

## **SUBMISSION**

**of the journal “Vestnik of Moscow State Linguistic University. Humanities”**

### **SUBMITTING AN ARTICLE**

Authors send their manuscripts to the editorial board by email (for external authors) or submit a copy of the article to the executive editor who is in charge of the issue (for MSLU staff). The final electronic version of the paper is accepted for the layout after proofreading by REMA editors.

The publication in the journal is free. Authors are not charged for the review, pre-publish preparatory work or online open access to their articles.

Papers can be returned to the author for revision or can be declined at the stage previous to review, if they are not related to the topics of the issue, or do not conform to the journal's style and formatting requirements (i.e., the paper does not contain UDC, an annotation, key words, or the authors' biographies; the references do not follow the formatting rules). The articles that were declined are not returned to the authors. Ph.D. and Master students should provide the review of their academic advisor who is responsible for the quality of their article.

### **PEER REVIEW**

The papers received by the editorial office undergo obligatory independent reviewing. The articles are subjected to revision by the members of the editorial board and external reviewers. Reviewers of an article are chosen by the editor-in-chief or by the executive editor of an issue. All reviewers are experts in the corresponding area of research and have publications in this sphere over the last three years. The reviewing period comprises 2-4 weeks, although it can be prolonged at the reviewer's request.

The reviewer presents the editorial board or the executive editor with one of the following recommendations (provided with solid arguments):

- 1) the article is recommended for publishing as it is;
- 2) the article can be recommended for publishing after the author revises the manuscript to address certain issues brought up by the reviewer;
- 3) the article should be rejected.

The editorial board sends the reviews to the authors. If the reviewer suggests revision of the article, the editorial board recommends the author to consider it for the new version of the article. The article revised by the author is sent back to the reviewer.

The positive review does not guarantee that the article will be published. The final decision is taken by the editor-in-chief.

The reviews are kept by the editorial board for five years after the publication date and are provided to an examining body of the Higher State Commission of the Ministry for Science and Higher Education of the Russian Federation or other organizations at their formal request.

### **AUTHOR GUIDELINES**

#### **Manuscript length and structure**

A research article should not exceed 10-12 pages (20,000-30,000 characters). To find out the word and character count go to the menu “File” – “Properties” – “Statistics”. If the article

exceeds the length, the decision on publication will be taken by the editorial board who will rely on the reviewers' opinion.

### **Text formatting**

The text is typed in Times New Roman 14, in 1.5 line spacing, left alignment, without automatic hyphenation. All margins should be set at 2.5 cm, the pages should be numbered. Please consult the editors regarding the use of rare fonts.

### **File structure**

- **UDC** (upper left corner)
- **Full name** (under the UDC)
- **Information about the author(s) (bionotes):** academic degree, academic title, department, faculty, position, affiliated institution (full name), e-mail
- **The title of the article:** centered, in capital letters. The title should not be too long, it should represent the main idea of the article and correspond the topics of the journal
- **Abstract** should not exceed 500 characters including spaces, and it should outline the research problem, methods, materials and results (see ГОСТ Р 7.0.7-2009 СИБИД for reference in Russian)
- **Key words:** not more than 10 terms, separated by semicolon

**The structure of the article** should comprise:

- introduction,
- the body of the paper (aims, materials, methods, analysis and results, discussion),
- conclusions

**Translation into English** (for articles written in Russian) should be provided for the following:

- the author's full name
- information about the author(s)
- the title of the article
- abstract and key words

### **List of references**

The article is concluded by a list of references from the text, and it is essential that the references be formatted to the specifications given in ГОСТ Р 7.0.5–2008 «Система стандартов по информации, библиотечному и издательскому делу» (“The system of standards of presenting information, library and publishing services”). All the references (sources, examples from the materials, dictionaries, Internet sources), should form a single list presented in alphabetical order: first, in Russian, then in other languages (including the works by Russian authors in foreign languages), starting with earlier publications. The references should not be numbered. The list of references can be followed by a list of abbreviations: e.g., OED – Oxford English Dictionary.

**Acknowledgements** section clarifies any conflict of interest of the author.

**Transliteration list** (for articles written in Russian or containing references in Cyrillic) should be converted automatically according to BSI - British Standard Institute, UK (<http://ru.translit.ru/?account=bsi>).

The manuscript should be completed with the following sentence:

The manuscript was received on \_\_\_\_\_(dd/mm/yyyy)

**Style.** The authors are advised to follow the standards of academic writing, and to check the text on spelling, grammar, stylistic and other mistakes before submitting the paper. Kindly refrain from using slang and colloquial expressions.

