

GUIDELINES FOR AUTHORS

Manuscript Preparation

General information

The Journal "Herald of Kyiv National Linguistic University. Series in Philology" aims to publish well-written and innovative research articles that contribute to understanding of language-related issues from synchronic and diachronic perspectives. The Journal welcomes papers within a wide range of philological viewpoints including inter-disciplinary and multi-disciplinary approach. Subject areas of study include, but are not limited to: general linguistics (phonology, morphology, syntax, semantics, pragmatics); interfaces with general linguistics (neurolinguistics, psycholinguistics, sociolinguistics, linguosemiotics, computational linguistics); cognitive linguistics; comparative linguistics; corpus linguistics; applied linguistics; stylistics; (critical) discourse analysis; intercultural communication; literary and translation studies.

You can find the Journal's scope on our web site ([http://philmessage.knlu.edu.ua /user](http://philmessage.knlu.edu.ua/user)). Our Editorial Board members represent numerous research areas the Journal covers.

Co-authoring: authors can submit their manuscript in co-authoring, but the number of authors of one manuscript is **restricted to three**.

Submission: Submitting a manuscript indicates that it has not been published previously and is not currently submitted for publication elsewhere, either in its entirety or in part.

Don't submit your papers based on your doctoral dissertation.

Manuscripts should be submitted by e-mail to the following address: philology_knlu@ukr.net.

Reviewing

All submissions to the "Herald of Kyiv National Linguistic University. Series in Philology" are reviewed anonymously by at least two reviewers. The review process is guided by a managing editor. The Journal uses a double-blind reviewing process, thus authors remain anonymous to referees and referees remain anonymous to authors. Assistant editors prepare your article for blind reviewing, deleting your name(s) from the cover and last pages. Reviewers are members of the Editorial Board or scholars invited from other institutions. The editors reserve the right to decline the submitted manuscript without review if the studies reported are not sufficiently novel or important to merit publication in the Journal. Manuscripts deemed unsuitable are returned to the corresponding author without review.

Manuscript preparation

Language

The language of the manuscript must be English (either American or British standard, but authors are recommended to avoid the mixture of both). Authors who do not have native or equivalent proficiency in English are advised to have their article proofread by a native speaker prior to submission. Having successfully passed the reviewing process, articles are edited before publication by our language editors.

Length of the paper

Manuscripts are typically 12-16 pages with references, resume in English and Ukrainian.

Text format:

- font type and size: Times New Roman, 12 points, line spacing – 1.5;
- line spacing: 1.5;
- margins: left, right, top, and bottom – 2 cm. Apply these margins to all pages, including those with tables and figures;
- the first line of the paragraph is not indented;
- use straight inverted commas " " and apostrophe ' ';
- the list of references (Times New Roman, 11 points; line spacing – 1).

Footnotes should be avoided. Essential notes should be numbered consecutively in the text and grouped together at the end of the paper.

Title page

The first page of the electronic manuscript should contain the following information:

- UDC (Times New Roman, 12 pts, bold, CAPITAL letters, left sight);
- DOI (is giving after the paper is accepted to be published);
- the title of the paper in English (Times New Roman, 16 pts, bold, CAPITAL letters, align centre);
- name and surname of the author(s) (Times New Roman, 12 pts, regular, align centre);
- institutional affiliation(s) of the author(s) (Times New Roman, 12 pts, regular, align centre);
- e-mail (Times New Roman, 12 pts, regular, align centre)
- ORCID (Times New Roman, 12 pts, regular, align centre)
- short abstract (5 lines, Times New Roman, regular, 11 pts) with 5-6 key words.

Manuscript structure

Title: The paper title should be short and intelligible. Please try to avoid subtitles.

Abstract: Include the abstract of 5 lines, with the key words (5-6) following the title and representing the content of the paper.

Introduction: An overview of the contemporary knowledge of the investigated subject employing the up-to-date scientific literature should be followed by the main reasons why the research was performed.

Material and methods: Full details of the experimental procedures and statistical methods (including the software used) should be provided. The analytical methodology should be described in detail in case it is novel and original. Otherwise it is sufficient to cite the author of the method and mention any particular differences.

