



Submission Guidelines

Training, Language and Culture

Training, Language and Culture

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| EDITOR-IN-CHIEF | Dr. Professor Elena N. Malyuga |
| PUBLISHER | Peoples' Friendship University of Russia named after Patrice Lumumba (RUDN University) |
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| TYPE OF ACCESS | Open Access |
| INDEXATION | Scopus, Russian Higher Attestation Commission Index (K1), Russian Index of Science Citation, DOAJ, Ulrich's Web, Linguistics Abstracts Online (Wiley), Google Scholar, EBSCO, ROAD, CyberLeninka, British Library, Bodleian Libraries (University of Oxford), Ghent University Library |
| LICENSING | Creative Commons Attribution CC BY-NC 4.0 |
| PUBLICATION FREQUENCY | Quarterly (March, June, September, December) |
| PEER REVIEW | Double Blind |
| APC | No Article Processing Charges Apply |

Please read and follow these instructions carefully. Doing so will ensure that the publication of your manuscript is as rapid and efficient as possible. The publisher reserves the right to return manuscripts that are not prepared in accordance with these instructions.

Download [Publication Consent form](#) | Download [Paper Template](#) | Go to [Archive](#)

Additional information on journal requirements, policies and guidelines is available online at <https://rudn.tlcjournal.org/>

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ABOUT THE JOURNAL

Aims and Scope

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

Focus Areas

Training, Language and Culture covers the following areas of scholarly interest: (1) theoretical and practical perspectives in language and linguistics; (2) culture studies; (3) interpersonal and intercultural professional communication; (4) language and culture teaching and training, including techniques and technology, testing and assessment.

Publisher

Training, Language and Culture is published by [Peoples' Friendship University of Russia named after Patrice Lumumba \(RUDN University\)](#) (Moscow, Russia).

Journal Mission

Training, Language and Culture is a peer-reviewed research publication which provides online access to studies examining how languages are structured, how meanings are formed and transmitted in different cultural and communicative settings, 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. TLC is intended to represent this dynamism, provide a platform for publication of insightful studies on relevant issues, and promote their implementation in teaching practices, professional communication and professional discourse research. The journal is addressed to and accepts manuscripts of scientists and practitioners engaged in research in the following specialties: (1) languages of the peoples of foreign countries; (2) theoretical, applied and comparative linguistics; (3) theory and methodology of training and education.

PUBLICATION POLICY

Licensing

Publications from issue no. 3 2022 are licensed under the [Creative Commons Attribution-NonCommercial 4.0 International Public License \(CC BY-NC 4.0\)](#), which allows unrestricted use of works for non-commercial purposes, subject to attribution. This means that people can share the material (copy and redistribute in any medium or format), as well as adapt it (remix, transform, and build upon the material) for non-commercial purposes as long as they give appropriate credit, provide a link to the license, and indicate if changes were made. The licensor cannot revoke these freedoms as long as the license terms are being followed. For more information please read the [summary of the CC BY-NC licence](#) at Creative Commons.

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Indexation

The journal is currently indexed in the following research databases:

SCOPUS

RUSSIAN HIGHER ATTESTATION COMMISSION INDEX (K1)

RUSSIAN INDEX OF SCIENCE CITATION

DOAJ

ULRICH'S WEB

LINGUISTICS ABSTRACTS ONLINE (WILEY)

GOOGLE SCHOLAR

EBSCO

ROAD

CYBERLENINKA

BRITISH LIBRARY

BODLEIAN LIBRARIES (UNIVERSITY OF OXFORD)

GHENT UNIVERSITY LIBRARY

Access to Publications

This journal is an open access journal. All articles are made freely available to readers immediately upon publication. Our open access policy is in accordance with the [Budapest Open Access Initiative \(BOAI\)](#) definition. It means that articles have free availability on the public internet, permitting any users to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet itself. For more information please read [BOAI statement](#). This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge (open license [Creative Commons](#)).

