

REQUIREMENTS FOR PUBLICATIONS IN THE YEARBOOK OF THE RUSSIAN UNION OF GERMANISTS

I. GENERAL PUBLICATION REQUIREMENTS

The manuscript must be a MS Word file (accepted file extensions: *.docx, *.rtf).

1.1. The complete length of the text, including the title, abstract and keywords in Russian, German and English, tables, figures, and the entire list of references, should be no less than 25,000 and no more than 40,000 characters (with spaces). Where the excessive text length cannot justifiably be reduced, the publication decision is made at the discretion of the Editorial Board of the Yearbook.

1.2. Text formatting

Windows system fonts should be used. If any other fonts are used, the corresponding files should be sent per email to the editorial office together with the manuscript. The manuscript body should be in Times New Roman of 14 pt size. Page layout for the entire file should be: line spacing 1.5, paragraph indent 1.25, alignment justified, no additional spacing or intervals between paragraphs, margins on both sides of the page 2 cm. The only acceptable text accents are *italics*, **bold italics** or **bold** styles. Underlining is not permitted. Any double spaces or unnecessary line breaks should be cleaned up (can be done automatically with the MS Word "Find and Replace" function). Appropriate use of hyphens and dashes is also advisable.

1.3. Text language

The accepted languages are Russian and German.

For a Russian-language manuscript, bibliographic information in Russian must be fully or partially translated into English and transliterated (written in Latin letters). For transliteration, we recommend using the BSI (British Standards Institute, UK) standard. You can use the link to transliterate text in accordance with the BSI standard: <http://ru.translit.ru/?account=bsi>.

II. TEXT STRUCTURE REQUIREMENTS

The manuscript must have three mandatory parts or blocks (Russian, German, and English), arranged in a **single file**.

The manuscript should generally follow the template below.

2.1. Russian-language and German-language parts

2.1.1. ФИО автора (Name des Verfassers)

The names of the authors must have no indent, be centred and written in plain formatting style. The font size is 12 pt. An example: И. И. Иванов or P. Stein.

2.1.2. Название учреждения (Universität)

The full official name of the institution (without abbreviations) must be provided, centred and with no indent in plain formatting style. The font size is 12 pt. The name of the institution is separated by an empty line between this section and the following title of the manuscript.

2.1.3. Название рукописи (Titel des Manuskripts)

The title of the manuscript must have no indent, be centred and written in bold and in **CAPITAL** letters. The title must reflect the purpose, object and subject matter of the manuscript. The font size is 14 pt. The manuscript title is separated by an empty line between this section and the following abstract.

2.1.4. Аннотация (Zusammenfassung)

General requirements. The abstract should correspond to the structure of the manuscript (introduction, purpose, research methodology and techniques, main results, conclusion), contain a description of the theoretical and practical contribution of the research. The abstract should avoid abbreviations, wordings restating the title of the manuscript, complex syntax, introductory phrases such as "the author of the article considers...", "the article contains...", etc.). The abstract length should be at least 500 printed characters (with spaces). References to publications from the accompanying literature list are not allowed in the abstract. Abstract is formatted in regular font, with no indent, alignment justified. The font size is 12 pt.

Notes.

1. The Russian-language abstract is compiled only for articles written in Russian.
2. The German-language abstract is compiled only for articles written in German.
3. The English-language abstract is compiled for articles written both in Russian and German.

2.1.5. Ключевые слова (Schlüsselwörter)

Keywords are required (5–6 words) to ensure better indexation of the article in search engines. Keywords in Russian and German must match in pairs. Keywords are separated by a semicolon and formatted in regular font, no indent, alignment justified. The font size is 12 pt. The "Ключевые слова" ("Schlüsselwörter") identifier should come in **bold** and be followed by a colon.

2.2. English-language part

2.2.1. Author's name

The names of the authors must have no indent, be centred and written in plain formatting style. The font size is 12 pt. An example: P. Stein.

