

Requirements for the articles submitted for publication in the Transactions of Iakob Gogebashvili Telavi State University for the year of 2017

1. Indicate the scientific field of the article
2. Full name of the author(s) with boldface (font size 14)
3. Affiliation (name of the institution and the title / academic position of the author(s) (font size 12)
4. The title of the article in boldface (space line 1.0, font size 14)
5. Abstract
 - ❖ Abstracts for Georgian should be presented in English;
 - ❖ Abstracts for Russian texts should be presented in Georgian and in English;
 - ❖ Abstracts for English texts should be presented in Georgian and Russian.

Abstract should be:

- Informative (does not include general phrases);
- Meaningful (includes the summary of the article and research findings);
- Highly structured (follows the chronology of the article – introduction, aim, objectives, methods or methodology, results, the field of application of research findings, conclusion);
- Written in good Georgian / English / Russian;
- Concise (between 150-250 words).

Abstract should highlight the major points covered in the article and give readers a chance to easily understand the main contents without reading the whole article. It should not add any new information which is not included in the article itself.

Abstract should be succinct and clearly state the main arguments (avoids using unnecessary words and phrases)

6. Indicate **key words** in the Georgian and English languages
7. Paper/article volume **4-8** pages including formulae, figures and tables and images.

Articles should be presented in the following form:

1. printed on A4 size paper in the MS Word;
2. line spacing – **1 (Single)**
3. paragraph indent – 1cm.
4. document margins: left — 20mm, right — 20mm, top — 20mm, bottom — 20mm.

5. Font: Georgian text –**Sylfaen, size 12**
Russian text –**Times New Roman, size 14**
English – **Times New Roman, size 12**
6. Inverted commas in Georgian and Latin texts should be used as indicated here („“), in Russian text use («»);
7. Use dash (–) inside the text; use hyphen (-) inside the words.
8. Use the authors in the article according to the example: **წერეთელი, 1953; Пушкин, 1821; Chomsky, 1998**
9. References: Font size **10**. Entries should be listed in alphabetical order at the end of the article according to the sample:
 - **Citing a book:** Last name, initials of the author. (year of publication). Title of work. Place of Publication: Publisher.
E.g.: **Widdowson, H.G. (2003). Linguistics. Oxford: Oxford University Press.**
 - **Citing an article:** Last name, initials of the author. (year of publication). Title of the article. Title of the Journal, volume: the first and the last pages of the article
E.g.: **Capizzi, M.T. & Ferguson, R. (2005). Loyalty Trends for the Twenty-first Century. Journal of Consumer Marketing, Vol. 22, №2: 72-80**
- ❖ Maximum two articles can be published by one author in one issue;
- ❖ Maximum number of authors for one article is four;
- ❖ Edited version of the accepted article or the rejected one will not be returned to the author(s);
- ❖ Editorial Board will not examine the article if it does not meet the requirements listed above;
- ❖ Authors are responsible for the content, findings and conclusions presented in their work.

Articles in the **Georgian** and **English** languages should be submitted by e-mail to ketevan.shashviashvili@tesau.edu.ge

Articles in the **Russian** language should be submitted by e-mail to iashiukashvili@yandex.ru