Results and discussion: They can be presented either in one section or in two individual chapters.

Conclusions.

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Tables and figures

Tables should be set in 11 pts typeface. Table titles are numbered throughout the paper and typed using extra line spacing to mark them from the text of the paper and the body of the tables. Please note that the article will be issued in colours. The title of the table should be placed above it in the centre. Illustrations should be supplied in JPEG, TIFF or PDF format at a resolution of at least 300 dpi at final size. If you provide illustrations in the tables, their source must be mentioned. Use only those pictures, which need no author's permission, or contact their author to have their consent for publication. Figures should be integrated with the text (e.g., Fig.1, or Table 1); preferably they should be included on the same page where they are first discussed. Drawings should be high quality, produced with the help of special programmes. A brief explanatory caption should appear above or below the figure. The title of the figure should be placed below it in the centre (in 11 pts, line spacing – 1.5).

Conclusions

The major findings should be summarised and highlighted. The summary should restate the essential facts of the paper including the interrelation between the objective(s), methods, results, and conclusions.

Résumé

Please prepare your résumé (12 pts, line spacing – 1.5) in English and Ukrainian (250-300 words). The résumé should briefly state the purpose, principal results, and major conclusions of the research. The résumé should not be a mere description but should highlight the essential facts of the academic paper, including the outline of the objective(s), methods, results, and conclusions. It is presented after the article, so it must be able to stand alone. Any references or quotations should, therefore, be avoided.

Immediately after the résumé, provide a maximum of 5-6 key words, avoiding general and plural terms as well as multiple concepts, e.g., 'and', 'of' or proper names. The key words should not completely overlap with the manuscript title.

References

In order to allow us to create links to abstracting and indexing services, such as Web of Science, SCOPUS, BRISDAT, CrossRef, OAJI, DOAJ, etc., please ensure that data provided in the references are correct. Please note that incorrect surnames, journal/book titles, publication year, and pagination may prevent link creation. Using DOI is encouraged.

Citations in the text

In-text citations must include the author's name, the year of publication, and page numbers if necessary. For example: Shore (1996) argues that ... or (Shore, 1996). When there is more than one author of a work, they all must be listed. The surname listed last is preceded by an *and*, for example: (Lakoff and Johnson, 1980). If there are more than three authors, only the first one is listed and *et.al* is added. For example: Beňačka *et al.* (2009) ... Further research (Beňačka *et al.*, 2009) ... If there are more publications from several authors, the references are ordered chronologically. For example: (Lakoff and Johnson, 1980; Johnson, 1987; Sweetser, 1990). When several publications of the same author are cited, they must appear in chronological order. For example: As argued by Kramsch (1993a, 1993b, 1998) ... Earlier research (Kramsch, 1993a, 1993b, 1998). When referring to another author's publication found in the source, use secondary referencing. For example: (Brown, 1987 cited in Byram and Morgan, 1994, p.11).

Quotations in the text

If you quote only 2 or 3 lines, include the sentences in the text within double quotation marks. For example: Wierzbicka (2003, p.70) states that "English ways of speaking are characterised by a high degree of self-assertion, whereas in Japanese self-assertion is avoided and suppressed".

Longer sections should be indented 0.5cm and set off from the text without quotation marks (Times New Roman, font 11 pts, line spacing - 1.5). The quotation is followed by the author's surname, year and page reference in brackets.

For example:

In his survey of English metrics, Omond concludes:

All details of syllabic structure, vowel and consonant character, stress-value, 'tone-colour', expressional significance, and the rest, will find its place in a complete theory. Much has been already done in this regard, and much remains to do. But these things can rightly be seen only in the perspective of the whole. Our first need is to view verse intelligently as a composite total - now at length, looking back on the experience of Centuries, to discover what English verse really is (1968, p. 268).

Or Gibbs (2006, p. 37) also argues...

References (Headline – Times New Roman, bold, 12 points; all references in Times New Roman, regular, 11 pts, justified, line spacing – 1)

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). In the reference list all the authors must be included in alphabetical order by the first author's surname. Make sure that all the works cited in the text also appear in the list of references (and vice versa). The book, edited book and journal titles are in italics.

In journal titles capitalize all lexical words.

