

GUIDE FOR AUTHORS

Technical parameters of paper submission

The article should be submitted electronically (in Microsoft Word format (.doc extension), articles in Georgian – in **Sylfaen** font, articles in English –in **Times New Roman** font, in other languages – in Unicode fonts). The file name should be the author's last name, for example, **akhalkatsi.doc**. The size of the article (including the list of used literature and appendices) should be at least five (10 thousand marks) and no more than 20 computer pages (40 thousand marks).

Articles should be submitted in A4 format;

Interval between lines -1 font;

Font size 11;

Margins on four sides 2,45 cm.

Article Structure

The paper submitted for publication must be in the **APA** citation style of the American Psychological Association. The work should be structured according to IMRAD (Introduction, Methods, Results, Discussion) format.

Article Title: The title of the article should be in English and in the original language of the article (font size 12, bold). The title is written in the middle. The English title is written by capital letters. The title should be concise, concrete (not general) and reflect the content of the article. Avoid using abbreviations, shortened forms, maximally focus on broad society.

Field / subfield should be indicated above on the left side of the article

Author / Authors

Author's (authors') complete first name, surname, academic degree, position, telephone number, e-mail address, ORCID code (if you are not registered, you can register on web. address <https://orcid.org/>) should be indicated under the title of the article (to the right) in English and in the original languages of the article.

Abstract (brief content)

Abstract should be concise and informative (of no more than 200-250 words, approximately one page), reflecting the main content of the article, describing the purpose of the research, summarizing main results of the research and representing its theoretical and practical importance. The article should be well structured. The abstract is presented separately from the article. References should therefore be avoided.

General superfluous words which increase only the volume of the text, but will not contribute to the opening of the article content, should be avoided. In short, it should be essentially original.

Keywords

Immediately after the abstract, provide keywords, maximum 5- 8 words. Only abbreviations firmly established in the field may be eligible.

Introduction

Authors are required to highlight the essence of the problem; the goal; the hypothesis and the importance of their papers; also to review the literature, namely the most interesting and original works, including the latest editions. A large number of references (which has no connection with the subject); or inappropriate inserts are not recommended. Achieved results should be concise.

Methods

The article should be methodically correct, i.e. to show the usage of modern research methods. Describe how you studied the issue: give an extensive information.

Results

Results should be clear and concise. Organize this section according to the hypothesis /thesis. Results are not interpreted here. Use clear illustrations(charts, tables, images etc.). Illustrations and text shouldn't duplicate each other. Titles of illustrations must have an independent meaning. The presented material should be interpreted. Readers first look at illustrations then read, therefore, the illustrations should be clear and informative.

Discussion

This section should show the importance of the results of work, and not repeat them. Sometimes it is possible to combine Results and Discussion (unite) sections. Avoid using extensive citations and review of published literature. Identify what your results mean. Discussion is an important part. It should correspond to the results. Don't ignore the papers the results of which are contrary to yours – have a discussion with them and assure the readers in your correctness. Discuss the results of your hidden content and compare your results with the previous researches.

Conclusions

Main conclusions of the study may be presented in the Conclusion section, which may stand alone or be a sub-section of Results and Discussion section.

References: Literature and sources are listed on the alphabetical order (see below).

Acknowledgement: At the end of the article, in a separate paragraph, before your remarks, express gratitude to all those individuals who helped you in the research. Do not include this paragraph as a footnote in the title or otherwise.

Footnotes

Footnotes should be used sparingly. If there is something important, write it in the text, otherwise exclude it. Number them consistently using Arabic numbers with the help of text processing program. Otherwise,

indicate the position of footnotes in the text by asterisk (*) and present the note on the same page at the end of the text.

Citation Form

Citation in text

The citations and bibliographies of the articles to be published should be in **APA** style. Authors should use **Microsoft Word** bibliography toolkit (**REFERENCES**), or bibliography management software (e.g. **Mendeley, Zotero, RefMan, Endnote, JabRef**).

Reference style: The quotation in the scientific publication is separated from the main text by quotation marks (""). At the end of the citation, the index should contain the parentheses indicating the surname of the author of the cited text in the original language, the year of publication of the text, followed by a colon and corresponding page. For example (Takaishvili, 1920: 23).

Please, ensure that every reference cited in the text is also presented in the reference list and vice versa. Unpublished results and personal communications are not recommended in the reference list but may be mentioned in the text. If these sources are listed in the source list, then they must meet the standard style of reference in the journal. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Indicating reference and resources

The literature and sources used are listed on the alphabetical order. Non-Georgian literature and sources where the Latin font is used (eg English, German) are given in the original language. References and sources where the Latin font is not used (eg Georgian, Armenian) should be presented both in a transliteration form and in the original language. Transliteration of Georgian literature and sources should be done on the "Model of the Georgian National System of Romanization" (see www.google.com - under this heading). You can install the transliteration font on your computer, or implement transliteration of the Georgian text programmatically (e.g., <https://translit.net/ge/>; <http://ge.translit.cc/>).