Digital Archiving Policy

Full-text electronic content is stored in the [Institutional Repository](#) (included in the NORA project – the [National Open Repositories Aggregator](#)), eLIBRARY scientific electronic library, CyberLeninka scholarly e-library, as well as on the server of the journal website available on the [Archive](#) page.

Publication Schedule and Volume

The journal is published quarterly (four issues per year coming out in March, June, September and December) with each issue incorporating 6 to 10 original research articles, 1 to 4 reviews on relevant books and other publications on the subjects within the [Aims and Scope](#) of the journal.

Submission Procedure

Manuscripts are submitted electronically via the journal website. Before submitting the manuscript, authors make sure it is prepared in accordance with the [TLC Submission Guidelines](#). In the submission process, authors are required to indicate their full names, affiliations, full academic titles and degrees, email addresses, and research databases IDs. Authors are also required to sign the [Publication Consent](#) form, provide a short bio note to disclose their professional background and research history, and identify any organisations, projects or other agencies supporting their publication.

Copyright Notice

Authors retain copyright of their work and allow it to be shared and reused, provided that it is correctly cited. The authors transfer the rights to use the article (including the use and distribution of an article in the Open Access) to the publisher of the journal on a non-exclusive license (Publishing Agreement (Public Offer)). At the same time, authors remain full rightsholders.

PUBLICATION ETHICS

General Regulations

Training, Language and Culture is committed to encouraging responsible publication practices honouring the generally accepted ethical principles. The Editorial Board of Training, Language and Culture adheres to the policies promoted by the Committee on Publication Ethics (COPE). Journal publisher is a co-founder and member of the [Association of Science Editors and Publishers \(ASEP\)](#) and supports the [ASEP Declaration on Ethical Principles for Scientific Publications](#). Compliance with publication ethics ensures the integrity of scientific publishing and confidence in published articles. Therefore, Training, Language and Culture expects all authors to adhere to ethical requirements in the preparation of their manuscript.

Editors' Responsibilities

Editors of Training, Language and Culture have responsibilities towards the authors contributing content to the journal, the peer reviewers who comment on the suitability of manuscripts for publication, the journal's readers and the scientific community in general. Editors have the responsibility to: provide clear statements disclosing the journal's aims, scope, publication ethics and peer review policies, and follow the corresponding regulations; provide guidelines outlining the processes of preparation and submission of manuscripts; treat all contributors with fairness, courtesy, objectivity, honesty, and transparency; respect the intellectual independence of authors; protect the confidentiality of every submitted manuscript and personal data; make known any conflicts of interest that might arise; establish and follow an efficient and rapid peer review procedure; make editorial decisions with reasonable speed and communicate them to the authors in a clear and constructive manner; describe, implement, and regularly review policies for handling ethical issues and allegations or findings of misconduct by authors and anyone involved in the peer review process, specifically as provided for in [COPE guidelines](#); ensure timely publication of accepted manuscripts; maintain the journal's internal integrity, which includes correcting errors, differentiating types of content, identifying published material with proper references, providing contributor information, specifying preferred citation formats, identifying license types for published content, etc.

Authors' Responsibilities

Authors contributing manuscripts to Training, Language and Culture have responsibilities towards journal editors, potential readers and the scientific community in general. Authors have the responsibility to: submit original work only; submit the manuscript to one journal at a time and confirm that the manuscript is not currently considered for publication elsewhere; follow the journal's manuscript preparation requirements outlined in [TLC Submission Guidelines](#); provide reliable results of the research and an objective discussion of its significance; include in the manuscript all the key data, as well as an accurate description of the details of the study and links to ensure the

reproducibility of the results; acknowledge and confirm that falsification of data or knowingly incorrect statements in the manuscript are considered unethical and unacceptable; observe accuracy in citing and indicating sources; mention in the manuscript all publications that have significantly influenced the preparation of the research or defined its format; ensure that the list of authors includes people who have made a significant contribution to the research; ensure that all persons indicated as authors have approved the final version of the manuscript, as well as its submission to the journal for publication; disclose all and any possible conflicts of interest related to the publication of the manuscript; actively participate in the review process, respond promptly to questions and, if necessary, correct the manuscript in accordance with the requirements of the reviewer.