### Quotations

**Quotes and references.** Authors are responsible for appropriate reference to factual data, quotations and sources. If a quote from a foreign source concerns theoretical background of the research, it should be translated into the language of an article, with the indication of the translator put in brackets. Double quotation should mark citations: « » for external quotes; “ ” for in-text quotes.

**Bibliography and in-text references** should conform to ГОСТ 7.0.5-2008 «Библиографическая ссылка. Общие требования и правила составления» (“Bibliography. General requirements and rules”).

### Samples of reference entries

#### Books (solo and up to 3 authors):

*in the text:* [Lakoff, Johnson 1980]

*in the references:* Lakoff G., Johnson M. Metaphors we live by. Chicago - London: The University of Chicago Press, 1980. 256 p.

#### Books (edited):

*in the text:* [Aspects of meaning construction 2007]

*in the references:* Aspects of meaning construction / G. Radden, K.-M. Köpcke, T. Berg, P. Siemund (Eds.). Amsterdam - Philadelphia: John Benjamins. 2007. 289 p.

#### Several publications by one author:

*in the text:* [Bakhtin 1975; Bakhtin 2003]

#### Thesis:

*in the text:* [Кравченко 1995]; [Sandström 1993]

*in the references:* Кравченко А. В. Принципы теории указательности: дис. ... д-ра филол. наук. Иркутск, 1995. 335 с.

Sandström G. When-clauses and the temporal interpretation of narrative discourse: Ph.D. thesis, University of Umeå, 1993. 231 p.

#### Abstract of a thesis:

*in the text:* [Емельянова 2012]

*in the references:* Емельянова Н. А. Трансформации идиом как механизм создания скрытых смыслов : автореф. дис. ... канд. филол. наук. М., 2012. 25 с.

#### Chapter from a book:

*in the text:* [Панфилова 2004]; [Müller 2014]

*in the references:* Панфилова А. П. Коммуникативные барьеры // Деловая коммуникация в профессиональной деятельности : учеб. пособие. 2-е изд. СПб., 2004. Гл. 5. С. 49–75.

Müller C. Gestural modes of representation as techniques of depiction // Body-language-communication: An international handbook on multimodality in human interaction / C. Müller, A. Cienki, E. Fricke, S. H. Ladewig, D. McNeill, J. Bressemer (Eds.) Berlin : De Gruyter Mouton, 2014. P. 1687–1702.

**Multi-volume edition:**

*in the text:* [Пушкин, т. 2, с. 20]; [Talmy, vol. 1, p. 15]

*in the references:* Пушкин А. С. Собрание сочинений: в 6 т. М. : Правда, 1969. Т. 2. 496 с.

Talmy L. Toward a cognitive semantics. Volume I: Concept structuring systems. Cambridge, MA : MIT Press, 2000. 565 p.

**Encyclopedia entries:**

*in the text:* [Гвоздецкий 1978, т. 1, с. 151]

*in the references:* Гвоздецкий Н. А. Эльбрус // Большой энциклопедический словарь: в 2 т. / гл. ред. А. М. Прохоров. М.: Советская энциклопедия, 1991. Т. 1. А–Н. 768 с.

**Dictionaries:** if a dictionary is referred to via an abbreviation, it is placed in a separate list after the References:

*in the text:* [РОС 1999]

*in the references:* Русский орфографический словарь / отв. ред. В. В. Лопатин. М.: Азбуковник, 1999. 1280 с.

*in the abbreviation list:* РОС – Русский орфографический словарь

**Articles (in journals):**

*in the text:* [Березина, Баранников 2002]; [Madden, Zwaan 2003]

*in the references:* Березина В. А., Баранников А. В. О повышении воспитательного потенциала образовательного процесса // Воспитание школьников. 2002. № 7. С. 2–5.

Madden C. J., Zwaan R. How does verb aspect constrain event representations? // Memory & Cognition. 2003. № 31(5). P. 663–672.

**Citations from magazines** are referred to in the text and are not included in the References.

Citations from Internet are placed in brackets after the quote: ([www.elibrary.ru/books/shklovsky/tityl.htm](http://www.elibrary.ru/books/shklovsky/tityl.htm)).

Citations from magazines and newspapers:

Я не знала семьи более дружной, чем семья Кочетковых. Мой будущий отец помог получить младшим образование (М. Порошина. Караван историй. Октябрь 2018)

The subsidiary was financed with an investment of \$30 million, according to the records (*The New York Times*. 24.07.2018).

