

Navodila avtorjem prispevkov

Mostovi so strokovna revija Društva znanstvenih in tehniških prevajalcev Slovenije ter ob enem periodična znanstvena publikacija za prevajalska področja uporabnega jezika. Izšlo je že štirideset letnikov revije, odslej pa bo vsako leto izšla dvojna številka v letniku.

V *Mostovih* objavljamo strokovne članke in znanstvene razprave, predstavitev članov DZTPS in informativne prispevke o prevajanju ter recenzije in kritike strokovne literature, koristne pri prevajanju. Članke objavljamo večinoma v slovenskem in angleškem jeziku ter v vseh drugih modernih jezikih, ki zadevajo slovensko-tujejezično prevajanje strokovnih, znanstvenih in tehniških besedil.

Preden se odločite za pisanje članka, se posvetujte s člani uredniškega odbora o ustreznosti vsebine in prispevka. V *Mostovih* objavljeni članki morajo biti izvirni in še ne objavljeni ter ne smejo biti ponovno natisnjeni v drugih publikacijah in medijih brez dovoljenja uredniškega odbora revije.

Člani uredniškega odbora prispevke preberejo ter njihovo objavo bodisi odobrijo ali zavrnejo, sprejete članke pa recenzirajo, pri čemer sodelujejo tudi zunanji recenzenti. Uredništvo poskrbi, da so prispevki pred objavo lektorirani in redigirani, avtorji pa so pred natisom dolžni opraviti avtorsko korekturo in odobriti svoje avtorsko delo za objavo.

Instructions for Contributors

Mostovi is the professional journal of *Društvo znanstvenih in tehniških prevajalcev Slovenije* (The Association of Scientific and Technical Translators of Slovenia), and is also a periodical scholarly publication for translation fields related to applied linguistics. Forty volumes of the journal have already been published, and from now on the journal will be published as a double issue in a volume per year.

The contents of *Mostovi* include: professional articles and scientific discussions, presentations of members of DZTPS, informational contributions on translation, and also assessments and critical reviews of professional materials as aids in translating. The articles are published mainly in Slovene and/or English; they also cover other modern languages relevant to the translation of professional, scientific and technical texts from or into Slovene and foreign languages.

Before deciding to write an article, you are advised to consult members of the editorial board on the suitability of the contents and chosen approach. Articles published in *Mostovi* must be original, not previously published, and may not be reproduced in other publications or via the media without the prior consent of the editorial board.

Articles submitted are read by the editorial board, and their publication is either approved or rejected; articles accepted for publication are, furthermore, submitted to review, in which external readers are engaged. The editorial board undertakes to ensure that articles are edited and proof-read before publication: prior to printing, however, authors are required to undertake final proof-reading and to approve the work for publication.

SPLOŠNI NAPOTKI

Uredništvo sprejema besedila, napisana v urejevalniku Microsoft Word for Windows, in sicer v pisavi Times New Roman velikosti 12. Velikost pisave naj se v člankih ne spreminja, kadar to ni potrebno. Besedilo naj bo levo poravnano ter brez slogov in oblikovanja za grafično postavitve in prelom. Strani naj bodo oštevilčene.

Naslovi avtorskih prispevkov naj bodo navedeni v slovenskem in angleškem jeziku. Zapisani naj bodo z malimi črkami, razen v primerih, ko pravopis zaradi rabe velike začetnice ali kratic zahteva drugače.

Na začetku znanstvenih in strokovnih člankov mora biti **izvleček** v jeziku prispevka (*do največ 500 znakov* brez presledkov) in angleškem enako dolgem prevodu. Če je prispevek napisan v angleščini ali drugih jezikih, mora biti angleški izvleček preveden v slovenščino.

Skupaj s člankom morajo avtorji oddati tudi kratko osebno **predstavitev** (*300 do največ 500 znakov* brez presledkov) za rubriko O avtorjih prispevkov. Na koncu predstavitve naj bo pripisano še avtorjevo ime z nazivom/nazivi in e-naslovom ter naziv in naslov ustanove oziroma organizacije, kateri pripada. Če avtor svojega naslova ne želi objaviti, naj to pisno sporoči.

Slikovno gradivo naj bo skenirano z gostoto 300 točk na palec.

Obseg prispevkov

- znanstvene razprave: do največ **25 strani** (37.500 znakov brez presledkov)
- strokovni članki: do največ **20 strani** (30.000 znakov brez presledkov)

GENERAL GUIDELINES

The editors accept texts presented in the form of Microsoft Word for Windows, using the Times New Roman script of size 12. Script size should not be altered in the articles, if changes are not required. The text should be adjusted to the left, without harmonization and design for the graphic arrangement and type-setting. Each page should be numbered.