Reviewers' Responsibilities

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](#)). Reviewers working with the manuscripts submitted to Training, Language and Culture have the responsibility to follow the regulations outlined in the journal's [Peer Review](#) policy.

Plagiarism

Plagiarism refers to (1) an act or instance of using or closely imitating the language and thoughts of another author without authorisation and the representation of that author's work as one's own, as by not crediting the original author, or (2) a piece of writing or other work reflecting such unauthorised use or imitation. Training, Language and Culture considers plagiarism a serious offense and is committed to eliminating manuscripts with possible cases of plagiarism from its review and publication process. The journal uses in-house duplicate check software to screen each manuscript for possible cases of plagiarism. Plagiarism check is the first step in the manuscript review process. Manuscripts that are found to contain unacceptable level of similarity with other published works shall be immediately rejected. Submitted manuscripts should be the original works of the author(s). Training, Language and Culture will follow [COPE guidelines for suspected plagiarism in a submitted manuscript](#).

Duplicate Submissions

Duplicate submission is a situation whereby an author submits the same or similar manuscripts to two different journals simultaneously. This includes the submission of manuscripts derived from the same data in such a manner that there are no substantial differences in the manuscripts. Duplicate submission also includes the submission of the same/similar manuscript in different languages to different journals. Duplicate submissions will be considered unacceptable, and each author is required to state in writing that their manuscript has not been published before and is not under consideration for publication elsewhere. In handling cases of duplicate submissions Training, Language and Culture will follow [COPE text recycling guidelines for editors](#).

Fabrication, Manipulation and/or Falsification of Data

Any kind of fabrication, manipulation and/or falsification of data is considered unethical, and Training, Language and Culture is committed to verifying the data presented in the submitted manuscripts through rigorous assessment of methodological procedures applied in the research, as well as through online check for comparable data. The journal will act in compliance with [COPE guidelines for data and reproducibility](#) in dealing with suspected cases of data fabrication, manipulation and/or falsification.

Citations Manipulation

A manuscript should contain only relevant citations. Inclusion of citations that are not relevant to the work is strongly discouraged. Similarly, irrelevant self-citation to increase one's citation rating is considered unethical.

Acknowledgement

Individuals who participated in the development of a manuscript but do not qualify as an author should be acknowledged. Organisations that provided support in terms of funding and/or other resources should also be acknowledged.

Conflict of Interest

Conflict of interest exists when there is a divergence between an individual's private interests (competing interests) and his or her responsibilities to scientific and publishing activities such that a reasonable observer might wonder if the individual's behaviour or judgment was motivated by considerations of his or her competing interests. Authors are expected to disclose all financial/relevant interest that may have influenced the development of the manuscript. Reviewers should disclose any conflict of interest and if necessary, decline the review of any manuscript they perceive to have a conflict of interest. Editors of Training, Language and Culture will also decline from considering any manuscript that may have conflict of interest. Such manuscripts will be re-assigned to other editors.

Confidentiality

A submitted manuscript is a confidential material. Training, Language and Culture will not disclose submitted manuscript to anyone except individuals who partake in the processing and preparation of the manuscript for publication (if accepted). These individuals include editorial staff, corresponding authors, potential reviewers, actual reviewers, and editors. However, in suspected cases of misconduct, a manuscript may be revealed to third parties that may require it for the resolution of the misconduct.

Correction and Retraction of Articles

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper. Corrections may be made to a published article with the authorisation of the editor of the journal. Editors will decide the magnitude of the corrections. Minor corrections are made directly to the original article. However, in cases of major corrections, the original article will remain unchanged, while the corrected version will also be published. Both the original and corrected version will be linked to each other. A statement indicating the reason for the major change to the article will also be published. When necessary, retraction of articles will be done according to [COPE retraction guidelines](#).

Hazards and Human Subjects

Authors contributing manuscripts to Training, Language and Culture are required to include in the text of the manuscript a statement affirming that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

Statement of Human Rights

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the [Declaration of Helsinki](#), as revised in 2013. If doubt exists whether the research was conducted in accordance with the [Declaration of Helsinki](#), the authors must explain the rationale for their approach, and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study.