2.2.2. Affiliation

The full official name of the institution (without abbreviations) must be provided, centred and with no indent in plain formatting style. The font size is 12 pt. The name of the institution is separated by an empty line between this section and the following title of the manuscript.

2.2.3. Manuscript title

The English title of the manuscript must correspond meaningfully to the Russian and German title. The title of the manuscript must have no indent, be centred and written in **bold** regular letters. Content words in the English titles are generally capitalized. The title must reflect the purpose, object and subject matter of the manuscript. The font size is 12 pt.

2.2.4. Abstract

The abstract must correspond structurally and meaningfully to the Russian or German abstract. Abstract is formatted in regular font, with no indent, alignment justified. The font size is 12 pt.

2.2.5. Key words

Keywords are required (5–6 words) to ensure better indexation of the article in search engines. Keywords in English must match in pairs to those in Russian or German. Keywords are separated by a semicolon and formatted in regular font, no indent, alignment justified. The font size is 12 pt. The “Key words” identifier should come in bold and be followed by a colon.

2.3. Body of the manuscript

The main text (in Russian or German) should be clearly structured into major numbered sections (use Arabic numerals).

1. Introduction including description of the research goal and objectives, proposition of the research hypothesis, review of domestic and international publications regarding the research subject, explanation of the contribution by the research (Introduction / Einführung).
2. Description of research materials and methods (Material and Methods / Untersuchungsmaterial und -methoden).
3. Results and Discussions (Forschungsergebnisse und deren Besprechung).
4. Conclusion (Schlussfolgerung).

The above sections may contain subsections that should be enumerated in the same style, for example: 3.1., 3.1.1., 3.2., 3.2.1., etc. Section names are given in lowercase letters and in **bold**. Subsection names are in **bold italics**.

Linguistic examples are given *in italics*, significant parts within the examples can be given in **bold italics**; phrasal examples are numbered (the number is in parentheses), for example:

(29) It seems likely that *John will win*. (Finger 1999: 17)

2.4. Tables

Tables should be given within the main text with a numbered title and clearly marked columns that are easily read and understood. Each table should have a number unless the manuscript contains only one table. The name of the table is given one line above the table with no indent and **left** alignment. The marker “Table” and its sequential number are given in **bold**. References to tables within the text of the manuscript should be made as follows: (see Table 1). Such references to tables are mandatory.

Template:

Table 1. Description of test tasks in the “Reading Section”

2.5. Figures and diagrams

The use of visual materials should be minimal (except where justified by the nature of research). Each figure should have a numbered caption, formatted in **centre alignment**. References to the figures in the body of the manuscript should look as follows: (see Fig. 1). References to figures and other visual materials in the text are mandatory.

Template:

Fig. 1. Principal types of reading

Figures are submitted as separate JPEG or TIFF files (at least 300 dpi). Charts are submitted as separate MS Excel files. No MS Word elements must be overlaid on top of the figures in the manuscript (arrows, inscriptions) since such elements may be lost during editorial review and DTP.

If the manuscript contains previously published figures, the author must provide to the editorial office the consent of the rights holder to publish the image in question (indicating the source where it was originally published).

2.6. Additional information

Additional information is provided after the article text before the list of references (Список литературы / Zitierte Literatur / References) and is separated from the main text by an empty line. This text is formatted with an indent of 1.25 and justified alignment; the font size is 12 pt.

2.6.1. Funding information

Where applicable, a disclosure should be given as to the source of funding of both the research and the publication of the article (foundation, organization, private individual, etc.). This text is formatted with an indent of 1.25 and justified alignment; the font size is 12 pt.

2.6.2. Acknowledgments

The authors can recognize people and organizations who contributed to the publication of the article in the journal, other than the authors. This text is formatted with an indent of 1.25 and justified alignment; the font size is 12 pt.

2.7. Список литературы / Zitierte Literatur / References

2.7.1. Referencing the sources in the manuscript

Bibliographic references in the manuscript body are given in parentheses containing the author's surname (in the language of publication), year of publication and page.