If there are several sources, the references are separated by semicolon:

***in the text:***

[Сергеев, Латышев 2007; Сергеев, Крохин 2009]

[Müller, Cienki 2013; Cienki 2015]

[Латышев 2015, т. 2, с. 142; Альхаева, Бабаев 2003, с. 33–36]

[Rayson, Leech, Hodges 1997; Talmy 2001, v.1, p. 115].

In case of indirect reference, it is indicated before the quotation the following way: [cited from: Bakhtin 2005, p. 15].

The list of references should contain all the publications referred to in the text of the article. The authors are advised to refrain from excessive self-citation.

**Local electronic resources:**

*in the text:* [Английский для начинающих 2001]

*in the references:* Английский для начинающих [Электронный ресурс]: Свободное общение и понимание : учеб. курс / авт. курса Е. Ермакова ; программирование В. Малахин, В. Момзиков. Версия 1.2. Электрон. дан. и прогр. М. : Кирилл и Мефодий, 2001. 1 CD-ROM.

*in the text:* [Родников 2001]

*in the references:* Родников А. Н. Логистика: терминологический словарь / Электрон. дан. и прогр. М. : ИНФРА-М, 2001. 1 CD-ROM.

*in the text:* [Художественная энциклопедия зарубежного классического искусства 1996]

*in the references:* Художественная энциклопедия зарубежного классического искусства. М.: Большая российская энциклопедия, 1996. 1 CD-ROM.

#### **Internet resources:**

*in the text:* [Фалейтор URL].

*in the references:* Фалейтор А. Сегментирование рынка // Энциклопедия маркетинга. URL: [www.marketing.spb.ru/read/article/a18.htm](http://www.marketing.spb.ru/read/article/a18.htm) (дата обращения: 11.10.2018)

*in the text:* [Официальный сайт Президента Российской Федерации URL].

*in the references:* Официальный сайт Президента Российской Федерации / Администрация Президента РФ. М., 2001. URL: [www.president.kremlin.ru](http://www.president.kremlin.ru) (дата обращения: 06.02.2001).

*in the text:* [Экологические проблемы России URL].

*in the references:* Экологические проблемы России. URL: [ustrazvitie.narod.ru/Russian.htm](http://ustrazvitie.narod.ru/Russian.htm) (дата обращения: 23.11.2013).

*in the text:* [Шкловский 1996].

*in the references:* Шкловский И. Разум, жизнь, вселенная. М.: Янус, 1996. URL: [www.elibraru.ru/books/shklovsky/tityl.htm](http://www.elibraru.ru/books/shklovsky/tityl.htm) (дата обращения: 23.11.2001).

### **Specific Formatting Requirements**

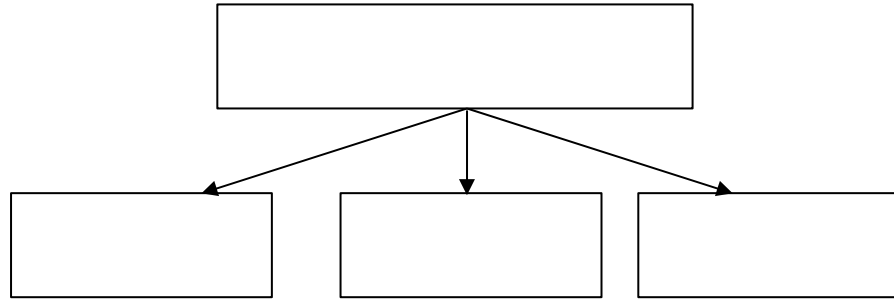
**Notes** in the text are formatted as footnotes (TimeRomans 12). A footnote indicator is placed before a punctuation mark (with the exception of “!”, “?” and “...”)

**Examples** in the text (words, word phrases and sentences) are highlighted in italics; sentences used as illustrations can be numbered and should be indented.

**Tables, figures, diagrams** should have numbers and titles (300 dpi in tif или jpg format):



*Fig. 1.* Title of the figure



Title of the diagram

Italics, bold, and small caps are used for **highlighting** main ideas, key terms, definitions, or conclusions.

There should be single space between two words; there should be no space before any punctuation mark with the exception of brackets and dashes; there is no spacing used with a dash separating figures (*100–150 pages*). The initials are separated from the second name with Ctrl+Shift+Spacebar (*L. L. Thohnburg*).

### **Design Template**

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## **THE TITLE OF THE ARTICLE**

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## **INTRODUCTION**

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### **REFERENCES**

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[под ред. Н. Д. Арутюновой и М. А. Журиной]. М. : Прогресс, 1990.  
С. 5–32.

*Арутюнова Н. Д.* Предложение и его смысл: логико-семантические  
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*Ulmann S.* Précis de sémantique française. Berne : A. Francke, 1959. 352 p.

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