PEER REVIEW

General Regulations

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 peer review process depends to a large extent on the trust and willing participation of the scholarly community and requires that everyone involved behaves responsibly and ethically. Peer reviewers play a central and critical part in the peer review process and have an obligation to conduct reviews in an ethical, objective and accountable manner.

Peer Review Definition and Purpose

Peer review, for the purposes of these guidelines, refers to reviews provided for manuscript submissions to Training, Language and Culture. The purpose of peer review is to assist the Editor in making editorial decisions, and through the editorial communications with the author it may also assist the author in improving the paper.

Type of Peer Review Used

Training, Language and Culture uses double-blind review, which means that reviewers are unaware of the identity of the authors, and authors are unaware of the identity of reviewers. Since peer review is critical to maintaining research quality, the double-blind procedure is implemented to ensure fair judgement and reduce the possibility of review bias.

Choice of Reviewers and Reviewer Requirements

The choice of reviewers is at the discretion of Editors. The reviewers must be knowledgeable about the subject area of the manuscript, they must have no affiliation with the authors' institution, and they should not have recent joint publications with any of the authors. Reviewers must not have conflict of interest with respect to the research, the authors and/or the funding sources for the research. If such conflicts exist, the reviewers are expected to report them to the Editor without delay. When approached to review, reviewers agree to review only if they have the necessary expertise to assess the manuscript and can be unbiased in their assessment. Reviewers are expected to identify clearly any gaps in their expertise when asked to review. Any selected reviewer who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the Editor without delay.

Competing Interests

Reviewers are expected to declare all potential competing, or conflicting, interests. Competing interests may be personal, financial, intellectual, professional, political or religious in nature. If a reviewer is currently employed at the same institution as any of the authors or have been recent (e.g. within the past 3 years) mentors, mentees, close collaborators or joint grant holders, they should not agree to review. In addition, a prospective reviewer should not agree to review a manuscript just to gain sight of it with no intention of submitting a review, or agree to review a manuscript that is very similar to one they have in preparation or under consideration at another journal.

Suspicion of Ethics Violation

If a reviewer comes across any irregularities with respect to research and publication ethics, Editors expect them to notify the journal (e.g. see [COPE Case 02-11: Contacting research ethics committees with concerns over studies](#)). For example, a reviewer may have concerns that misconduct occurred during either the research or the writing and submission of the manuscript, or they may notice substantial similarity between the manuscript and a concurrent submission to another journal or a published article. In the case of these or any other ethical concerns, reviewers need to contact Editor-in-Chief directly at malyuga-en@rudn.ru and not attempt to investigate on their own. It is appropriate to cooperate, in confidence, with the journal, but not to personally investigate further unless the journal asks for additional information or advice.

Preparing a Report

Reviewers are expected to follow journals' instructions for writing and posting the review. Training, Language and Culture uses a particular format for their reviews that includes both yes/no questions and an extended commentary field (in free form). Reviewers must be objective and constructive in their review, providing feedback that will help the authors to improve their manuscript. To help Editors in their evaluation, reviewers need to be specific in their critique, provide supporting evidence with appropriate references to substantiate general statements, be professional and refrain from being hostile or inflammatory and from making libellous or derogatory personal comments or unfounded accusations (e.g. see [COPE Case 08-13: Personal remarks within a post-publication literature forum](#)). Editors require a fair, honest, and unbiased assessment of the strengths and weaknesses of the manuscript. It is the job of the peer reviewer to comment on the quality and rigour of the work they receive. If the work is not clear because of missing analyses, the reviewer should comment and explain what additional analyses would clarify the work submitted. It is not the job of the reviewer to extend the work beyond its current scope.