The formatting should be the same as for the main text. References are not specially formatted in any way or written as superscript / subscript. The recommended presentation is as follows:

"...the undertaken study (Petrov 2005) revealed..."

Where one statement corresponds to several sources by different authors, references to them are given sequentially using semicolons and in chronological order, for example:

"...the undertaken studies (Nagel 2005; Chomsky 2009) revealed..."

Where one statement corresponds to several sources by one author (first), references to them are given sequentially using semicolons and in chronological order, for example:

"...the undertaken studies (Nagel 2011, 2015) revealed..." or

"...the undertaken studies (Nagel 2011a, 2011b) revealed..."

The reference should not contain a comma between the surname and the year; the page number is preceded by a semicolon and a space: (Nagel 2011: 14). Where the reference is given inside a text segment already given in parentheses, it is given in square brackets: "(S. Nagel refers to this well-known fact repeatedly in his work [Nagel 2011: 14]).

2.7.2. Content and formatting of bibliographic information

Only the publications directly referred to in the text of the manuscript should be included in the list of references.

The list should comply with the requirements of international reference databases. The list of the cited sources is entitled "Список литературы / Zitierte Literatur / References" and contains bibliographic information about original sources written in Russian, German, English or other languages. The presentation of the sources should generally conform to the style as prescribed by APA 6th edition ([American Psychological Association, http://www.apastyle.org/index.aspx](http://www.apastyle.org/index.aspx)).

2.7.3. Sequencing of sources

The References section is placed at the end of the publication and separated from the main text of the manuscript by an empty line. References are formatted in left alignment, without indentation, but with a 1.25 paragraph ledge. The font size is 12 pt.

All cited works are listed in alphabetical order, rather than the order of appearance, and are not numbered. Publications by one author should be sequenced in chronological order, starting with earlier publications. If two or more works were published by one author in one year, the year indication is supplemented with letters "a", "b", "c", for example: 2003a, 2003b, etc.

2.7.4. Formatting of bibliographic information in Список литературы / Zitierte Literatur / References

Names and abbreviations
Names of journals can be given either in full or using the official abbreviations. Correct abbreviations can be looked up in [CAS Source Index](#), [WorldCat](#), or the Web of Science database ([ISI](#)). If no official abbreviation of the journal name could be found, it is necessary to provide its full name.

Digital Object Identifier (DOI)

In all cases where a source has a DOI, it should be given at the end of the bibliographic reference. Availability of DOI can be checked on <http://search.crossref.org/> or <https://www.citethisforme.com>. DOI is obtained by entering the English name of the source into the search bar. In addition to the DOI, <https://www.citethisforme.com> automatically generates a properly formatted bibliographic description of the article in English using the AMA (Vancouver) citation style.

Impressum

Bibliographic description in References is given according to the style as prescribed by APA 6th edition. The information is presented in the following order: full name of the author, year of publication (in parentheses), title of the publication, place of publication and publisher. Citations of articles published in books or journals should specify the range of pages and also volume and issue for journals. The date of publication, volume and issue numbers, pages are given in a shorthand format using numbers and punctuation.

Number of authors

The bibliographic description of each source should feature all authors unless there are more than six authors. If the publication has more than six authors, the description is abridged by "..., et al." It is mandatory to separate the last author name and "et al." with a comma.

Punctuation rules for References

Authors first names and initials (if any) should follow the surname and be separated from the surname by a comma. The initials should be separated by a space; a full stop follows each initial. Individual author names should be separated by a comma. The last author name in a list should be preceded by the "&" sign.

The names of the authors are followed by the year of publication given in parentheses. The title of the publication should be separated from the rest of the reference by a full stop. Content words in English publication titles are generally capitalized. The title of the publication (book, scientific journal, newspaper) should be *italicized*.

Russian-language sources are first given in Cyrillic. In the description of a Russian-language source, the authors' surnames and initials are *italicized*. The initials follow the surname. Then, in the same line, a latinized bibliographic description of the same source, consisting of a transliterated text and an English translation, is compiled in square brackets without making a new paragraph. The latinized description of a Russian-language source is made according to the APA 6th edition style. The place of publication should be indicated in English in full and without abbreviations, without using transliteration, for example: Moscow, not "Moskva" and not "M.:", Saint Petersburg, not "Sankt-Petersburg" and not "SPb".