The index form is defined as follows:

A book with a single author

k'ek'elidze, k'. (1987). *dzveli kartuli lit'erat'uris ist'oria (V-XVIII ss.)*. tbilisi: gamomtsemloba „metsniereba“ (კეკელიძე, კ. (1987). *ძველი ქართული ლიტერატურის ისტორია (V-XVIII სს.)*. თბილისი: გამომცემლობა „მეცნიერება“).

Успенский, Ф. (2001). *История Византийской Империи*. т. 2, М.: изд. «Наука»

Sayse, A. H. (1882). *The Cuneiform Inscriptions of Van*, part 7, JRAS 14.

A book with two or more authors

mepisashvili, r. tumanishvili, d., (1989). *banas t'adzari*, tb.: gamomtsemloba „merani“ (მეფისაშვილი, რ. თუმანიშვილი, დ., (1989). *ბანას ტადარი*. თბ.: გამომცემლობა „მერანი“).

A book without an author (Edited or compiled)

kronik'ebi da skhva masala sakartvelos ist'oriisa da mts'erlobisa. (1897). shek'rebili, kronologiurad dats'qobili da akhsnili t. zhordaniას mier. ts'. 2. t'p. (*ქრონიკები და სხვა მასალა საქართველოს ისტორიისა და მწერლობისა.* (1897). შეკრებილი, ქრონოლოგიურად დაწყობილი და ახსნილი თ. ჟორდანიას მიერ. წ. 2, ტფ.)

Article from a journal or a newspaper

shaniidze, ak'. (1962). basili ezosmodzghvris ist'oriuli tkhzulebis erti sherqvnili adgilis gamartvisatvis. *tibilis sakhelmts'ipo universit'et'is shromebi.* t'. 99. (შანიძე, აკ. (1962). ბასილი ეზოსმოდღვრის ისტორიული თხზულების ერთი შერყვნილი ადგილის გამართვისათვის. *თბილისის სახელმწიფო უნივერსიტეტის შრომები.* ტ. 99.)

Newspaper article without an author or a title

gazet i „*iveria*“ (1897). #2, t'pilis (გაზეთი „*ივერია*“. (1897). #2, ტფილისი)

Encyclopedic textbook or article

shoshiashvili, n. (1975). abuserisdzeni. *kse.* t'. 1, tb. (შოშიაშვილი, ნ. (1975). აბუსერისძენი. *ქსე.* ტ. 1, თბ.)

Силогава, В. (2001). Анисская Эпархия. *Православная Энциклопедия.* т. II, М.

Historic source

basili ezosmodzghvari. (1959). tskhovreba mepet-mepisa tamarisi. *kartlis tskhovreba.* t'. II. t'ekst'i dadgenili qvela dziritadi khelnats'eris mikhedvit s. qaukhchishvilis mier. tb.: gamomtsemloba „merani“. (ბასილი ეზოსმოდღვარი. (1959). ცხოვრება მეფეთ-მეფისა თამარისი. *ქართლის ცხოვრება.* ტ. II. ტექსტი დადგენილი ყველა ძირითადი ხელნაწერის მიხედვით ს. ყაუხჩიშვილის მიერ. თბ.: გამომცემლობა „მერანი“.)

zhamtaaghmts'ereli. (1987). *asts'lovani mat'iane.* t'ekst'i gamosatsemad moamzada revaz k'ik'nadzem. tb.: gamomtsemloba „merani“. (ჯამთააღმწერელი. (1987). *ასწლოვანი მატანე.* ტექსტი გამოსაცემად მოამზადა რევაზ კიკნაძემ. თბ.: გამომცემლობა „მერანი“.)

Description of manuscripts

A pondis aghts'eriloba. (1973). *kartul khelnats'erta aghts'eriloba, qopili saek'lesio muzeumis (A) k'olektsiis.* t'. II. el. met'revelis redaktsiit. tb. (A ფონდის აღწერილობა. (1973). *ქართულ ხელნაწერთა აღწერილობა, ყოფილი საეკლესიო მუზეუმის (A) კოლექციის.* ტ. II. ელ. მეტრეველის რედაქციით. თბ.)

S pondis aghts'eriloba. (1959). *kartul khelnats'erta aghts'eriloba, qopili kartvelta shoris ts'era-k'itkhvis gamavrtselebeli sazogadoebis (S) k'olektsiisa.* t'. I. el. met'revelis redaktsiit. tb. (S ფონდის აღწერილობა. (1959). *ქართულ ხელნაწერთა აღწერილობა, ყოფილი*

ქართველთა შორის წერა-კითხვის გამავრცელებელი საზოგადოების (S) კოლექციისა.
ტ. I. ელ. მეტრეველის რედაქციით. თბ.).

