду 1668–1740 рр. Збірник актових документів. Кн. 1 / упоряд. І.П. Чепіга, У.М. Штанденко; відп. ред. В.В. Німчук. Київ: Наукова думка, 2017.

Чепіга, І.П., & Shtandenko, U.M. (Eds.). (2017). *Acts of Poltava regimental court 1668–1740 years. Collection of documents*. Kyiv: Naukova dumka (in Ukrainian).

## QUOTATIONS AND SPECIAL CHARACTERS

- **Quotations:** Use double angle quotation marks « » for direct quotes; use single quotation marks ‘ ’ for word meanings/glosses.

- **Dashes:** Use an em-dash (Ctrl + Minus).
- **Percentages and Notes:** Use a non-breaking space (e.g., 100 %, Note 3).
- **Formatting:** Do not use color highlighting, bold text (except for headings), word hyphenation, or spaces between initials.

## **ILLUSTRATIONS AND TABLES**

- **Tables and Charts:** Must be numbered; submit as separate Word or Excel files. Include corresponding in-text references.
- **Figures:** Acceptable formats are Corel Draw, Adobe Illustrator (\*.eps), or Word/Excel.
- **Photos:** \*.tif format, minimum 300 dpi; for bitmaps – 1200 dpi.
- **Captions:** Place table titles above the table; place captions for figures, schemes, diagrams, and maps below the object.
- **Font size in tables:** 8–10 pt.

## **ARTICLE LAYOUT (TEMPLATE)**

- **UDC Index:** Left-aligned (12 pt, bold).
- **DOI:** (12 pt, bold).
- **Author Information (Ukrainian):** Right-aligned. Full name (14 pt, bold), followed by academic degree, rank, position, institution, ORCID, and email (12 pt).
- **Article Title:** Centered (14 pt, bold, ALL CAPS).
- **Abstract (Ukrainian):** Up to 500 characters including spaces; **Keywords:** 5–8 words (12 pt).
- **Main Body:** (As per formatting guidelines).
- **Bibliography Sections:** 12 pt. Order: **ДЖЕРЕЛА** (Sources in Ukrainian), **LEGEND** (Sources in English), **ЛІТЕРАТУРА** (Literature in Ukrainian), **REFERENCES** (Literature in English).
- **Author Information (English):** Placed at the end of the manuscript (12 pt).

## **PEER REVIEW AND LIABILITY**

**Review Process:** All articles undergo at least two peer reviews; additional confidential review may be conducted if necessary.

**Editorial Rights:** The Editorial Board reserves the right to edit, shorten, and select materials without altering the author's primary positions.

**Author Responsibility:** Authors are solely responsible for the accuracy of information, facts, citations, and translations.

**Disclaimer:** Published materials reflect the authors' views, which may not necessarily coincide with the position of the Editorial Board.