Timeliness

It is courteous to respond to an invitation to peer review within a reasonable timeframe, even in cases when the review cannot be undertaken. If a prospective reviewer feels qualified to judge a particular manuscript, they should agree to review only if they are able to return a review within the proposed or mutually agreed time-frame. Reviewers are expected to inform the journal promptly if their circumstances change and they cannot fulfil their original agreement or if they require an extension. In case the approached reviewer is unable to undertake the task, it is helpful to make suggestions for alternative reviewers if relevant, based on their expertise and without any influence of personal considerations or any intention of the manuscript receiving a specific outcome (either positive or negative). The typical period of time allowed for reviews is 3 weeks (can be modified during the editorial process).

Decision-Making Policy

Authors submit manuscripts to Training, Language and Culture via the online submission system. Initial screening of submitted manuscripts is conducted by Editor-in-Chief, who decides whether the manuscript conforms to the journal Aims and Scope and can be referred further for review. Manuscripts that are not suitable for publication in the journal are rejected with a rejection letter sent to the corresponding author. If the manuscript conforms to the Aims and Scope of the journal and formally abides by the journal requirements, it shall be sent out for review. Depending on the type of paper, it could be accepted for publication immediately (invited editorial, book review, etc.). Based on the reviewers' comments, Editors make a decision to (a) accept without further revision; (b) consider for publication upon revision; (c) reject. If reviewers recommend that the manuscript should be accepted for publication without further revision, an acceptance letter is sent to the authors, and the final manuscript is forwarded to production. If reviewers recommend that the manuscript should be considered for publication upon revision, authors are requested to revise in accordance with reviewers' comments and resubmit the updated version of their manuscript for further evaluation. If reviewers recommend that the manuscript should be rejected, a rejection letter is sent to the authors. All reviewers assigned to the same manuscript act independently and are not aware of each other's identities. If the decisions of the two reviewers are not the same (accept/reject), Editors may assign additional reviewers or make the decision themselves.

Quality Control

Editorial team of Training, Language and Culture shall ensure reasonable quality control for the reviews. With respect to reviewers whose reviews are convincingly questioned by the authors, special attention will be paid to ensure that the reviews are objective and high in academic standard. When there is any doubt with regard to the objectivity of the reviews or quality of the review, additional reviewers will be assigned.

AUTHOR GUIDELINES

General Regulations

Training, Language and Culture invites authors to submit manuscripts that have not been published before and are not under consideration for publication elsewhere. Submissions are accepted in English only. Submitted manuscripts must comply with the general academic requirements, fall within the aims and scope of the journal, present original research, and appeal to a wide range of specialists within the scientific community. If previously published figures, tables or parts of text are to be included, the copyright holder's permission is to be obtained prior to submission. The publisher will not be held legally responsible should there be any claims for compensation.

Publication Efficiency

Please read and follow these instructions carefully. Doing so will ensure that the publication of your manuscript is as rapid and efficient as possible. The publisher reserves the right to return manuscripts that are not prepared in accordance with these instructions.

Submission Procedure

Manuscripts are submitted electronically [via the journal website](#). Before submitting the manuscript, authors make sure it is prepared in accordance with the [TLC Submission Guidelines](#). In the submission process, authors are required to indicate their full names, affiliations, full academic titles and degrees, email addresses, and research databases IDs. Authors are also required to sign the [Publication Consent](#) form, provide a short bio note to disclose their professional background and research history, and identify any organisations, projects or other agencies supporting their publication.

Manuscript Length, Font and Metadata

Training, Language and Culture accepts manuscripts prepared in a MS Word file (.docx) and following the Publication Manual of the American Psychological Association (7th ed.) with presentation in Calibre 10 pt, single spacing. Article length should be no less than 6000 words, excluding references. For book reviews – within 1500-2000 words. Authors are requested to consult this [Paper Template](#) as a general structure and formatting reference. Text originality should be at least 85% as determined by RUDN University's plagiarism check software.

Author Anonymity

Contributors submit their manuscripts prepared in compliance with the [Paper Template](#) and include their names, affiliations and funding sources in the text of the manuscript. These data are further anonymised by the editorial team in preparing the manuscript file for the peer review stage.

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. Scientific reporting should convey the essential points of the study in a clear manner and must be free of implied or irrelevant evaluation of the group or groups being studied.