Language identifier

The bibliographic description of a Russian-language source should be followed by text language identifier in parentheses, given at the end of the citation, e.g., after providing the page range: (In Russian).

The below examples are given as punctuation guidance for the publication date, place, publisher or other impressum information.

Examples of formatting for reference sources

Referencing a journal article

Kecskes, István. (2008) Dueling context: A Dynamic Model of Meaning. *Journal of Pragmatics*, 40 (3), 385—406.

Long, Michael H., Inagaki, Shunji & Ortega, Lourdes. (1998) The Role of Implicit Negative Feedback in SLA: Models and Recasts in Japanese and Spanish. *The Modern Language Journal*, 82 (3), 357—371.

Иванова С. В., Сподарец О. О. Реализация стратегия субъективизации в структуре новостного политического дискурса СМИ // Политическая лингвистика. 2010. № 3. С. 71—75. [Ivanova, Svetlana V., & Spodarets, Oksana O. (2010) Realizatsiya strategiya sub'yektivizatsii v strukture novostnogo politicheskogo diskursa SMI (Implementation of Subjectivization Strategy in the Structure of Mass Media Political Discourse). *Political Linguistics Journal*, 3, 71—75. (In Russian)].

Горошко Е. И. Психолингвистика Интернет-коммуникаций // Вопросы психолингвистики. 2008. № 7. С. 5—12. [Goroshko, Yelena I. (2008) Psikholingvistika Internet-kommunikatsiy (Psycholinguistics of Internet Communications). *Journal of Psycholinguistics*, 7, 5—12. (In Russian)].

Referencing a book

Wierzbicka, Anna. (1999) *Emotions across Languages and Cultures: Diversity and Universality*. Cambridge: Cambridge University Press.

Карасик В. И. Язык социального статуса. М.: Гнозис, 2002. [Karasik, Vladimir I. (2002) *Yazyk sotsial'nogo statusa* (Language of Social Status). Moscow: Gnosis. (In Russian)].

Referencing an edited book

Blank, Andreas & Koch, Peter (eds.) (1999) *Historical Semantics and Cognition*. Berlin; New York: Mouton de Gruyter. (Cognitive linguistics research; 13).

Stephenson, John. (ed.) (2000) *Teaching and Learning Online: Pedagogies for New Technologies*. London: Kogan Page Ltd.

Антология концептов / под. ред. В. И. Карасика, И. А. Стернина. М.: Гнозис, 2007. [Karasik, Vladimir I., & Sternin, Iosif A. (eds.) (2007) *Antologiya kontseptov* (The Anthology of Concepts). Moscow: Gnosis. (In Russian)].

Referencing a chapter (article) in a book

Kecskes, István. (2007) Formulaic Language in English Lingua Franca. In Kecskes, István, & Horn, Laurence. (eds.) *Explorations in Pragmatics: Linguistic, Cognitive and Intercultural Aspects*. Berlin/New York: Mouton de Gruyter, 191—219.

Hase, Stewart, & Ellis, Allan. (2000) Problems with On-line Learning are Systemic not Technical. In Stephenson, John. (ed.) *Teaching and Learning Online: Pedagogies for New Technologies*. London: Kogan Page Ltd., 23—34.

Воркачев С. Г. Постулаты лингвоконцептологии // Антология концептов / под. ред. В. И. Карасика, И. А. Стернина. М.: Гнозис, 2007. С. 10—11. [Vorkachev, Sergey G. (2007) Postulaty lingvokontseptologii (Postulates of linguoconceptology). In Karasik, Vladimir I., & Sternin, Iosif A. (eds.) *Antologiya kontseptov* (The Anthology of Concepts). Moscow: Gnosis, 10—11. (In Russian)].

