**Guideline for authors**

**on how to publish papers in the journal**

**“Speech Genres”**

**1. General Information**

1.1. Saratov State University has been producing an International Journal “Speech Genres” since 2013. The Journal is dedicated to the problems of speech and communication genres as well as current approaches of studying speech genres. The Journal is based on serial thematic periodical collection of publications “Speech Genres” (Saratov-Moscow, issues 1-8) which has become widely popular in Russia and abroad. The website of the edition is <http://www.sgu.ru/node/75195>.

1.2.Materials should be sent as attachment files to an application letter with personal information (surname, name, patronymic, place of work and position, degree and title, contact telephone number and e-mail address) to the e-mail [Zhanry-Rechi@yandex.ru](mailto:Zhanry-Rechi@yandex.ru). Each article should be enclosed as a separate file (see Section 2.2.).

1.3. The volume of submitted material should not exceed 10 pages (see Section 2.1.), including remarks and bibliography (no more than 30000 characters including space). Excess of this volume is allowed in some cases with the editorial staff's consultation.

1.4. The article should be carefully formatted and edited.

1.5. The article should be structured: to include an introduction and conclusion; the main body text of the article should be divided into sections.

1.6. Articles submitted to the Journal are sent for reviewing (pl. refer to [Manuscripts Review Procedure](http://zhanry-rechi.sgu.ru/sites/default/files/journal_full/manuscripts_review_procedure_new.doc)). The editorial board makes decisions whether articles will be published taking into account the publisher’s reader’s opinion.

1.7. Articles directed to the author for revision should be returned corrected as soon as possible. Articles delayed for more than three months are seen as a new submission. The revised manuscript should be accompanied by a letter from the authors containing the answers to all the comments and explaining all the changes made to the article. The request to revise an article does not mean that the article will be published, after revision it will be reviewed again

1.8. The author of the article accepted for publication will receive the decision of the board and 2 copies of the license agreement . Both copies should be signed and sent to the following address: Astrakhanskaya ul., 83 , 410012, Saratov, Russia, for V.V. Dementiev. After signing the agreement by the university, one copy is returned to the author.

1.9. The date of receipt of the article is the date of receipt of its final version.

1.10. The manuscripts that do not comply with these rules are not registered and will be returned to the authors without review.

1.11. Editorial board address:

Astrakhanskaya ul., 83, 410012, Saratov, Russia , Saratov State University, Institute of Philology and Journalistic, International Journal «Speech Genres» to editor-in chief Vadim Victorovich Dementev.

Department phone number: **+7(8452)-21-06-24 .**

Fax**: +7(8452) 21-06-44.**

E-mail: [**Zhanry-Rechi@yandex.ru**](mailto:Zhanry-Rechi@yandex.ru)**,**[**dementevvv@yandex.ru**](mailto:dementevvv@yandex.ru)**.**

1.12. Executive secretary Kseniya Vladimirskaya

**2. Manuscript Requirements.**

2.1. **Manuscript formatting and style requirements**

* The text should be submitted in MS Word for Windows format, single-spaced, with the margins of 2 cm, Times New Roman font; the main text size – 14 points, additional text size (footnotes, tables, picture/figure notes, appendices, notes) 12 points.
* Speech illustrations are italicized, accentuations are made in bold type.
* References should be given in continuous numbering at the bottom of the page.
* Shortenings, symbols and quotations are processed in accordance with commonly accepted standards (GOST R 7.0.5−2008).

2.2. Structure:

1. UDC

2. TITLE OF THE ARTICLE

3. SURNAME, NAME, PATRONYMIC of the authors

4. CITY, COUNTRY

5. INFORMATION ABOUT AUTHORS (if there are more than one author, all authors must be listed):

* surname, name, patronymic in full;
* title and degree;
* subdivision of organization;
* e-mail;
* ORCID.

6. ANNOTATION

* 150-250 words;
* should include: timeliness of the research topic, problem statement, study purposes, research methods, results and key observation;
* the abstract shouldn’t contain references to the list of references, repeat the title of the article in the content, be in broad terms, that is not outline the essence of the study.

7. KEY WORDS

Should contain 8-10 words and words combinations that demonstrate theme specificity, object and result of the research.

