

In Brno, on

Request for a language review of a manuscript

Dear Madam/Sir,

I would like to ask you for a language assessment of the manuscript, submitted to the Editorial Board of the Faculty of Arts of Masaryk University to be published in the Writings of the Faculty of Arts of Masaryk University editorial series.

Yours sincerely,

Name Surname

Job title

LANGUAGE REVIEW OF A MANUSCRIPT

Manuscript to be reviewed

Name of the author
(including academic
degrees):

Title of the manuscript:

Date of receipt of the
manuscript for a language
review:

Reviewer

Name of the reviewer
(including academic
degrees):

Workplace:

Contact details of the
reviewer:

Result of the manuscript review

	Yes	No	Not assessed
The manuscript has been proofread for grammar.			
The manuscript has been proofread for style.			
The manuscript is properly and clearly subdivided into chapters and subchapters and as a whole it meets the requirements for cohesion and coherence of text.			
The apparatus of notes is clear and is composed according to a uniform (arbitrarily chosen) citation standard.			
The manuscript contains a multi-page foreign language resumé. (The author guarantees the adequacy of its content.)			
The manuscript contains a list of used literature.			
The list of used literature is uniform, composed according to a single (arbitrarily chosen) citation standard.			
The manuscript has undergone review and correction of the bibliographic data; the bibliographic data contain all mandatory items according to the chosen citation standard and are composed in a uniform manner.			
Any other parts of the manuscript (image materials, graphs, tables) are properly integrated into the text and their description is consistent with the chosen citation standard.			

Comments on individual items (please, specify clearly and briefly what further work is required on the manuscript before it can be submitted for typesetting):

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Final recommendation

	Yes	No
The manuscript can be immediately submitted for typesetting.		
The manuscript needs minor corrections, but it is almost ready for typesetting.		
The manuscript has not been proofread and cannot be submitted for typesetting in its current condition.		

Date and place:

Signature:

Academic book (type of result B)

Definition

An “academic book” presents original results of a research performed by the author of the book or a team of researchers the author was a member of. A book is a non-periodic expert publication of at least 50 printed pages of text, not including photographic, image, map, etc. attachments, issued in print or electronically and assessed (reviewed) by at least two generally recognized experts (outside the author’s/authors’ workplace) in the respective field in the form of a peer review. It addresses a precisely defined problem in a specific scientific field, includes the formulation of an identifiable and scientifically recognized methodology (explicitly formulated methodological foundations in application-oriented monographs and/or formulation of a new methodology based on existing theoretical research in the field). Formal attributes of an academic book include references to literature in the text, list of used literature, summary in at least one world language, possibly explanatory notes and bibliography of sources.

The book has an ISBN or ISMN code assigned. The whole book is created by a single team of authors (regardless of the proportion of the content contributed by each of the members), even if individual chapters of the book have separate authorship. Academic books include, for example, monographs, scholarly encyclopaedias and lexicons, critical editions of sources, critical editions of art (music, graphic, etc.) materials accompanied by studies, critically commented translations of specialized philosophical, historical or philological texts accompanied by studies, scientifically conceived language dictionaries and explanatory dictionaries, critical exhibition catalogues, etc., provided that they meet the above-defined formal criteria.

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- methodological manuals, catalogues and standards;
- collections of proceedings (individual contributions in the proceedings are a result of type D);
- fiction, popular science literature, travel books, theatre play scripts;
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- commercial translations from foreign languages;
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