

HANDBOOK FOR AUTHORS

# GUIDELINES





# 1

## AIMS & SCOPE



### **The Journal aims to:**

- foster the scientific research in linguistics and the language teaching of business and vocational communication;
- discuss topical & innovative ideas;
- disseminate renowned experts' fundamental works;
- stimulate young specialists' research activity.

### **Mission**

The Editorial Board and the Journal contributors seek to fulfil the following objectives: develop the above scientific issues, promote their implementation in teaching practices, thus enhancing experienced researchers' language expertise. It is indispensable to form specialists whose language skills render them apt to improve business environment in Russia and abroad, enrich their competencies with foreign experience, expand international cooperation and enhance Russia's image in the global business community.

### **Subjects**

IAL covers a range of subjects including:

- Topical problems of a business foreign language teaching;
- Modern tendencies of vocational discourse development;
- The latest ICT in foreign language teaching practices in a non-linguistic university;
- Training strategies in vocational translation teaching in a non-linguistic university;
- Intercultural communication in business;
- Topical issues of modern linguistics:

Germanic languages (English and German);  
Romance languages (French, Spanish, Italian);  
Oriental languages (Chinese).

**Periodicity:** Journal is published 4 times yearly



# 2

## MANUSCRIPT STRUCTURE & FORMATTING REQUIREMENTS



Please, take notice of the following instructions and keep to them in order to further the publishing process. The Editorial Board reserves the right to reject manuscripts, whose structure and format do not comply with the present requirements. An article submitted for publishing must be an **original research paper** which has **neither been previously published nor is it under review for publication elsewhere**.

The Journal accepts articles **in English and in Russian**. The article must meet the academic standards, correspond to the general scope of the Journal, ensure topicality, significance and contribution of the study results and be of interest for a wide circle of experts and scientific community as a whole.

Undergraduates and PhD students should provide their academic advisor's **review**, bearing the signature of a person with an academic degree and the seal of the organisation, where the article was written.

The article length is up to **6 000** words, which approximately corresponds to **16** pages of a printed text (including pictures and references).

The article's author is entirely responsible for the accuracy of the names quoted, citing, formulae, figures and references. The articles that do not meet the Journal's requirements are not accepted.

The Editorial Board reserves the right to edit the article's stylistic aspects, while preserving the original content.



# 3

## MANUSCRIPT SUBMISSION



**The following materials are submitted to the Editorial Board for a publication:**

1. The article structured and formatted in accordance with the following requirements.
2. Author bio note.

All manuscripts submitted to the Journal's Editorial Board should be structured and formatted as follows:

Word processor	Microsoft word (.docx)
Page format	A4
Margins	Head – 61, foot – 65, right and left margins – 49 mm., below the page footer – 57 mm
Font	Times New Roman
Font size	11 pt.
Line spacing	1.0
First-line indent	0.5
Page orientation	Portrait, no page numbers, no hyphenation, preferably without footnotes
Diagrams, tables, pictures	Black-and-white, no colour filling, cross-hatching possible



If submitting a manuscript **in Russian**, please, keep to the following instructions:

UDC in Russian	Right-aligned, semi-bold. Please, consult relevant sources (for example, <a href="http://teacode.com/online/udc">http://teacode.com/online/udc</a> или <a href="http://udk-codes.net">udk-codes.net</a> )
Author’s name in Russian	Your initials and last name, right-aligned, semi-bold
University name in Russian	The full name of the University, right-aligned, semi-bold
Article’s title in Russian	Uppercase letters, centered alignment, semi-bold
Abstract in Russian	In italics, length up to 200 words. Please, note that the abstract should present the gist of the studied issue, include the main research finding, communicate the subject and the main objectives of your study, its methodology, novelty and main results
Keywords in Russian	In italics, no less than 7 words, referring to general academic terms or those concerning the chosen line of research, arranged from more general to more specific terms and corresponding to the present paper’s description
UDC in English	Right-aligned, semi-bold
Author’s name in English	Your initials and last name, right-aligned, semi-bold
University name in English	The full name of the University, right-aligned, semi-bold
Article’s title in English	Uppercase letters, centered alignment, semi-bold





