

## **Paper submission guidelines**

To ensure a consistent format of the articles, authors are kindly requested to follow the following guidelines.

### **1. Paper structure:**

УДК

Authors' first name, last name, sc. degree and affiliation in Ukrainian

Title in Ukrainian (or in Polish)

Authors' first name, last name, sc. degree and affiliation in English

Title in English

Authors' ORCID #

Abstract in Ukrainian ( or in Polish) with key words.

Abstract in English with key words.

Article body in Ukrainian (Polish, English)

Vitae

Correspondence

**Examples** can be found in the archive of the journal <http://journals.uran.ua/ald/issue/archive>

### **2. Main requirements.**

Papers are invited in Ukrainian, English, and Polish. Papers should be between **3000 and 6000 words in length**, including an abstract and up to **7** keywords and references. For detailed formatting in-text citations and end references, please refer to **the APA style**. Papers should be sent **in both DOC(X) and PDF format** to Executive Secretary's e-mail address: **arslinguo@gmail.com**. If you submit your article in English, we recommend that it should be proof-read by a native speaker.

All submissions will be reviewed by the editorial board and peer-reviewed by the experts in a given narrowly defined field, who are qualified and able to perform reasonably impartial review. They **will not consider** the articles that: a) do not meet the journal requirements; do not have scientific novelty and practical significance; b) do not belong to the research areas of the journal; c) not written in a competent academic language; d) the lack of new publications in the theoretical part of the article; e) violate the ethics of scientific research, particularly if editorial staff reveals plagiarism, self-plagiarism, data fabrication, duplicate publication.

**3. Abstract and keywords:** Papers submitted for publication in Ukrainian should include an abstract of **150 - 200 words in Ukrainian (Polish)** and an abstract of **300 words in English** and **5 -7 keywords**. Structurally, the abstract should include: ***Introduction; Methodology (research framework); Results and Discussion sections.***

**4. Format:** All papers must be submitted in an electronic format. We accept Microsoft Word, txt or rtf files, preferably Word for Windows .doc files. If your article contains symbols or any other elements that you predict might present technical problems, please enclose a PDF file for the convenience of the editors.

**4.1. Page and margins:** the A4 pages should be set in single column format. The margins should be set at 2 cm top and bottom and 2 cm right and left. All sections including

References must have the same width and depth of type page. All pages must be numbered consecutively.

**4.2.Font:** Use **Times New Roman**. The main text should be in **11-point type**. For phonetic transcription, please use the IPA symbols (or any consistent system).

**4.3.Spacing:** Space between lines is defined in terms of points. The main text should have a **spacing of 13 points**. Do not use ‘double-spacing’ or ‘one-and-a-half-spacing’. Choose the option ‘space precisely’, then define the exact size of points.

**5. Title, authors and affiliations:** Skip one line and write the title in bold, 14-point type, and left justified. Skip 1 line and write your name and affiliation in 11-point type bold and italicised.

**6. Sections of the article:** Sections of the article must be numbered sequentially starting with 1 up to the third level (e.g. 1.1.1). Wherever possible, use the section numbers for cross-referencing within the article. First level headings should be left-justified, boldface, 11-point type. In section titles, only capitalize the first word and any proper names. Second level subheadings should be left-justified, boldface, italicised and printed in 11-point type. Third level subheadings should be left-justified, italicised and printed in 11-point type. Do not use headings other than these three types. The paragraphs are with indentation (1,25cm). Remember to skip one line before the next heading. Note that one line has been skipped immediately after the heading.

- 1) **Introduction** (concerns the problem of research)
- 2) **Theoretical background (includes the review of the basal and latest publications)**
- 3) **Article aim and research tasks**
- 4) **Research framework/methodology.** This section should **include:** Participants, Data collection Analysis and Method subsections research procedure.
- 5) **Results and discussion.**
- 6) **Conclusions with Implications for future research.**

**7.Footnotes:** Use footnotes numbered sequentially. Footnotes should be indicated in the main body of the text by superscripts outside punctuation and they should be in 10-point type with 1,0 spacing.

**8. Citations in the text:** Always give author’s name, year and page number, the latter in parentheses. Use single quotation marks: ‘ ‘ e.g. Validity is defined as ‘the extent to which an evaluation measures what it is designed to measure, such as translation skills’ (Williams, 2009: 5).

**Long citations:** Indent by one tab either side, one space above and below.

Reliability is viewed as

‘the extent to which an evaluation produces the same results when administered repeatedly to the same population under the same conditions’; thus, for the assessment procedure to be reliable the evaluators have to be consistent in their judgments and apply stable criteria’

**9. References in the text** follow the normal author-date style: (Campbell 1997: 62); Campbell (1997) states that ... Separate works referred to in the same parentheses should be listed in alphabetical order: (Bell, 1992; Campbell, 1997, 2001). Use et al. in case more than two authors are involved (but give full names in the References).

**10. All figures, tables** and diagrams must be numbered consecutively and supplied with captions in 11-point *italics*.

**10.1.** Tables usually show numerical value or textual information and are almost always characterized by a row-column structure. Any type of illustration other than a table is referred to as a figure. Each table must be referred to in the text, using a capital T, for example: ...as shown in Table 1 or (Table 1).

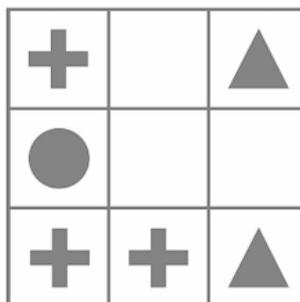
Table 1

*Child ADHD Diagnosis by Age in 2016*

Age range (years)	No. of children (millions) height	Weighted percentage ever diagnosed weight
2–5	0.388	2.4%
6–11	2.400	9.6%
12–17	3.300	13.6%

From “Attention-Deficit/Hyperactivity Disorder (ADHD): Data & Statistics,” by Centers for Disease Control and Prevention, 2018 (<https://www.cdc.gov/ncbddd/adhd/data.html>).

