

## Author Guidelines

Manuscripts should be submitted to the Editor via “**Focus on Language and Research**” Online Submission and Editorial System in accordance with its requirements on the preparation of papers.

The journal accepts the following types of submissions for publication:

### **Original article (theoretical / empirical papers)**

Articles should present theoretical or empirical results of the complete study. Manuscript should not exceed 30 typeset pages including figures, tables and references.

Abstract should consist of one paragraph without references and specific acronyms for a minimum of 300 words. In particular cases by the decision of editorial board an expanded version of abstract in English can be requested. Abstract should be logically structured, coherent, clear, concise, well-balanced (problem description / research procedures).

Abstract consists of background, aim or purpose of research, method used, findings/results, conclusions. Preferably written in active voice.

At least 7 to 10 keywords are necessary.

The article must be in the IMRaD format: introduction, materials and methods, results, discussions, acknowledgements (if necessary).

**Introduction** includes the aims and objectives of the study.

**Materials and methods** are presented in separate paragraphs with short subtitles.

Present the **results** in logical sequence in separate paragraphs, without discussions, repetition of methods, duplication of digital data presented in tables and figures.

In the **discussion** the detailed data analysis of the research is presented against literature data.

This provides validation of authors’ conclusions and findings.

**An acknowledgments** section is optional.

In this section the authors may thank the organizations that subsidized the research, colleagues who consulted them during the study, and/or writing the manuscript as well as the technical staff who provided help during the research.

### **Action Research**

Action research is a self-reflective, systematic and critical approach to enquiry by participants who are at the same time members of the research community. The aim is to identify problematic situations or issues considered by the participants to be worthy of investigation in order to bring about informed changes in practice.

Manuscripts should not exceed 30 typed pages including figures, tables and references. Abstract, key words and IMRaD format are of the same structure as in original article guidelines (see above).

### **Reviews and Lectures**

Reviews and lectures serve to organize, to evaluate, to identify patterns and trends, to synthesize literature on a topic or to identify research gaps and recommend new research.

Review articles may range from 8,000 to 40,000 words (including references and all other sections).

Reviews usually include a title, abstract, introduction (includes a description of context, motivation for review and defines the focus, body (structured by headings and subheadings), conclusion (states the implications of the findings and identifies possible new research fields) and references.

### **Bibliographic standards**

#### ***In text citations***

Please ensure that every reference cited in the text appears in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

#### ***Examples:***

- If the author's name is in the text, follow it with the year in parentheses: Thrasher (1927)
- If the author's name is not in the text, insert the last name and year in parentheses (Gibbs, 1981)
- Pagination follows year of publication after a colon: (Kornhauser, 1978:73)
- Give last names for up to the first six authors at first mention (Henry, Shivji, de Sousa, and Cohen, 2015) (use "et al." for second through fifth authors thereafter, Henry et al., 2015). When there are six or more authors at first mention, use the first author's name and et al. (Johnson et al., 1985:3–4)
- Separate a series of references with semicolons and enclose them in alphabetical order within a single pair of parentheses: (Miller, 1958, 2000; Sampson and Groves, 1989a, 1989b; Sellin, 1938; Sutherland et al., 1956)
- When more than 1 reference occurs by the same first author with the same publication year, but with different secondary authors: "Moon, Sundt, et al., 2000" and "Moon, Wright, et al., 2000" (It is possible you could have the same first and second author name

but a different third or fourth author: “Moon, Sundt, Dickens, et al., 2000” and “Moon, Sundt, Wright, et al., 2000”)

- Use “n.d.” for undated material.
- If you provide a direct quote for a source, please provide a page number. If the document is unpaginated, then please provide paragraph number (Kornhauser, 1978: para. 18) or for longer documents, a section title and paragraph number under that title: (Kornhauser, 1978: section “Results,” para. 2)
- Online material that is referencing a report (such as a pdf), blog post, or news article must be included in the References (not in footnotes) and cited in the text in the same manner as above.

### ***Web references***

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be included in the reference list.

### ***Data references***

This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

### ***Reference formatting***

References should conform to APA style (6th edition). Where applicable, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the pagination must be present. Use of DOI is highly encouraged. Note that missing data will be highlighted at proof stage for the author to correct.

