SUBMISSION GUIDELINES

1. Please submit your manuscript as an RTF file.

2. **Page size** A4 (210x297 mm). Portrait layout.

3. Your file should be **named as** Your Last Name – underscore – section number / mc (for master class) / pp (for poster presentation). For example, Smith_4 or Jones_mc.

4. **Margins**: 3 cm at left, 2.5 cm at right, 2.5 at top and 3.0 at bottom.

5. The **font**: Times New Roman, **font size** 12, 1.5 line spaced

6. **Maximum length** of the manuscript 12,600 characters including spaces.

7. **Paragraphs indented** without extra spaces between them.

8. **Center text justification.** No hyphenation.

9. **All illustrations** (charts, drawings, diagrams, pictures, etc.) should be named as Picture or Table and enumerated in the manuscript. All illustrations should be placed directly in the manuscript but not as a separate file. See *the Example of Manuscript Layout* for more details.

10. **All examples** should be italicized. For more emphasis use bolding. Examples from fiction are given as: *To be or not to be?* (W. Shakespeare. Hamlet).

11. Definitions and translations should be made in **single quote marks** ('…'). **Double quote marks** ("……") should be used around quotations.

12. If you cite or quote a source posted on Facebook, Instagram or other media that are designated as extremist or terrorist in Russia, mark it by writing: ….*message/video posted on sb's Facebook page* (*which is banned in Russia, owned by Meta, and designated as extremist in Russia*) or *(banned in Russia due to its ownership by Meta, which has been designated as extremist).*

12. **Pages** should not be numbered.

13. Do not make any kind of **footnotes** in your manuscript.

14. Your manuscript should have **the following format** (see *The Example of Manuscript Layout* for more details):

- Your initials with a space and last name bold, in capitals, and italicized, right margin justification. If your manuscript has two and more authors, please see *The example of Manuscript Layout*.
- The manuscript title in capital letters bold, center justification.
- The information about the grant that supported your research should be given below the manuscript title, center justification, italicized.
- An abstract of the manuscript (120 – 150 words) should summarize the key points of the paper. State the subject of your research, its purposes, methods, and important findings and conclusions.
- Key words in bold (5–6 in alphabetical order) separated by commas and a full stop at the end of the line, indented.

- The manuscript text.
- **References** (the subtitle in bold), indented, with a colon.
- **About the author** (the subtitle in bold, left justification)

  On a new line below your name in bold.

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15. The references should go in alphabetical order. For quotes you should write [Stevens 2010: 45]. To refer to a number of authors, write [see Brown 1999; Robertson 2010; Smith 1957 and others]. All the references should be made in APA publication style (see *The Example of Manuscript Layout* for more details).