**FORMATTING GUIDELINES FOR PAPERS IN ENGLISH**

**The text format should follow the instructions and examples given in this file.** Please, watch and follow the fonts, style and line spacing of the template! The authors are asked to prepare camera-ready copies of their papers in \*.docx or \*.doc format and upload them on conference web site. The filename should contain the author’s surname (Latin script: Surname.docx).

***Author’s Initials.  Surname, …***

**Title of the Paper[[1]](#footnote-2)**

**Abstract.** The text of the paper should contain an abstract. Abstract formatting is as follows: Times New Roman font, 9 pt. Size of the abstract – not less than 100 words.

**Keywords.** The number of keywords – 4 to 7.

**1. Heading**

***1.1. Subheading***

**Page layout:** top and bottom margins – 7 cm, left and right margins – 5 cm, top imposition – 6,5 cm, bottom imposition – 6,3 cm.

**Text amount:** up to 10 pages (including tables, images, diagrams, references, etc.). Page numbers should be given at the bottom, on the outside, Times New Roman font, 11 pt.

**Author’s initials and surname:** Times New Roman font, 11 pt, bold italics, line spacing – 13,2 pt, right.

**Title of the paper:** Times New Roman font, 13 pt, bold, line spacing – 13,2 pt, centered, top – 12 pt, bottom – 6 pt.

**Headings:** Times New Roman font, 11 pt, bold, paragraph –8 mm, line spacing – 13,2 pt, left, top – 12 pt, bottom – 6 pt.

**Subheadings:** Times New Roman font, 11 pt, bold italics, paragraph – 8 mm, line spacing – 13,2 pt, left, top – 6 pt, bottom – 6 pt.

**Body text:** Times New Roman font, 11 pt, paragraph – 8 mm, line spacing – 13,2 pt, justified with hyphenation.

Examples included into the text should be in *italics*.

Quotation marks: «» (double angles).

Dashes: – (small dash). The dashes are preceded by attached spaces ( ).

Fractions are given in decimal form, comma being used as a separation mark: 3,14. Numbers exceeding ten thousand are given as fractions with order marks (10,5 ths), or as integers with attached spaces ( ) as separation marks (10 521).

Abbreviations – etc., e.g., ths, mln, ipm, cf. …

Numbers and dimensions should be separated by an attached space (3 ipm), numbers and percentage mark % shouldn’t be separated (95%).

Hyphen­ing is per­formed ma­nu­ally.

Footnotes should be given per page. Footnote marks should precede punctuation marks[[2]](#footnote-3).

References should be given in square brackets: the last name of the first author without initials or the title if there is no author, followed by whitespace and publication date (e.g. [Sahlgren 2008; Penn et al. 2009]); page number(s) on which the cited text is located should be given after a colon, e.g. [Bolshakova et al. 2007: 70].

Formulae should be formatted in a specialized editor (or given in italics in MS Word format) and numbered, numbers being given on the right:

  *F*(*y*),  *F*(*y*)*= a + b*1*y + b*2*y*2*+ ...* +*bkyk*,(1)

Tables, figures, etc. should be centered, numbered and comprise a caption. Times New Roman font, 10 pt.

*Table 7.* **Caption**

|  | **Headings of columns** |
| --- | --- |
| **Headings of lines** | Contents of the table |



*Fig. 5.* **Caption**

References to figures given in the text: fig. 5.

It is allowed to use marked and numbered lists:

* marked;
* marked;
* marked lists, etc.

as well as

1. numbered;
2. numbered;
3. numbered lists, etc.

**Bibliography formatting rules**

The bibliographical references should appear at the very end of the document under a section called «References» in alpha­betical order. Formatting the main reference list one should generally follow the Scopus requirements (see the exam­ples below). Times New Roman font, **10 pt.**

An online source should be listed with a full description of the published material (author, title, year, etc.) with the URL-address and the date of access given in parentheses.

References in a language using Cyrillic alphabet should be **transliterated**. For example:

**References**

1. Apresjan Ju. D. (ed.) (2010), Prospekt aktivnogo slovarja russkogo jazyka. Moscow.

2. Bolshakova E.I., Baeva N.V., Bordachenkova E.A., Vasil'eva N.E., Morozov S.S. (2007), Leksiko-sintaksicheskie shablony v zadachah avtomaticheskoj obrabotki teksta. *Кomp'juternaja lingvistika i intellektual'nye tehnologii: Тrudy mezhdunarodnoj konferentsii «Dialog–2007»*. Мoscow, 2007.

3. Janda L.A., Lyashevskaya O. (2011), Grammatical Profiles and the Interaction of the Lexicon with Aspect, Tense and Mood in Russian, *Cognitive Linguistics*, 22 (4), pp. 719–763.

4. Penn G., Carpendale Sh., Collins Chr. (2009), Interactive Visualization for Computational Linguistics: *Tutorial at ESSLLI-09*, available at URL: esslli2009.labri.fr/documents/carpendale\_penn.pdf (last access 13.11.2020).

5. Sahlgren M. (2008), The Distributional Hypothesis, *Rivista di Linguistica*, Vol. 20 (1), pp. 33–53.

The editorial board recommends to limit the reference list to 5–10 titles, so it possibly takes no more than one page for both of the lists.

The author’s full name, affiliation, including the country, and email address should be given after the text of the paper. For example:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. The grant number. [↑](#footnote-ref-2)
2. Footnote mark – 8 pt, footnote text – 10 pt, paragraph – 8 mm, line spacing – 12 pt. [↑](#footnote-ref-3)