AUTHOR GUIDELINES
EDITORS’ FOREWORD

On behalf of the editorial team, we present to you Training, Language and Culture – the journal published by Peoples’ Friendship University of Russia (RUDN University). There are a number of reasons underlying the need for research journals like Training, Language and Culture that are intended to cover significant humanitarian phenomena of today.

First, globalisation processes have not only overtaken the social and political life domains, but have also engulfed the scientific, linguistic and cultural focal areas. Nowadays, specialists engaged in the spheres of linguistic, cultural, communicative and educational research across the globe welcome a constructive dialogue for the purposes of informed professional enrichment, as they need to be aware of both the conventional and emerging trends evidenced within the realm of language, culture, professional communication and training. Therefore, joint efforts of different national communities intended to promote cooperation and search for beneficial solutions to pressing professional challenges appear to be promising for improving intercultural ‘climate’. Training, Language and Culture makes a viable resource to that end.

Second, the authority of professional associations, educational and academic institutions, as well as the prestige of experts in particular fields, are largely ensured by their scientific achievements which have to be brought to light. Today, high professional standing is not something one acquires only by securing a specific scope of expertise and obtaining practical skills. Basically, it is not just about overcoming practical challenges, but is rather about being able to comprehend and inventively elaborate on a range of related issues, look out for the most efficient solutions, clarify problematic questions, etc.

Third, the key objective of linguists is to study the language as an instrument of interaction between individuals and nations, a treasury of peoples’ cultural legacy, a cognition tool of the human race. And it is this knowledge that educators can benefit from when teaching communities across the world to comprehend language and culture.

We hope that this journal will open a new platform for fruitful interaction of both practical and theoretical researchers and help establish an environment of creative exploration for the benefit of progressive, expedient and engaging science. For enquiries please contact us at info@tlcjournal.org.

Professor Elena Malyuga, Editor-in-Chief
Barry Tomalin, Co-Editor
AIMS & SCOPE

Training, Language and Culture (TLC) is a peer-reviewed journal that aims to promote and disseminate research spanning the spectrum of language and linguistics, education and culture studies with a special focus on professional communication and professional discourse. Editorial Board of Training, Language and Culture invites research-based articles, reviews and editorials covering issues of relevance for the scientific and professional communities.

FOCUS AREAS

Training, Language and Culture covers the following areas of scholarly interest:

- theoretical and practical perspectives in language and linguistics;
- culture studies;
- interpersonal and intercultural professional communication;
- language and culture teaching and training, including techniques and technology, testing and assessment.

JOURNAL MISSION

Training, Language and Culture is an internationally refereed publication which provides online access to studies in the field of language and linguistics, education and culture studies with a special focus on professional communication and professional discourse. This is a wide-ranging field examining how languages are structured, how meanings and ideas are formed and encoded in different cultural settings, how they are communicated and represented, and how these and other aspects of language functioning are taught.

These processes are dynamic in nature, as languages and cultures are evolving and changing in the context of various global phenomena and events. Training, Language and Culture is intended to represent this dynamism and provide a platform for publication of studies in the field of language and culture, as well as language training, develop the above scientific issues, and promote their implementation in teaching practices, language functioning, professional communication and professional discourse research.
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PEER REVIEW
Training, Language and Culture is committed to ensuring a fair and productive peer review process to secure the integrity of the scholarly record, and adheres to the policies promoted by the Committee on Publication Ethics (COPE). The purpose of peer review is to assist the Editors in making editorial decisions and through the editorial communications with the author it may also assist the author in improving the paper. Training, Language and Culture uses double-blind review, which means that reviewers are unaware of the identity of the authors, and authors are also unaware of the identity of reviewers. The typical period of time allowed for reviews is 3 weeks. More information on TLC peer review policy is available here.

PUBLICATION SCHEDULE & VOLUME
The journal is published quarterly (four issues per year coming out in March, June, September and December) with each issue incorporating 6 to 8 original research articles, 1 to 4 reviews on relevant books and other publications on the subjects within the Aims and Scope of the journal, as well as reports on events and latest news. Print will be available on demand. For enquiries please contact us at info@tlcjournal.org.