The titles of authors' contributions should be given both in English and in Slovene. They should be printed in lower case, unless otherwise indicated by the customary orthographic usage of capital letters, abbreviations, etc.

Scientific and professional articles must begin with an **abstract** in the language of the paper (*up to 500 characters* without spacing) and also in English translation, comparable in length. If the article is written in English or in other languages, the English abstract in Slovene translation should be provided.

Authors should also submit, together with their contribution, a brief personal **presentation** (*300 up to 500 characters* without spacing) for the column Notes on Contributors. You are also requested to add an e-mail address, or else a statement that you do not wish it to be published.

Pictures should be scanned at 300 dots per inch.

Length of contributions

- scientific discussions: maximum **25 pages** (37,500 characters without spacing)
- professional articles: maximum **20 pages** (30,000 characters without spacing)

- recenzije in ocene strokovnih ali znanstvenih del: do največ **15 strani** (22.500 znakov brez presledkov)
- predstavitev člana društva: do največ **10 strani** (15.000 znakov brez presledkov)
- poročila ipd.: do največ **5 strani** (7.500 znakov brez presledkov)

Zadnja roka za oddajo prispevkov

- **15. junij** tekočega leta za znanstvene razprave in članke
- **30. september** tekočega leta za strokovne članke, recenzije in vse preostale prispevke

Prispevke pošljite v datotekah MS Word na e-naslov člana uredniškega odbora, s katerim ste v dogovoru, ali na e-naslov uredništva **info@mostovi.info**. V glavi sporočila pri Predmet vpišite MOSTOVI.

NAPOTKI ZA ZAPIS BESEDILA

Poudarjeni deli besedila (strokovni izrazi, citati ipd.) naj bodo zapisani v ležeči pisavi; le najbolj izpostavljeni delčki naj bodo zapisani polkrepko.

Opombe vnašajte z ukazom Vstavi Sklic → Sprotne opombe ...

Naslovi knjig in revij naj bodo tako v besedilu članka kot tudi v opombah in bibliografiji navedeni v ležeči pisavi.

Naslovi člankov iz revij in zbornikov naj bodo zapisani navadno (pokončno) v narekovajih.

- reviews and assessments of professional and scientific publications: maximum **15 pages** (22,500 characters without spacing)
- presentation of a member of the Association: maximum **10 pages** (15,000 characters without spacing)
- reports, etc.: maximum **5 pages** (7,500 characters without spacing)

The final dates for submission

- **15 June** of the current year for scientific discussions and articles
- **30 September** of the current year for professional articles, reviews and all other contributions

Contributions in MS Word documents should be submitted to the e-mail address of the member of the editorial board with whom you have been in contact, or to the editorial e-mail address **info@mostovi.info**. In the heading to the message, under Subject, inscribe MOSTOVI.

GUIDELINES FOR PRESENTING TEXTS

Accentuated parts of the text (e.g. professional expressions, citations, etc.) should be presented in italics; only the most emphasized bits of text can be printed in bold typeface.

Notes and comments should be entered with the command: Insert Reference → Footnote ...

In the text of the article, and also in the notes and bibliographic references, all titles of books and journals must be printed in italics. Titles of articles from journals and proceedings should be printed in regular (vertical) type, within inverted commas.

NAPOTKI ZA NAVAJANJE VIROV

Navedbe virov naj bodo zapisane v skladu z napotki iz priročnika:

The Chicago Manual of Style.

15. izd. Chicago: University of Chicago Press, 2003.

<http://library.duke.edu/research/citing/>

Posebna znamenja v besedilu

Kadar so v besedilu uporabljena posebna znamenja, pošljite prispevek v dogovorjenem roku tudi na natisu na naslov:

MOSTOVI DZTPS

Petkovškovo nabrežje 57
1000 Ljubljana

Oddanih prispevkov ne vračamo.

Odmevi, pobude in predlogi

Na e-naslovu uredništva info@mostovi.info zbiramo tudi mnenja o prispevkih, objavljenih v prejšnjih številkah, ter predloge za članke v prihodnjih številkah.

CITING GUIDELINES

References should comply with the guidelines from:

The Chicago Manual of Style.

15th ed. Chicago: University of Chicago Press, 2003.

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Special characters in the text

Whenever special characters in your text occur, please send also the printed version of your article to the address:

MOSTOVI DZTPS

Petkovškovo nabrežje 57
SI-1000 Ljubljana
Slovenia

Contributions cannot be returned.

Responses, suggestions and proposals

At the editorial e-mail address

info@mostovi.info we also welcome opinions on contributions published in earlier issues, as well as proposals for articles in forthcoming editions of the journal.