

Author Guidelines

Article Submission

All papers for publication in **ARS LINGUODIDACTICAE Journal** should be sent to the Editorial Board at pedagogical.studies@gmail.com

Requirements for Article

The journal publishes original, completed research papers on teaching Ukrainian and foreign languages with relevance to secondary as well as tertiary education.

The journal also publishes reviews of the latest books on Language Pedagogy.

Languages: Ukrainian, English, Russian, Polish.

Scope of Publication and Formatting

The full-length article, including abstracts in three languages (English, Russian, and Ukrainian), appendices and references, should be 25,000 - 50,000 characters in length including whitespace and punctuation. Book reviews should be about 5,000 – 10,000 characters.

Manuscript format should be compatible with Microsoft Word (possible file extensions are as follows: rtf., doc., docx.).

Page Setup: Microsoft Word - Times New Roman, a font size - 14, format A4, fields: above - 2, bottom - 2; left - 2, right - 2; interval - 1,5.

Charts, Tables and Diagrams should be in MS Excel or MS Word and Images should be in JPG format using maximum possible 300 dpi resolution. The quantity of Images should not exceed 5.

Files should be entitled with the Latin script by the author's last name (in case of several authors –by the last names of the first three authors). In case of several Images to the article, it is necessary to include the sequence number of the Image to the author's last name in the title of the file.

Title page of the article should include the following information:

- Universal Decimal Classification ([UDC](#));
- ID ORCID
- Full name of the author; author's affiliation (Institution, position, academic degree, phone number and e-mail);
- Title of the article;
- Abstract (detailed requirements see below);
- 3-5 Keywords.

Structure of Articles

The article should be divided into clearly defined and numbered sections (all the sections should be in bold type as well as put on separate lines as subtitles):

1. **Introduction** (about 3,000 characters; relevance of the topic, the objectives and tasks of the work, literature review).

Note that when doing your literature review, we advise to make use of the international databases, which will provide the opportunity of searching the works by subject, key words and other features, e.g. ScienceDirect: <http://www.sciencedirect.com/science/search>.

2. **Research methods** (provide information on methodology and research design).
3. **Results and discussion** (present the main results of the research).
4. **Conclusions.**
5. **Tables and Appendices** (should have titles and numbers; notes should be stirred just below the tables).
6. **References** (should be submitted in order of their citation in the text, full reference should be provided – author, the title of the article/book, issue of the journal, city of publication, publisher, year of publication, pages).

REQUIREMENTS FOR ABSTRACTS

Abstracts should be written in Ukrainian, Russian and English

Abstracts in Ukrainian and Russian should be of identical content.

Scope of abstract: about 120 words (1000 characters, including whitespace).

Abstracts should be high-quality, informative and concise. It aims to give a short overview of the research done.

Structure of abstract. Abstract should clearly define the following:

- **aim / objectives** of the research (not the article, but of the research itself);
- **methods** (the way they were applied should be strictly defined, i.e. to explain the mechanism of the research done leading to the results received)
- main **results and outcomes** of the research, which prove their **significance** for science, society production, etc. (new valuable facts received; new correlation and regulations defined; certain hypotheses and theories proved or declined etc.).

All the elements of the abstract mentioned above should be clearly identified. In this regard we recommend to use the following words in the abstract: **aim / objectives, methods, results and outcomes, significance**.

Where appropriate, the very first sentence of the abstract may state the topicality of the research, if the latter is not obvious from the title, aim or the results of the research.

Key words

The abstract should be followed by 3-5 key words separated by a semicolon.

Keywords are a tool to help indexers and search engines find relevant papers. If database search engines can find your journal manuscript, readers will be able to find it too. This will increase the number of people reading your manuscript, and likely lead to more citations.

Abstract in English

The article should be followed by the Abstract in English, submitted in a separate file in the *.doc/ *.docx format. The elements of the Abstract are as follows: **the title of the article** (the first line, bold), **author's full name** (the second line, bold), department / institution, city, country; **background, purpose, results, discussion, key words** (each element of a new paragraph is in regular font, the titles of the paragraphs are in bold). The abstract should be accompanied by **the curriculum vitae**: full name, scientific degree, title, position (for post-graduate students – speciality), department, institution; research interests; **e-mail (correspondence)**.

All the elements of the abstract mentioned above should be clearly identified. In this regard we recommend to use the following words in the abstract: **aim / objectives, methods, results and outcomes, significance**.

Key words

The abstract should be followed by 3-5 key words separated by a semicolon.

When choosing key words, be aware they should contribute to the search of your publication in the electronic catalogues and наукометричних scientrometric databases.