8. TEXT OF THE ARTICLE

9. ACKNOWLEDGMENTS AND SOURCES OF FUNDING (if applicable)

10. BIBLIOGRAPHY

**All information (the text of the article is excepted) should be given in Russian and English.**

2.3. Bibliography and References.

* Bibliography should be formatted according to GOST Р7.0.5-2008;
* the numbering of the sources must follow the order of reference in the text;
* references to unpublished works are not allowed;
* bibliography should include only the works cited in the paper.

References to Russian sources:

* if there is a translated version of the article (book), you should present this version; translated version can also be described as additional information (in parentheses);
* in case there is no translated version, you can use transliteration (<http://translit.ru>, variant LC), English translation of the article (book) should be given in square brackets followed by the language of publication (in Russian);
* if the described publication has doi, it must be indicated.

Example of Reference to the quoted work in text: [1: 25].

2.6. Figures and tables.

* Figures should be submitted in the jpg files format, all the details should be clearly seen.
* All images if printed should be full size (width is 160 mm, picture labels and its caption – 12 TimesNewRoman).
* The caption should be self-sufficient and understandable without the text. If the illustration contains additional symbols , they must be deciphered.
* Each table should be numbered in Arabic numerals and have a themed title, briefly revealing its contents. All columns must bear the most concise and informative subtitles. The units are specified after a comma.
* Figure captions, designations in figures, table headers and their contents are necessarily presented in two languages – Russian and English.
* Each figure and each table in the text have to have a reference in the text.

**Example of article formatting:**

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| --- | --- | --- |
| УДК 81’27:811.161.1 | | |
| **В. В. Дементьев**  Саратов, Россия  **ЦЕННОСТНАЯ ОБУСЛОВЛЕННОСТЬ РЕЧЕВЫХ ЖАНРОВ В РОДСТВЕННЫХ ЛИНГВОКУЛЬТУРАХ** |  | **V. V. Dementyev**  Saratov, Russia  **THE VALUE CHARACTERISTICS OF SPEECH GENRES IN RELATED LINGUOCULTURES** |
| **Аннотация.** Исследование посвящено сопоставлению ценностных жанровых картин мира и входит в лингвокультурологическое направление языкознания, выявляющее лингвистический аспект культурно-обусловленного отношения к миру.  Коммуникация, которую структурируют жанры, есть важнейшая часть культуры, и жанры – ее формы – так же обусловлены субъективным, культурно-опосредованным ценностным взглядом на мир, как и культура в целом.  Жанровое своеобразие каждой культуры определяется набором жанров и содержательными характеристиками, которыми наделяется каждый жанр в данной культуре, их соотношением и оценочным отношением к ним.  Выявлены некоторые качественные различия в коммуникативном и речежанровом воплощении ключевых национальных концептов, отраженные как в структуре, так и в именах речевых жанров. |  | **Abstract.** This article is devoted to comparing the value genre pictures of the world and is naturally a part of the contemporary Linguoculture field of Linguistics which researches the language aspect of the culture-valued view on the world.  Communication structured by genres is the fundamental part of the culture. Speech genres are viewed as basically value-making. Speech genres which are forms of communication as well as culture on the whole are marked by the cultural view on the world.  The genre identity of every culture is defined by the set of the speech genres and conceptual characteristics, which every genre gets within this or that culture, by genres` value correlation which is caused by the common culture-valued view on the whole world.  Essential differences in the communicative and speech genre embodiment of the national clue concepts which are reflected in the structure and the names of the speech genres have been discovered. |
| **Ключевые слова:** речевые жанры, коммуникация, культурные характеристики, оценочные системы. |  | **Key words:** speech genres, communication, culture characteristics, value systems. |
| **Сведения об авторе:** Дементьев Вадим Викторович, доктор филологических наук, профессор кафедры теории, истории языка и прикладной лингвистики.  Место работы: Саратовский государственный университет им. Н. Г. Чернышевского. |  | **About the author:** Dementyev Vadim Viktorovich, Doctor of Philology, Professor of the Chair of Language Theory and History, and Applied Linguistics.  Place of employment: Saratov State University. |
| **Контактная информация:** 410012, г. Саратов,  ул. Астраханская, д. 83, 11 корп., к. 207.  E-mail: [dementevvv@yandex.ru](http://win.mail.ru/cgi-bin/sentmsg?compose&To=dementevvv@yandex.ru)  ORCID | | |

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