Referencing an e-published article (book)

Becker, Elizabeth. (2001, August 27) Prairie Farmers Reap Conservation's Rewards. *The New York Times*. Retrieved from <http://www.nytimes.com>

Белоус Н. А. Прагматическая реализация коммуникативных стратегий в конфликтном дискурсе [Электронный ресурс] // Мир лингвистики и коммуникации: электрон. научн. журн. 2006. № 4. URL: http://www.tverlingua.by.ru/archive/005/5_3_1.htm (дата обращения: 15.12.2007). [Belous, Natalya A. (2006, December 15) Pragmaticheskaya realizatsiya kommunikativnykh strategiy v konfliktnom diskurse (The Pragmatic Implementation of Communicative Strategies in Conflict Discourse). *World of Linguistics and Communication*, 4. Retrieved from http://www.tverlingua.by.ru/archive/005/5_3_1.htm (In Russian)].

Referencing several works by one author published in the same year

Vennemann, Theo. (2000a) From Quantity to Syllable Cuts: On So-called Lengthening in the Germanic Languages. *Journal of Italian Linguistics*, 12, 251—282.

Vennemann, Theo. (2000b) Triple-cluster Reduction in Germanic: Etymology without Sound Laws? *Historische Sprachwissenschaft*, 113, 239—258.

Карасик В. И. Язык социального статуса. М.: Гнозис, 2002а. [Karasik, Vladimir I. (2002a) *Yazyk sotsial'nogo statusa* (Language of Social Status). Moscow: Gnosis. (In Russian)].

Карасик В. И. Языковой круг: личность, концепты, дискурс. Волгоград: Перемена, 2002б. [Karasik, Vladimir I. (2002b) *Yazykovoy krug: lichnost', kontsepty, diskurs* (Language Circle: Personality, Concepts, Discourse). Volgograd: Peremena. (In Russian)].

Referencing an online dictionary entry

Merriam-Webster. (2019, September 9) Culture. In *Merriam-Webster.com dictionary*. Retrieved from <https://www.merriam-webster.com/dictionary/culture>.

Акцент [Электронный ресурс] // *Словарь русского языка XVIII века*. Фундаментальная электронная библиотека «Русская литература и фольклор». URL: <http://feb-web.ru/feb/sl18/slov-abc/01/sl104103.htm?cmd=0&istext=1> (дата обращения: 09.10.2019). [Slovar' russkogo yazyka 18 veka (The Russian Language Dictionary of the 18th cent.). (2019, October 09) Aktsent (Accent). In *Fundamental'naya elektronnyaya biblioteka "Russkaya literatura i folklor"* (The Fundamental electronic library "Russian Literature and Folklore"). Retrieved from <http://feb-web.ru/feb/sl18/slov-abc/01/sl104103.htm?cmd=0&istext=1> (In Russian)].

2.7.5. Reference examples of sources in a foreign (non-English) language

Sources of this type are featured in Список литературы / Zitierte Literatur / References in the alphabetical order adopted for this section, together with the sources in English, and are not given any special formatting.

Ellingsen, Ann E., & Wilhelmsen, Ingvard. (2002) Sykdomsangst blant medisiner og jusstudenter. *Tidsskr Nor Laegeforen*, 122 (8), 785—787.

Iwanow, Andrej W., & Iwanowa, Rimma A. (2015) "Vaterunser": Ein Versuch der kulturlinguistischen Analyse im Vergleichsaspekt (am Beispiel des Griechischen, Lateinischen, Kirchenslawischen, Gotischen, Deutschen und Englischen). *Anthropos. Internationale Zeitschrift für Völker- und Sprachkunde*, 110.2015/1, 145—158.

2.7.6. Referencing sources that use alphabets other than Cyrillic or Latin

For non-Cyrillic and non-Latin sources, the bibliographic description is given in the original language of the publication (regardless of the alphabet used). Sources of this kind are provided at the end of Список литературы / Zitierte Literatur / References after the English sources. The bibliographic description of these sources should contain the official English translation of the title as given with the original publication or contain own translation (paraphrase) of the title.