Reference List

A **reference list** lists only the sources you refer to in your writing.

The purpose of the reference list is to allow your sources to be found by your reader. It also gives credit to authors you have consulted for their ideas. All references cited in the text must appear in the reference list, except for personal communications (such as conversations or emails) which cannot be retrieved.

A **bibliography** is different from a reference list as it lists all the sources used during your research and background reading, not just the ones you refer to in your writing.

Reference formatting guide

Title	Include the title 'References' (one word, beginning with a capital letter, centred, and not in italics)
Indent	Hanging indent your references (space bar in 5 - 7 spaces for the second and subsequent lines of each reference)
Space between references	In general double-space between references
Ampersand	Use for 2 - 6 authors, use "&" before the final author
One author, two publications	Order by year of publication, the earlier one first. Same year of publication for both - add 'a' and 'b' after the year, inside the brackets. Include this in the in text citation. example: Baheti, J. R. (2001a).
URLs	Remove the underlines from URLs so that any underscores (_) can be seen
Same first author, different second author	Order alphabetically by second or subsequent authors
Upper case letters (capital letters)	Journal title - use headline style; i.e. capitalise all the words, except articles and prepositions Book title or article title (in a journal, magazine or newspaper) - use sentence style; i.e. capitalise the first word of the title, and subtitle (after the colon), and any proper names
Place of publication	USA publishers give the city in full and the abbreviation for the state. New York, NY Springfield, MA Publishers outside the USA: Give the city in full and the country in full London, England Auckland, New Zealand
Page range	Use an en dash, NOT a hyphen, for page ranges: e.g. 21–27. No gaps between the page numbers and the en dash. How to add an en dash in Microsoft Word: Holding the Control key and type the minus sign on the small numeric keypad.
Use of square brackets	If format, medium or description information is important for a resource to be retrieved or identified, use square brackets after the title to include this detail: Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). <i>You can count on me</i> [Motion picture]. United States: Paramount Pictures.

Reference examples

One author (a book chapter)

Easton, B. (2008). Does poverty affect health? In K. Dew & A. Matheson (Eds.), *Understanding health inequalities in Aotearoa New Zealand* (pp. 97–106). Dunedin, New Zealand: Otago University Press

One author, multiple works published in the same year

Rush, E., McLennan, S., Obolonkin, V., Cooper, R., & Hamlin, M. (2015a). Beyond the randomised controlled trial and BMI--evaluation of effectiveness of through-school nutrition and physical activity programmes. *Public Health Nutrition*, 18(9), 1578–1581. <https://doi.org/10.1017/S1368980014003322>

Rush, E. C., Obolonkin, V., Battin, M., Wouldes, T., & Rowan, J. (2015b). Body composition in offspring of New Zealand women: Ethnic and gender differences at age 1–3 years in 2005–2009. *Annals Of Human Biology*, 42(5), 492–497.

Two authors (a journal article with doi)

Li, S., & Seale, C. (2007). Learning to do qualitative data analysis: An observational study of doctoral work. *Qualitative Health Research*, 17(10), 1442–1452. <https://doi.org/10.1177/1049732307306924>

Three authors

Barnard, R., de Luca, R., & Li, J. (2015). First-year undergraduate students' perceptions of lecturer and peer feedback: A New Zealand action research project. *Studies In Higher Education*, 40(5), 933–944. <https://doi.org/10.1080/03075079.2014.881343>

- Use "&" before the final author.

Four to seven authors

Szczęśna, A., Nowak, A., Grabiec, P., Paszkuta, M., Tajstra, M., & Wojciechowska, M. (2017). Survey of wearable multi-modal vital parameters measurement systems. *Advances in Intelligent Systems and Computing*, 526. https://doi.org/10.1007/978-3-319-47154-9_37

- List all authors in the reference entry

More than seven authors

Kasabov, N., Scott, N. M., Tu, E., Marks, S., Sengupta, N., Capecci, E., . . . Yang, J. (2016). Evolving spatio-temporal data machines based on the NeuCube neuromorphic framework: Design methodology and selected applications. *Neural Networks*, 78, 1–14. <https://doi.org/10.1016/j.neunet.2015.09.011>

- First 6 authors ... last author. and follow by date and other information.

Click the type of resources on the left column to find more reference examples.

Go to the [In-text citation](#) page to learn how to do in-text citations.

Reference List example

References

Alred, G. J., Brusaw, C. T., & Oliu, W. E. (2009). *The business writer's handbook*. New York, NY: St Martin's Press.