Manuscript Structure and Main Text Structure

The manuscript should be divided into clearly defined sections.

TITLE full-justified, bold type, no abbreviations.

ABSTRACT full-justified, italicised, 200-250 words..

KEYWORDS full-justified, italicised, 5 to 7 items separated by a comma.

MAIN TEXT full-justified, 0.5 cm indent, a single space before numbered paragraphs.

ACKNOWLEDGEMENTS optional, full-justified.

FUNDING optional, full-justified.

APPENDIX optional, 9pt, full-justified.

REFERENCES APA style strictly.

The main text should be divided into clearly defined paragraphs.

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

MATERIAL AND METHODS highlighting the material and stating the methods of analysis from the angle of their expedience for the particular topic.

THEORETICAL BACKGROUND reviewing previous research with the focus on disputable and undeveloped issues.

STUDY AND RESULTS describing research procedure and results with the focus on new findings.

DISCUSSION estimating the significance of study results, the prospects for their practical implementation and further research on the topic.

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

Paragraph Levels

Paragraph levels should be as follows:

Level 1 - **1. ALL CAPITALISED, BOLD**

Level 2 - **1.1. Lowercase, bold**

Level 3 - **1.1.1. Lowercase, bold & italicised**

Some General Formatting Rules

- Use single quotes throughout the text.
- If you refer to the title of a source within your paper, capitalise all words within the title of a source: *Permanence and Change*. Exceptions apply to non-notional parts of speech: *Writing New Media: There is Nothing Left to Lose*.
- When capitalising titles, capitalise both words in a hyphenated compound word: *Natural-Born Cyborgs*.
- In the References section and the title of your manuscript 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.
- A page or a page range should at all times be provided for word-for-word citations.
- Table grids should show horizontal lines only.
- Display table legends before the tables and figure captions immediately following the figures.
- To maximize clarity, use abbreviations sparingly.
- Periods are not used with abbreviations in APA Style (e.g., write "FBI" and "PhD" not "F.B.I." and "Ph.D.").
- Use "they" as a generic third-person singular pronoun to refer to a person whose gender is unknown or irrelevant to the context of the usage.
- Include a DOI for all works that have a DOI, regardless of whether you used the online or the print version.
- Do not use bullets for smaller lists containing only a few items.

Quotation Marks

- Training, Language and Culture uses single quotation marks only. Do not use quotation marks:
- to cite a letter, word, phrase, or sentence as a linguistic example; instead, italicise the term. E.g.: He clarified the distinction between *farther* and *further*.
 - to introduce a technical or key term; instead, italicise the term. E.g.: The term *zero-base budgeting* appeared frequently in the speech. She compared it with *meta-analysis*, which is described further.

In-text Citations

Training, Language and Culture follows the Publication Manual of the American Psychological Association (7th ed.) for citations and references. When using APA format, follow the author(s)-year-page method for in-text citations as in these examples:

(Jones, 2019, p. 13) for a single author

(Jones & Smith, 2019, p. 13) for two authors

(Jones et al., 2019, p. 13) for three or more authors

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, 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. When mentioning referenced material within the text, please follow these rules:

As Jones (2019) argues... for a single author

As Jones and Smith (2019) argue... for two authors

As Jones et al. (2019) argue... for three or more authors

Longer quotes referring to a sustainable definition/interpretation taken from a referenced source should be italicised. E.g.: Manipulation of recipient's consciousness is only plausible given there is a subject and an object of manipulation, whereby it can be defined as '*action directed at someone or something in order to achieve or instil something*' (Adair, 2003, p. 81). Hence, a speech strategy is basically '*a complex of speech actions aimed at achieving communicative goals*' (Issers, 2002, p. 122).

eferences

Following the APA Publication Manual (7th ed.), references should be formatted as follows.