### ***Reference examples:***

#### ***Journal article***

Van der Geer, J., Hanraads, J. A. J., & Lupton, R. A. (2010). The art of writing a scientific article. *Journal of Scientific Communications*, 163, 51–59.

#### ***Book***

Strunk, W., Jr., & White, E. B. (2000). *The elements of style*. (4th ed.). New York: Longman, (Chapter 4).

**Chapter in an edited book:**

Mettam, G. R., & Adams, L. B. (2009). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281–304). New York: E-Publishing Inc.

**Reference to a website:**

Cancer Research UK. Cancer statistics reports for the UK. (2003). <http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/> Accessed 13 March 2003.

**Reference to a dataset:**

[dataset] Oguro, M., Imahiro, S., Saito, S., Nakashizuka, T. (2015). Mortality data for Japanese oak wilt disease and surrounding forest compositions. Mendeley Data, v1. <https://doi.org/10.17632/xwj98nb39r.1>.

**Symbols, abbreviations and units of measurement**

No more than 5 nonstandard abbreviations for frequently used compound terms and names must be defined in the parenthesis at first occurrence of the terms. Standard abbreviations are used in relevant transcriptions.

**Artwork**

Artwork should be original (have not been already published) It should be no more than 8 illustrations (tables and figures) in the article.

**Illustration size:**

- maximum height – 210 mm
- maximum width for one column – 82 mm, for two columns – 170 mm

**Tables** Tables are numbered in Arabic numerals independently of figures (graphs and photographs). Title is placed above the table. In tables you can use one or several asterisks (\*) for footnotes. Explanation is typed after respective number of asterisks (\*) beneath the table. Units of measurement, if necessary, are included in lines' and columns' headings.

**Figures (graphs and photographs)** In text figures' (graphs' and photographs') and table' titles are placed immediately after the paragraph containing its first reference. All figures are numbered consequently in Arabic numerals according to their sequence in the text. Figures' titles and notes should be listed in a separate file. In the list should be stated the following: figure's number, title (capitalized), text of the notes. Captions should be short but sufficiently informative. Figures may be submitted in tiff (a resolution at least 300 dpi at 100% scale), .esp or .ai formats. Image data embedded in Word file will not be accepted. Graphs and diagrams are submitted together with the tables on which they were created, or with number identification of indexes represented by respective graphical elements (columns, sectors etc.). in .doc or, preferably, in .xls file.

### **Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items; submissions may be returned to authors who do not adhere to these guidelines.

1. In submitting an article authors guarantee that presented data have not been previously published in whole or in part in any form, place or language. Authors also guarantee that a manuscript has not been previously or simultaneously submitted to other journals. After a manuscript is accepted to publication in the *Focus on Language and Research* journal it cannot be published, in whole or in part, in any form, place or language without journal administration approval. Violation of the law will be prosecuted. Protected by RF law № 5351-1 «Copyright and related rights» from 09.07.93.
2. Files containing the manuscript should be in .doc or .docx format.
3. Apart from the file containing the manuscript the following files should also be provided:
4. 1) Metadata file (it is entitled “Metadata” when you upload this file):
  - Name of a manuscript (full-length name) (in English);
  - Indicate an appropriate journal part for your work: paper, action research, review;
  - 6 key words minimum in both Russian and English languages;
  - Surname, name, family name, academic degree, academic status, name of an institution, position of author in charge of further communication with the editors (in English);
  - Mail address, postal index, phone number, e-mail for further correspondence (in English);
  - Surname and initials of the other co-authors, their academic degrees, academic statuses and positions;
  - Submission date.
5. Files containing list of references (it is entitled “Literature” when you upload this file to the system).
6. The text is typed with one and a half line spacing using 14 size Times New Roman font, the text employs italics, rather than underlining as emphasis (except for Internet addresses); all references on illustrations, diagrams and tables are in respective places in text rather than at the end of the document.
7. The text corresponds to all stylistic and bibliographic standards, described in Authors Guidelines.
8. Submitting a manuscript to a reviewed journal section, you confirm that you agree with the requirements of double-blind review.

### **Copyright Notice**

Authors who publish in this journal agree to the following terms:

1. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution License that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal.
2. Authors are allowed to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.
3. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work.

### **Privacy Statement**

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.