Best, A. (2004). *International history of the twentieth century*. Retrieved from <http://www.netlibrary.com>

Easton, B. (2008). Does poverty affect health? In K. Dew & A. Matheson (Eds.), *Understanding health inequalities in Aotearoa New Zealand* (pp. 97-106). Dunedin, New Zealand: Otago University Press.

Flesch, R. (n.d.). *How to write plain English*. Retrieved April 12, 2009, from http://www.mang.canterbury.ac.nz/writing_guide/writing/flesch.shtml

Global warming. (2009, June 1). Retrieved June 4, 2009, from http://en.wikipedia.org/wiki/Global_warming

Li, S., & Seale, C. (2007). Learning to do qualitative data analysis: An observational study of doctoral work. *Qualitative Health Research*, 17, 1442–1452. <https://doi.org/10.1177/1049732307306924>

Radio New Zealand. (2008). *Annual report 2007-2008*. Retrieved from http://static.radionz.net.nz/assets/pdf_file/0010/179676/Radio_NZ_Annual_Report_2008.pdf

Read, E. (2007, November 1). Myth-busting gen Y. *New Zealand Management*. Retrieved from <http://www.management.co.nz>

Secondary citations

A secondary citation is where you are citing information or quotes the author of your reference has taken from source that you have not read.

In-text citation:

Seidenberg and McClelland's study, conducted in 1990 (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), shows that ...

... as some studies show (Seidenberg & McClelland, as cited in Coltheart, Curtis, Atkins, & Haller, 1993).

- Name the author of the original work in your text, cite the secondary source in in-text citation: (as cited in ..., 1993)

Reference list entry:

Coltheart, M., Curtis, B. Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589–608.

- Give the secondary source in the reference list.

DOI and URL

DOI

DOI = digital object identifier

- A DOI commonly identifies a journal article but it can also be found on other publication types including books.
- All DOIs start with 10. and includes numbers and letters. Example: doi:10.1016/j.addbeh.2009.08.001
- The DOI provides a permanent internet address for the item making it easy to locate.
- You may search by DOI numbers in [Library Search](#) or <http://dx.doi.org.ezproxy.aut.ac.nz> to locate articles.

Doi in your reference list entry:

- Always** use the DOI if available (for print or online articles and books).
- No** full stop at the end of a DOI.
- .

New!

A new citing format for DOI was introduced by APA in March 2017. The new format includes *https* and the prefix *doi.org*: **<https://doi.org/10.1016/j.asw.2016.11.001>**

Example:

Oppenheimer, D., Zaromb, F., Pomerantz, J. R., Williams, J. C., & Park, Y. S. (2017). Improvement of writing skills during college: A multi-year cross-sectional and longitudinal study of undergraduate writing performance. *Assessing Writing*, 32, 12–27. <https://doi.org/10.1016/j.asw.2016.11.001>

Notes: the following old DOI styles are still acceptable:

- **doi:10.1036/0071393722**
- <http://dx.doi.org/10.1037/10639-000>

URL

If there is no DOI for a online journal article or an e-book, include a URL in your reference.

Use the URL of a journal home page for journal articles without DOI

- Use the URL of the journal homepage, NOT the full URL of the article, in your reference.
-

Finding a journal homepage URL:

- You could do a Google search for the journal title (within double quotation marks), e.g. "new zealand management magazine" to find the journal's homepage
- Or, go to the Library database [Ulrichsweb](#), search by the journal title or the journal's ISSN to find the journal record. On the journal record page, find the journal URL for your reference.

Journals without a home page and no DOI:

This can happen to some discontinued journals, or journals archived in an archival database only.

- Use the **database home page** URL in your reference. See the example in the following section.

Use a URL of a library database:

Resources retrieved from a library database, without a DOI:

If you use electronic resources without DOI, such as an ebook or a data set or a journal without a website, from a library database, You are required to include the URL of the *database homepage* in your reference.

- Do not use the full URL of the source that you retrieved from a database.

Example:

An ebook "*Small town sustainability: economic, social, and environmental innovation*".

The URL on the ebook page is:

<https://ebookcentral-proquest-com.ezproxy.aut.ac.nz/lib/AUT/detail.action?docID=1121624>

- You should remove ezproxy and other details following it.
- The correct URL in the reference for this book should be <http://ebookcentral.proquest.com>

Note: The authors of the article with no scientific degree should provide a review by the Candidate or Doctor of Sciences in the relevant field with the mention of their full name, scientific degree, position, institution and the signature of the reviewer. The review should be provided as a scanned attachment in the jpg format.