RULES FOR SUBMITTING, REVIEWING AND PUBLISHING SCIENTIFIC ARTICLES IN THE ACADEMIC JOURNAL ISSUES OF APPLIED LINGUISTICS

1. General regulations
2. These regulations of peer review set methods and procedure for peer review process of manuscripts submitted to the Editorial Board of the academic journal Issues of Applied Linguistics (hereinafter Journal).
3. Peer review is aimed at selecting high-quality manuscripts with high scientific relevance, originality, and corresponding to scientific ethical standards.
4. All manuscripts submitted to the Editorial Board of the Journal and corresponding to the general scope of the Journal are to be reviewed in order to obtain expert estimation.
5. Regulations contain the following terms:

Author is a person who writes the article.

Journal is a periodical print edition “Issues of Applied Linguistics”.

Publisher is a non-profit organization titled “The Business and Vocational Foreign Languages Teachers National Association”.

Article is any manuscript submitted to the Journal for publication.

Reviewer is a specialist acting on behalf of academic Journal or publisher and conducts scientific examination of manuscript so as to determine conformity to the publication policy.

Peer review is a procedure of considering and expert evaluation fulfilled by reviewers with aim to establish the relevance of manuscript, reveal its advantages and disadvantages which are necessary for both author and Editorial Board to improve and ameliorate the manuscript.

Plagiarism is a deliberate appropriation of a piece of intellectual property or inventions. Plagiarism should be considered as copyright violation and may be punished by law-enforcement bodies.

1. Primary procedure of peer review
   1. Editorial Board considers articles on the following subject areas:
2. Topical issues of business communication from the perspective of foreign language teaching;
3. Modern trends of professional foreign language teaching;
4. Incorporation of modern Information Technologies into the practice of foreign language teaching in a non-linguistic university;
5. Strategies of translation and interpretation training in a non-linguistic university;
6. Intercultural communication as a part of business communication;
7. Current issues of modern linguistic:

6а) Germanic languages (English and German),

6b) Romance languages (French, Spanish, Italian),

6c) Oriental languages (Chinese).

1. Theory and practice of foreign language examination;
2. Foreign language distance education from the point of business and vocational communication;
   1. The manuscripts, which are not corresponded to these subject areas, will not be considered.
   2. The Journal accepts articles in English and in Russian.
   3. Editorial Board defines the correspondence of manuscript to the publication policy of the Journal and to the typescript requirements. The article length (including abstract, keywords, and references) is up to 6000 words.
   4. The article must meet scientific requirements and general subject areas of the Journal as well as be relevant for a wide range of specialists and scientific community on the whole.
   5. Author’s form must be enclosed.
3. Ethical principles
   1. Editorial Board is guided by the scope of the Committee on Publication Ethics (COPE) principles and Russian Association of Science Editors and Publishers (RASEP) declaration.
   2. Editorial Board is obliged to:
      1. give due consideration to allegations of misconduct;
      2. provide publications of corrections, clarifications, denials (to withdraw the article) and apologies if it is necessary;
      3. promote policy of data availability designed in accordance with standard practice;
      4. respect the right for intellectual property;
      5. provide peer review processes in accordance with transparently described procedure.
4. Procedure of peer review
5. The article has to be directed for peer review procedure to two specialists with CSc or DSc degree and professional experience closest to the topic of the article. The reviewers are qualified specialists in the subject of the peer-reviewed materials and have, over the past three years, publications on the subject of the reviewed article. The reviews are kept in the editorial office for five years. The editorial office sends copies of reviews or a reasoned refusal to the authors of the submitted materials. The editorial office of the publication sends copies of the reviews to the Ministry of Education and Science of the Russian Federation upon receipt of the corresponding request to the editorial office of the publication.
6. Ten days are the period for article reviewing procedure.
7. The peer review highlights the following issues:
8. Relevance and originality, description of the topic, aims and objectives;
9. Adequacy of quotation and references;
10. Adequacy of data use, theoretical background;
11. Coherence of the text and correspondence to the functional style;
12. Methodology of study i.e. adequacy of methods and argumentation, precision of procedure use, completeness and relevance, manner of result presentation;
13. Result critical analysis, logic, completeness of solutions, link between results and objects;
14. Theoretical and practical relevance of the study results and recommendations and evaluation of study restrictions;
15. If the review contains notes on further improvement and amelioration of the article, the secretary will hand the text to the author with recommendation to take them into account.
16. All corrections should be done within 10 workdays. Improved article is to be reviewed again.
17. Approval for publication
    1. Final approval for publication is based on peer review conclusion.
    2. In case of rejection to publish an article, the article cannot be reviewed again.
    3. All reviews are kept in the Editorial Board for five years.
18. Open access policy
    1. All materials are published under Creative Commons licence Attribution 4.0 International (CC BY 4.0). All published materials
       1. may be shared, copied, and redistributed in any medium or format;
       2. may be adapted, remixed, transformed, and built upon for any purpose, even commercially;

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No additional restrictions - You may not apply legal terms or [technological measures](https://creativecommons.org/licenses/by/4.0/) that legally restrict others from doing anything the license permits.

1. Retraction

7.1. Retraction of articles is carried out to correct erroneous information and inform readers about cases of conflict of interest, re-publication or plagiarism.

7.2. According to RASEP ethics committee, retraction is carried out in case of falsification of data, detection of incorrect borrowing and errors, re-publication in several journals, absence of a review procedure, and detection of other violations of publication ethics.

7.3. In this case, the mark “Retracted” is made on the website on the article page.

Annex 1

Evaluation sheet of the article under review

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| --- | --- | --- | --- | --- |
| **Criterion** |  | **Mark (up to 2 points)** | **Notes** | |
| Relevance and originality |  |  |  | |
| Theoretical contribution and practical application |  |  |  | |
| Adequacy of methods and argumentation |  |  |  | |
| Coherence of conclusion |  |  |  | |
| Text format  In-text reference correctness |  |  |  | |
| **Total mark (up to 10)** |  |  |  | |
| REVIEWER’S RECOMMENDATIONS |  | | | |
| Decision (underline the right item) | Accept for publication (9-10 points) | Requires improvement (4-8 points) | Decline (less than 4 points) |

Reviewer…………………………………………………………………………………..

Date ……………………..