BOOK

Halliday, M. A. K., & Matthiessen, C. (2004). *An introduction to functional grammar* (3rd ed.). Routledge. <https://doi.org/10.4324/9780203783771>

JOURNAL ARTICLE WITH PAGE RANGE

Malyuga, E. N., & Tomalin, B. (2017). Communicative strategies and tactics of speech manipulation in intercultural business discourse. *Training, Language and Culture*, 1(1), 28-45. <https://doi.org/10.29366/2017tlc.1.1.2>

JOURNAL ARTICLE WITH ARTICLE NUMBER

Baena-Extremera, A., Granero-Gallegos, A., Baños, R., & Ortiz-Camacho, M. D. M. (2018). Can physical education contribute to learning English? Structural model from self-determination theory. *Sustainability*, 10(10), Article 3613. <http://dx.doi.org/10.3390/su10103613>

JOURNAL ARTICLE WITH MORE THAN SEVEN AUTHORS

Dikker, S., Wan, L., Davidesco, I., Kaggen, L., Oostrik, M., McClintock, J., ... & Poeppel, D. (2017). Brain-to-brain synchrony tracks real-world dynamic group interactions in the classroom. *Current Biology*, 27(9), 1375-1380. <https://doi.org/10.1016/j.cub.2017.04.002>

NEWSPAPER ARTICLE

Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times*. <https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>

CHAPTER IN AN EDITED BOOK: SINGLE EDITOR

Chen, X., Hao, P., Chandramouli, R., & Subbalakshmi, K. P. (2011). Authorship similarity detection from email messages. In P. Perner (Ed.), *Machine learning and data mining in pattern recognition* (pp. 375-386). Springer. https://doi.org/10.1007/978-3-642-23199-5_28

CHAPTER IN AN EDITED BOOK: TWO EDITORS

Fitzmaurice, S. M. (2016). Semantic and pragmatic change. In M. Kytö & P. Pahta (Eds.), *The Cambridge handbook of English historical linguistics* (pp. 256-270). Cambridge University Press. <https://doi.org/10.1017/CBO9781139600231.016>

CHAPTER IN AN EDITED BOOK: THREE OR MORE EDITORS

Gollin-Kies, S., Hall, D. R., & Moore, S. H. (2015). Historical and conceptual overview of LSP. In S. Gollin-Kies, D. R. Hall, & S. H. Moore (Eds.), *Language for specific purposes* (pp. 11-28). Palgrave Macmillan. https://doi.org/10.1057/9781137500762_2

CONFERENCE PROCEEDINGS

Vázquez, C., Xia, L., Aikawa, T., & Maes, P. (2018, July 9-13). Words in motion: Kinesthetic language learning in virtual reality. In *Proceedings of the 18th International Conference on Advanced Learning Technologies* (pp. 272-276). IEEE. <https://dx.doi.org/10.1109/ICALT.2018.00069>

DISSERTATIONS

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For other reference examples please consult the Publication Manual of the American Psychological Association (7th ed.). Authors are also encouraged to consult this [Paper Template](#) as a general structure and formatting reference.

Tables and Figures

Tables and figures are placed within the text of the article rather than at the end. Number all tables and figures with Arabic numerals in the order in which they are first mentioned in text. Do not use suffix letters to number tables and figures, i.e. label them as Table 5, Table 6, and Table 7 or Figure 5, Figure 6, and Figure 7 instead of 5, 5a, and 5b. Table layout should be logical and easily grasped by the reader. The Figures should be simple, clear, and informative. A good figure augments rather than duplicates the text, conveys only essential facts, omits visually distracting detail, is easy to read and understand, is consistent with similar figures in the article, and is carefully planned and prepared. Please consider the graphic examples below.

Table 1

List of strategies hindering and facilitating cooperative interaction

| STRATEGIES | TACTICS |
|---|---|
| Strategies hindering cooperative interaction | |
| Evasion | Changing the subject / Forwarding / Avoiding the answer |
| Open negative response | Objection / Indignation / Denial / Unmotivated refusal |
| Downgrading the recipient's status | Accusation / Judgement / Denunciation / Reproach / Ridicule |
| Communicative confrontation | Disagreement / Unwillingness to sustain a conversation / Distancing |
| Strategies facilitating cooperative interaction | |
| Solidarity | Request to share a judgement / Reassurance / Intimate interaction |
| Scaling up the recipient's status | Expressing interest in the conversation / Praise / Compliment |
| Establishing positive interaction mode | Expressing positive emotional state / Positive assertion |

