

Teaching Language and Culture

Author Guidelines

TLC is interested in publishing papers about your ideas, research or practical work in the following areas:

- Linguistics and Language teaching and training
- Cultural awareness and Intercultural teaching and training
- Teacher and Trainer training for languages, culture and diversity
- Technology and Media in language learning and language and cultural training
- Testing and assessment

Manuscript Submission

TLC invites authors to submit manuscripts that have not been published before and are not under consideration for publication elsewhere. The authors assume all responsibility for publication approval by the institution where the work has been carried out, and in case of co-authorship – by all co-authors. The publisher will not be held legally responsible should there be any claims for compensation.

Manuscripts are submitted electronically as e-mail attachments along with a covering e-mail to the journal e-mail addresses:

- barrytomalin@aol.com
- malvuga_en@pfur.ru

The name of the file should include the author's name and initial(s): e.g. Cooper_V_J.

Author information

Indicate each author's name, academic title(s) and position(s) if any, affiliation, spheres of scientific interests, contact data (affiliation postal address, present residence address, contact phone number(s), e-mail)

Peer Review

Submitted manuscripts will usually be peer reviewed by at least two anonymous reviewers. The editors reserve the right to reject papers that do not meet the scope, subject areas or other basic requirements of the journal. The editors aim to provide contributors with a first decision on their papers within 2 weeks of submission. Editorial changes to accepted manuscripts may be made for the sake of style or clarity; with substantive changes authors will be involved.

Plagiarism: The authors are obliged to ensure that submitted papers do not contain plagiarized material or material copied from any other publications without proper references.

Manuscript structure and format

We accept manuscripts prepared in a Microsoft Word file (from 97-2003 versions onwards) and following the **Publication Manual of the American Psychological Association, 6th ed.** (<http://www.apastyle.org/manual/>), with presentation in Times New Roman 12pt; 1,5 line spaced. Uniform margins of 1 in. (2.54 cm) should be set on the top, bottom, left, and right of every page, and every paragraph indented ½ in. (1.25 cm). The manuscript should be double-spaced between lines of body text and titles, headings and block quotations, the Reference list and figure captions.

The article **length** is up to 6000 words, including all parts and sections, tables, references, figure captions, endnotes; reports on events and Euroalta and book reviews – within 1500 to 2000 words.

Footnotes to the text should be avoided.

Manuscripts should be structured and formatted as follows:

- **title** (bold type, upper case and centred; no abbreviations if possible);
- **author's (authors') name(s), affiliation(s), e-mail(s)** (italics, centred);
- **abstract** (up to 200 words: the subject matter, methods and main results; justified alignment hereinafter);
- **keywords** (5 to 7 units);
- **main text** (see instructions below);
- **end-notes** (numbered consecutively by order of appearance in the text, if any);

- **references** (APA style, see instructions below);
- **appendices** (identified as A, B, C, if any);
- **acknowledgements** (if any).

Headings should be as follows:

Main: roman, bold, initial cap **and essentials** only

Secondary: italic, initial cap **and essentials** only

Third level: roman, initial cap **and essentials** only

Either American or British spelling should be used **consistently** (without mixing up) throughout the text. Abbreviations should be defined at their first mention and also used consistently.

Main text instructions

Subdivision

The article should be divided into clearly defined sections and subsections (numbered 1.1, 1.2, ... , and 1.1.1, 1.1.2, ... , correspondingly). Section and subsection headings should appear on separate lines.

Introduction

State the study topicality, objectives, subject matter and the problem under consideration, other research premises.

Material and methods

Highlight the material to be analysed, and state the methods of analysis from the angle of their expedience for the particular topic. Make a review of works related to the article topic, with a special note of disputable and/or undeveloped issues.

Study and results

Describe the research procedure which reveals the analysis results. Focus on new findings. Present the results in concise and clear statements.

Discussion

Estimate the significance and contribution of the study results, the prospects for their

practical implementation and for further research on the topic. A combined Results and Discussion section may be appropriate depending on the nature of the study.

Conclusions

Briefly sum up what has been analysed and the conclusions you have eventually come to.

Illustrations: We regret we cannot include illustrations but are prepared to consider black and white charts and graphs if necessary.

Quotations:

Cite in the text by author and date: [Zhu, 2014]; in case of direct quotation the specific page(s) should also be indicated: [Zhu, 2014, pp. 15-16].

If there is no author, use the title (or a short form of the title, if it is lengthy) and the year. If there is no date, use “n.d.” (without quotation marks) instead.

Book Review Guidelines

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 areas stated above.

Book reviews should follow the same format and style requirements as articles, the length being 1,500 to 2,000 words.

References

A reference list comprises all sources cited in the text of a paper, listed alphabetically by authors' surnames in size 11pt in conformity with the following APA style requirements:

Journal article

Author's(-s') surname(s), comma, initial(s), date (in brackets) and title of article, followed by italicised name of journal, where published, issue (number) and pages

(without italics). If DOI (digital object identifier) is available, it is placed at the end of the reference (no period at the end of it). Titles of journals should not be abbreviated.

e.g. Malyuga, E., & Tomalin B. (2014). English Professional Jargon. *Economic Discourse, Journal of Language and Literature, Azerbaijan*, 5 (4), 172-180. doi: 10.7813/jll.2014/5-4/38

Chapter in an edited book

Author's(-s') surname(s), comma, initial(s), date (in brackets) and chapter title. Then type 'In' editor's (author/s') name, date, book title, place of publication and publisher. If DOI (digital object identifier) is available, it is placed at the end of the reference (no period at the end of it).book title, place of publication and publisher.

e.g. Tomalin, B. (2010). India Rising. In G. Forey & J. Lockwood (Eds.), *Globalization: Communication and the Workplace* (pp.), London, Continuum Publishing.

Book

Zhu, H. (2014). *Exploring Intercultural Communication-Language in Action*. London, Routledge.

Web references

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given.

e.g. Burchell, N. (2016). Linguistic Challenges. *Diplomat Magazine, May/June 2016, UK, London*. Retrieved from <http://www.diplomatmagazine.com/?p=3840> (accessed: 15 September, 2016)

For any further information consult the **Publication Manual of the American Psychological Association, 6th ed.** (<http://www.apastyle.org/manual/>)

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