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ARTICLE PREPARATION & SUBMISSION

GENERAL REGULATIONS
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SUBMISSION PROCEDURE
Manuscripts are submitted electronically via the TLC Online Submission System. Before submitting the manuscript, authors make sure it is prepared in accordance with these guidelines. This journal follows an established submission procedure, whereby authors are required to formally acknowledge that the following requirements have been met: the submission has not been previously published, nor is it before another journal for consideration; the submission file is in Microsoft Word (.docx) document format; where available, URLs and DOIs for the references have been provided; figures and tables are placed within the text at the appropriate points rather than at the end; the text adheres to the requirements outlined in the TLC Submission Guidelines. In the submission process, authors are also required to specify whether their contribution constitutes original research or a review, indicate their full names, affiliations, country and city of residence, full academic title and degree, email address (will require verification), and phone number. Authors are also required to provide a short bio note to disclose their professional background and research history, identify any organisations, projects or other agencies supporting their publication, and support their submission with a cover letter for Editors’ consideration. An additional field is to be filled in cases where there are co-authors involved.
MANUSCRIPT FORMAT AND STRUCTURE

Training, Language and Culture accepts manuscripts prepared in a Microsoft Word file (.docx) and following the Publication Manual of the American Psychological Association (6th ed.) with presentation in Times New Roman 11 pt. The article length is up to 6000 words, including all parts and sections, tables, references, figure captions and endnotes. For reports on events as well as book reviews – within 1500-2000 words. Please, consult this Paper Template as a general structure and formatting reference. Please note that author details revealing their identity are only provided in the 20-step submission process using the TLC Online Submission System as described above, while the manuscript file proper should contain no such details to ensure unhindered double-blind peer review procedure. To facilitate this, authors need to ensure that their manuscripts are prepared in a way that does not give away their identity. In this vein, the authors need to ensure that they are submitting the manuscript with no author details both in the text and the document metadata (the Blinded Manuscript). Besides the obvious need to remove names and affiliations under the title within the manuscript, there are other steps that need to be taken to ensure the manuscript is correctly prepared for double-blind peer review. To assist with this process, the authors are required to:

- cite papers published by the author in the text as follows: (Author, 2007);
- make sure figures do not contain any affiliation-related identifier;
- limit self-references only to papers that are relevant for those reviewing the submitted paper;
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Thereby, the manuscript file should be structured as follows and contain only the following parts:

- title (bold type, left-justified alignment, no abbreviations if possible);
- abstract (1500-2000 characters, italicised, left-justified alignment);
- keywords (5 to 7, italicised, left-justified alignment);
- main text (left-justified alignment);
- references (APA style strictly).

LANGUAGE

Training, Language and Culture publishes articles in English only. Only British spelling should be used consistently throughout the text. Abbreviations should be defined at their first mention and used consistently. Please avoid including abbreviations in the title of your paper.
HEADINGS & PARAGRAPHS

Headings should be as follows:

- **Level 1** - ALL CAPITALISED, BOLD
- **Level 2** - 1.1 Lowercase, bold
- **Level 3** - 1.1.1 Lowercase, bold & italics

The manuscript should be divided into clearly defined sections and paragraphs that will appear on separate lines. Recommended sections include:

**INTRODUCTION** stating the relevance of the study, as well as its aim, subject matter, and other research premises as appropriate.

**MATERIAL AND METHODS** highlighting the material to be analysed and stating the methods of analysis from the angle of their expediency for the particular topic, as well as providing a review of works related to the article subject matter, with a special note of disputable and/or undeveloped issues.

**STUDY AND RESULTS** describing the research procedure that reveals the analysis results, focus on new findings, and presenting the results in concise and clear statements.

**DISCUSSION** estimating the significance and contribution of the study results, the prospects for their practical implementation and for further research on the topic (combined Results and Discussion section may be appropriate depending on the nature of the study).

**CONCLUSION** briefly summing up what has been analysed and the conclusions the authors have eventually come to.

SOME GENERAL FORMATTING RULES

- Use single quotes throughout the text.
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- In the References section, capitalise the first word after a dash or colon: Defining film rhetoric: The case of recent motion pictures.
- Italicise the titles of books, edited collections, movies, television series, documentaries, or albums.

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Training, Language and Culture follows the Publication Manual of the American Psychological Association (6th ed.) for citations and references. When using APA format, follow the author-year-page method for in-text citations as in (Jones, 1998, p. 13) for a single author, or (Jones & Smith, 1998, p. 13) for two authors, or (Jones et al., 1998, p. 13) for three or more others. A complete reference for the citation should appear in the reference list at the end of the paper. When referring to an idea from another work but NOT directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference. All sources that are cited in the text must appear in the reference list at the end of the paper.
REFERENCES
Following the Publication Manual of the American Psychological Association (6th ed.), references should be formatted as follows.

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FOR JOURNAL ARTICLES

FOR CHAPTERS IN EDITED BOOKS

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For detailed formatting information please consult the Publication Manual of the American Psychological Association, 6th ed. Authors are also encouraged to consult this Paper Template as a general structure and formatting reference.

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