**10.2 Figures** may be a chart, a graph, a photograph, a drawing, or any other illustration or nontextual depiction. Any type of illustration other than a table is referred to as a figure. Refer to the figure in your writing - no italics, but with capital F, for example "In Figure 1..."



*Figure 1.* Short-term memory test involving pictures. Reprinted from Short-term Memory Loss (p. 73), by K. M. Pike, 2008, New York, NY: Mackerlin Press. Copyright 2008 by the Association for Memory Research. Reprinted with permission.

**11. The reference section** headed **References** (left-justified) should contain all works cited in the text, **and only those**, and they must be listed in alphabetical order of author/editor, with complete bibliographical details, including publisher. **Journal and book titles** must be given in full and must be *italicized*. Page references must be given for articles in books and journals. There should be no extra space between entries. The second and subsequent lines of each entry should be **indented**. Where more than one work by the same author is listed, the author’s name should be repeated in each entry.

***NB! It is advisable that a list of references should include at least 50% of scholarly works published within the last 15 years.***

### 11.1. Latin script must be used in the References.

In the reference list, translate the title of the foreign-language work into the language you are writing in.

Bussièrès, E.-L., St-Germain, A., Dubé, M., & Richard, M.-C. (2017). *Efficacité et efficience des programmes de transition à la vie adulte: Une revue systématique [Effectiveness and efficiency of adult transition programs: A systematic review]*. *Canadian Psychology/Psychologie canadienne*, 58, 354–365. <https://doi.org/10.1037/cap0000104> (In French)

### 11.2. Cyrillic titles should be transliterated in Latin script.

Дьяченко В.К. *Новая дидактика* - М.: Народное образование, 2001. - 496 с; D'yachenko, Vitaliy. *Novaya didaktika (New didactics)*. Moscow: Narodnoe obrazovanie, 2001. Print. /*New didactics* - M.: Public education (in Russian)

### 11.3. The following reference conventions should be observed.

#### Book:

Campbell, S. (1998). *Translation into the Second Language*. London and New York: Longman.  
Kelly, D. (2005). *A Handbook for Translator Trainers*. Manchester: St. Jerome Publishers.

#### Article in a book

Kelly, D. (2000). Diversity in unity. In *Translation into non-mother tongues in translator training in Spain*, 185-191. Tübingen: Stauffenburg Verlag.

Aronoff, M. (2000). Generative grammar. In G. Booij, Ch. Lehmann, J. Mugdan, W. Kesselheim, and S. Skopeteas (eds.), *Morphology. An international handbook on inflection and word-formation*, 194–209. Berlin, New York: Walter de Gruyter.

#### Article in a journal

Martinez, M. and Hurtado A. (2001). Assessment in Translation Studies: Research Needs. *Meta: Translators' Journal*, 46 (2), 272-287.

Orozco, M and Hurtado A. (2002). Measuring Translation Competence Acquisition. *Meta: Translators' journal*, 47 (3), 375-402.

Stewart, D. (2008). Vocational translation training into a foreign language. *Intralinea online translation journal*, 10, 1-17. Retrieved from: [http://www.intralinea.it/volumes/eng\\_open.php?id=P673](http://www.intralinea.it/volumes/eng_open.php?id=P673).

Williams, M. (2013). A holistic-componential model for assessing translation student performance and competency. *Mutatis Mutandis*, 6 (2), 419-443.

#### Dissertations

Allen, M. (1978). *Morphological investigations*. Ph.D. diss., Storrs, University of Connecticut.  
Pavlovic, N. (2007). *Directionality in collaborative translation process*. Ph.D.diss., Universitat Rovira I Virgili.

#### International Documents

EMT (2009). European Commission. European Master's in Translation Strategy. Retrieved from [http://ec.europa.eu/dgs/translation/programmesemt/keydocuments/emt\\_strategy/](http://ec.europa.eu/dgs/translation/programmesemt/keydocuments/emt_strategy/).

#### Conference paper

Porter, M., Omar, M., Campus, C., & Edinburgh, S. (2008, January). Marketing to the bottom of the pyramid: Opportunities in emerging markets. Paper presented at the 7th International Congress Marketing Trends, Venice, Italy. Retrieved from [http://www.escp-eap.eu/conferences/marketing/2008\\_cp/Maktoba.pdf](http://www.escp-eap.eu/conferences/marketing/2008_cp/Maktoba.pdf)

### **Movie**

Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). You can count on me [Motion picture]. United States: Paramount Pictures.

### **YouTube video**

Bellofolletti. (2009, April 8). Ghost caught on surveillance camera [Video file]. Retrieved from <http://www.youtube.com/watch?v=Dq1ms2JhYBI&feature=related>

### **Blog post**

Hirst, M. (2009, April 3). Public television for \$1 a day [Blog post]. Retrieved from <http://ethicalmartini.wordpress.com/2009/04/03/public-television-for-1-a-day/>

## **12. Formulas**

All formulas are embedded in the text from the formula editor MathType 4.0, which comes with Microsoft Office. Font and formula sizes see (settings in MathType 4.0).

## **13 Appendices**

Each appendix must be labeled with a letter (A, B, C, etc.) according to where it appears in the paper. The first appendix referred to in the paper would be named Appendix A. If there is only one appendix, it is just called Appendix. Each appendix must have a title. Begin each appendix on a separate page.

## **14. VITAE**

The article should be supplemented with information about the author/co-authors in Ukrainian and in English: first name, last name (patronymic), scientific degree, academic degree, affiliation, , research interests, correspondence (e-mail, contact numbers, full address)