More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication. Do not capitalise the words in the title.

The publications written in the Cyrillic alphabet should start with their full English translation, followed by their full English transliteration and only then the title in the source language.

For example:

Karasik, V. I. (2015). *Language display of personality*. Moscow: Gnozis. / Карасик, В. И. *Языковое проявление личности*. Москва: Гнозис.

In order to present the bibliographic entries listed in your paper the proper way, please do not hesitate to consult our guidelines. We provide examples of the most popular types of references. Make sure that all the Internet links in your references are active.

Sources of illustration materials are included into the list of references in ABC order.
In book/article/chapter titles capitalize only the first word and the word after a colon.
Follow APA style (<https://apastyle.apa.org/style-grammar-guidelines/references/examples>).

Examples:

Reference to a book

1) Whole authored book:

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.

2) Whole edited book:

Kesharwani, P. (Ed.). (2020). *Nanotechnology based approaches for tuberculosis treatment*. Academic Press.
Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., & Sue, D. W. (Eds.). (2019). *Microaggression theory: Influence and implications*. John Wiley & Sons. <https://doi.org/10.1002/9781119466642>

3) Republished book, with editor:

Watson, J. B., & Rayner, R. (2013). Conditioned emotional reactions: The case of Little Albert (D. Webb, Ed.). Create Space Independent Publishing Platform: <http://a.co/06Se6Na> (Original work published 1920)

4) Several volumes of a multivolume work:

Harris, K. R., Graham, S., & Urdan, T. (Eds.). (2012). *APA educational psychology handbook* (Vols. 1-3). American Psychological Association.

Journal article references

1) Journal article:

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of popular media culture*, 8(3), 207-217. <https://doi.org/10.1037/ppm0000185>

2) Monograph as a part of a journal issue:

Ganster, D. C., Schaubroeck, J., Sime, W. E., & Mayes, B. T. (1991). The nomological validity of the Type A personality among employed adults [Monograph]. *Journal of Applied Psychology*, 76(1), 143-168. <http://doi.org/10.1037/0021-9010.76.1.143>

Edited Book Chapter References

1) Chapter in an edited book:

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>
Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115-129). Routledge.

2) Chapter in an edited book, reprinted from another book:

Bronfenbrenner, U. (2005). The social ecology of human development: A retrospective conclusion. In U. Bronfenbrenner (Ed.), *Making human being human: Bioecological perspectives on human development* (pp. 27-40). SAGE Publications. (Reprinted from *Brain and intelligence: The ecology of child development*, pp. 113-123, by F. Richardson, Ed., 1973, National Educational Press).

Dictionary Entry References

1) Entry in an online dictionary:

American Psychological Association. (n.d.). Just-world hypothesis. In *APA dictionary of psychology*. Retrieved January 18, 2020, from <https://dictionary.apa.org/just-world-hypothesis>

Merriam-Webster. (n.d.). Semantics. In *Merriam-Webster.com dictionary*. Retrieved January 4, 2020, from <https://www.merriam-webster.com/dictionary/semantics>

2) Entry in a print dictionary:

American Psychological Association. (2015). Mood induction. In *APA dictionary of psychology* (2nd ed., p. 667).

Merriam-Webster. (2003). Litmus test. In *Merriam-Webster's collegiate dictionary* (11th ed., p. 727).

Résumé in English – 250-300 words (12 pts, line spacing – 1.5) and **Анотація** in Ukrainian – 250-300 words (12 pts, line spacing – 1.5) follow the references.

Contact information

Contact data	Author(s) photo	Fields of interest
full name(s) of the author(s), their academic degree / title(s), position, affiliations and addresses and e-mail addresses		

Submission preparation checklist

Before submitting the manuscript, author(s) should check the following list:

1. The submission has not been previously published, nor is being considered for publication in another journal.
2. The submission file (doc. or rtf.) is in Microsoft Word format (the oldest acceptable is Office 2010).
3. The manuscript has been made in the light of Guidelines for Authors.
4. Author(s) did not mention their name and affiliation in the main text.
5. Author(s) has read all the terms and conditions of the Journal.
6. All the papers should be proofread.

AFTER ACCEPTANCE

Availability of accepted article

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