If submitting a manuscript **in English**, please, keep to the following instructions:

UDC in Russian	Right-aligned, semi-bold. Please, consult relevant sources (for example, <a href="http://teacode.com/online/udc">http://teacode.com/online/udc</a> или <a href="http://udk-codes.net">udk-codes.net</a> )
Author’s name in Russian	Your initials and last name, right-aligned, semi-bold
University name in Russian	The full name of the University, right-aligned, semi-bold
Article’s title in Russian	Uppercase letters, centered alignment, semi-bold
Abstract in Russian	Italics, length around 200 words. Please, note that the abstract should present the gist of the studied issue, include the main research finding, communicate the subject and the main objectives of your study, its methodology, novelty and main results
Keywords in Russian	In italics, no less than 7 words, referring to general academic terms or those concerning the chosen line of research, arranged from more general to more specific terms and corresponding to the present paper’s description
UDC in English	Right-aligned, semi-bold
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Keywords in English	In italics, no less than 7 words, referring to general academic terms or those concerning the chosen line of research, arranged from more general to more specific terms and corresponding to the present paper’s description





## Text structure and format

General information	Justified alignment, the text parts should be entitled in accordance with the study's structure (Introduction, Material and methods, Results and discussion, Conclusion)
In-text reference	APA standard ( <a href="#">guidelines available here</a> ). For example: (Walker, 2007), (Bradley, Ramirez, & Soo, 1999). Please, pay attention that the initials and last names of the authors are to be written separately (e.g., M.V. Lomonosov)
Article's length	Up to 6 000 words, around 16 pages

## Structure and format of the References

When submitting a manuscript in Russian and/or in English, please, provide the References both in Russian and in English, structured and formatted in compliance with the following requirements. **All the sources mentioned in the References should be quoted in the article. The References should include around 30 percent of non-Russian periodicals, including those published in the last three years.**

References in Russian	Formatted and structured according to GOST (set of technical standards operating in the CIS) requirements, in alphabetical order, as a numbered list
References in English	Formatted and structured according to APA requirements

## AUTHOR BIO NOTE

Full name	
Academic degree	
Academic title	
Place of work (university; department or unit)	
Position	
Postal address with postal code for the Journal's mailing	
e-mail	
Contact phone number	
The necessary number of IAL copies	



# 4

## PEER REVIEW



All the manuscripts are reviewed through the system «Antiplagiat» and undergo a double-blind peer review by renowned experts with an academic degree in the concerned area; the peer reviewers' names remain confidential. The right to choose reviewers is reserved for the Journal's Editorial Board. The reviewers decide if the submitted article is relevant to the Journal's scope, evaluate the topicality of the chosen subject, the present study's scientific novelty and level of research methodology, its practical significance. If there are any particular recommendations and remarks, the manuscript is sent to the author for refinement. Should the manuscript be rejected, the author receives a substantiated explanation on the matter. The Editorial Board takes the final decision whether or not to publish the article.

The time frame for reviewing is defined by the editor-in-chief of the Journal's issue and does not normally exceed one month from the moment the article is submitted for publishing.





# 5

## BOOK REVIEW GUIDELINES



### General information

Book review should present an objective critical assessment of the books revealing their merits and/or drawbacks in terms of their contribution to the relevant field of science within the range of IAL's focus areas. Book reviews should follow the same format and style requirements as articles, the length being 1,500 to 2,000 words.

### Components of the review

- An introduction to the author(s), including the author's title and place of work, and some indication of who the author is (e.g., the renowned authority; a bold young scholar; a frequent critic).
- A summary of the intended purpose of the book and how it contributes to improving academic life and operations and to the discipline generally.
- A description of the way the author approaches his or her topic, the rigor of the research and scholarship, the logic of the argument, and the readability of the prose.
- A comparison with earlier or similar books in the field to place the book in the existing literature.
- An evaluation of the book's merits, usefulness, and special contributions, along with shortcomings you think are necessary to point out.



# 6

## PUBLISHING POLICY



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