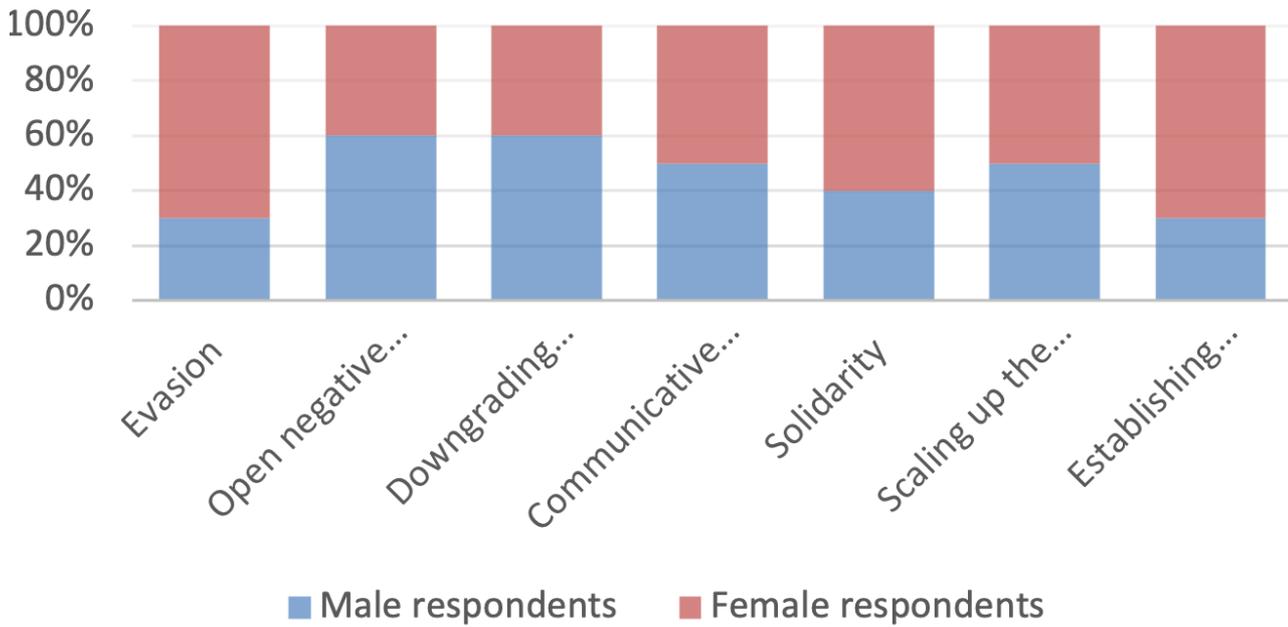


Figure 1. Quantitative analysis of gender aspects of communicative strategies and tactics represented in British business discourse



Figure 2. Quantitative analysis of gender aspects of communicative strategies and tactics represented in American business discourse

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A 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 the journal focus areas. Book reviews should follow the same format and style requirements as articles, the length being 1,500 to 2,000 words. The review should introduce the reader to the book's content and focus on the subject of the book being reviewed. Reviewers need to include an exposition of how the book fits into the current thinking on the subject (e.g., a novel approach, an introduction, a generalising review, etc.), avoid repeating its table of contents, and give the reader some idea of the author's thesis and how they develop it. If the book is an edited collection of essays, or chapters by different individuals, reviewers need to give some idea of the overall theme and content, but be free to focus on specific chapters they consider particularly significant or worthwhile. A review should inform the reader about what is happening in the area of academic activity the book addresses; what the state of knowledge is in the subject; and how this new book adds, changes, or breaks new ground in our knowledge of this subject. The review should be fair to the author, convey the content of the book, include revealing quotations from the book or notable facts or findings.

It is advisable to include the following components into the review:

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- a description of the way the author approaches his or her topic, the rigour of the research, the logic of the argument, and the readability of the prose;
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