Several books by one author published in the same year

k'ak'abadze, s. (1921)a. *dasavlet sakartvelos saek'lesio sabutebi*. ts'. 1. t'p. (კაკაბაძე, ს. (1921)ა.
დასავლეთ საქართველოს საეკლესიო საბუთები. წ. 1. ტფ.).

k'ak'abadze, s. (1921)b. *dasavlet sakartvelos saek'lesio sabutebi*. ts'. 2. t'p. (კაკაბაძე, ს. (1921)ბ.
დასავლეთ საქართველოს საეკლესიო საბუთები. წ. 2. ტფ.).

For digital book references follow the instructions of printed books. Beside the standard elements in the bibliography for the books in the internet, indicate URL address and the access date. Note that only URL address is not enough; attach maximum information about the publication in case the URL address changes. If page numbers are not mentioned, indicate the location of the quotation descriptively. e.g. a with a leading subtitle.

a.:First name,last name, the title, publication number (place of publication: publisher;year), subtitle under the "subtitle", URL address (access date);

Julian Samora and Patricia Vandel Simon. (2000). A History of the Mexican-American People, rev. ed. (East Lansing, MI: Julian Samora Research Institute, Michigan State University), **under “Civil War in mexico,”**<http://www.jsri.msu.edu/museum/pubs/MexAmHist/chapter14.html#six> (19.12.2005).

b.First name, last name, the title, publication number. Place of publication: publisher, year. URL address (access date);

Samora Julian and Patricia Vandel Simon. (2000). A History of the Mexican-American People.Rev. ed. East Lansing, MI - Julian Samora Research Institute, Michigan State University .<http://www.jsri.msu.edu/museum/pubs/MexAmHist/chapter14.html#six> (19.12.2005).

Indicating books published in the other electronic format (e.g.CD-ROM, Microsoft Reader e-book) indicate the book format too.

a. First name, last name, the title, (place of publication: publisher, year), the book format.

Thomas H. Davenport and John C. Beck. (2001). The Attention Economy: Understanding the New Currency of Business (Cambridge, MA - Harvard Business Scholl Press). **TK3 Reader e-book.**

b. First name, last name. The title. Place of publication: publisher, year. Book format.

Hellman, Hal. (2004). Great Feuds in Technology - Ten of the Liveliest Disputes Ever. New York: John Wiley. **Rocket e-book.**

Internet sources are possible to be indicated in source reference list or can be listed separately (for example, after the reference list) under a different heading.

Illustrations submission instructions

Illustrations (charts, diagrams, tables, pictures, maps, autographical sketches etc.) are to be inserted in the text or in a separate file.

The illustrations should be submitted in the following format:

EPS (or PDF): diagrams, tables and charts, with all the fonts used;

TIFF (or JPEG): color and black and white photographs, maps, resolution at least 300 dpi;

TIFF (or JPEG): Black-and-white graphic drawing, an autographical sketch, resolution of at least 1000 dpi;

TIFF (or JPEG): Combined (color and black-and-white) image resolution of at least 500 dpi.

Number the illustrations used in the text consistently. Each illustration should have a caption. Write captions separately and not on the figure. Captions should contain the title and a brief description. Explain all used symbols and abbreviations. Avoid vertical rows.

For writing captions on the illustrations use the following fonts: **Sylfaen** or **AcadNusx** font for the Georgian version of the article; **Times New Roman** for English version ; Unicode fonts if the article is presented in the other language. The font size must be at least 9. The captions of the illustrations may be in italic font;

The illustrations in the text can be only numbered, and they can be given in the list of references with relevant explanations;

If illustrations (charts, diagrams, tables, pictures, maps, autographical sketches etc.) are scanned from the book, indicate the full title of the book. Also, if the illustration is copied from the Internet, use reference rules. In this case the illustration quality should satisfy the required format;

An illustration inserted in the text may not be split in the transition from page to page;

The size of the illustration presented in a separate file should not exceed A4 format;

The number of illustrations should not exceed 10;

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- ❖ Size and weight measurement units in the text must be presented by SI system (International System of Units, or SI for short–French-Système international d'unités,SI). In case of using other measurement units, corresponding measurement units of SI system should be indicated in the parentheses or in a footnote .
 - ❖ Use the Gregorian style for indicating years .In case of mentioning dates in different calendar system, indicate relevant dates in parentheses or footnotes in the Gregorian calendar. Use Petavius system without zero years dating events before Christ (for example: BC,).