Structure of the Article

Information about author/coauthor: the surname, name, scientific/academic degree, place of work/study, contact information (shrift size 12)

Title of the article (centralized, bold, shrift size 14)

Abstract (no more than 4-5 lines) in English (*italic),* shrift size 12, abstract should not include citation used from literature and/or sketches, schemes, photos, illustrations, tables.

Key words – no more than 5 key words given in the Georgian and English language (*italic*, shrift size 12)

Introduction

Methodology of the research

Results of the study

Conclusions and recommendations

Bibliography

If the article contains the sketches, schemes, photos, illustrations, tables – it is necessary (format - 90X120mm - 130X120mm) to number the pages with Arabic figures, but if there is only one illustration given in the text, it should not be numbered.

The sketches, paintings, schemes, photos, illustrations, tables might be named and/or explained briefly just below the title (Standard: detectability 96-150 dpi).

The rule of citation

The University has adopted a rule of citation and reference developed in accordance with European standards. Its requirements for text authentication are:
If the quoted opinion, opinion is a quote, we put an excerpt in quotation marks, write the author's last name in parentheses, write comma, year of publication, colon and page number. The text will be certified as follows: For example: (Jorbenadze, 2007:181).

We do not use quotation marks when paraphrasing; Page citation is preferred but not required. The text will be certified as follows: For example: (Gamkrelidze, 2007) or (Gamkrelidze, 2007:152).

When certifying collections, we write in parentheses the first word of the collection title, the multipoint, the year of publication, the colon and the page number. For example, the collection of papers of the symposium of young scientists will be verified in the text as follows: For example: (Young … 2020:123).

If the book/article has several authors, we write in parentheses the name of the author first mentioned in the book/article, the multipoint, the year of publication, the colon and the page number. The text will be certified as follows. For example: (Tsipuria … 2020:28).

The Bible is verified as follows: in parentheses we write the title of the biblical book with an abbreviation, the full stop, the chapter, the colon, the Article. For example: (Gen. 14:20).

When certifying an encyclopedia or dictionary, it is done by indicating the first word of the author (surnames of the authors) or the title, then we write the year of publication, the colon and the page when quoting. When paraphrasing, a page reference is preferred, though not mandatory.

In case of indicating a foreign language source, we write the author's surname in the original language. The rule of certification will be the same as when referring to a Georgian source.

If the author is mentioned in a scientific paper / article, his / her work should be included in the literature list / bibliography and vice versa.

The rule of reference:

a) Book

Surname, initials. (Year). Title (capital letters) Place of publication, publishing house.
For example:
Freeman, E. Strategic Management. (2010). Cambridge, Cambridge UP
If the book does not have an author or editor, title of the organization can be mentioned: UNESCO. (1998). Learning to live together in peace and harmony: values education for peace, human rights, democracy and sustainable development for the Asia-Pacific Region; a UNESCO/APNIEVE sourcebook for teachers' education and tertiary level education. Bangkok, Thailand: UNESCO PROAP.

If the book was published several times, mention which publishing it is (example: 3th ed.). If the publishing year is not mentioned, note n.d. (no date).

b) Journal article

Name, initials (year). Title (without the capital letters except of the first word). The title of the journal (Italic, all the words start with capital letter). Issue, publishing house, pages:

For example:

Gillian S.L., Starks L.T. (2007). The Evolution of shareholder activism in the United States, *Journal of Applied Corporate Finance,* Vol. 19, Issue. I. p. 58-59.

When indicating the page of the article, write „p. ", or separate them with a coma. For example: 8 (2), p. „58-59". Follow only one of the notes.

c) Article from the book

Name, Initials. (Year). Title (Except first word without capital letters). The name of the book author (Editor), name, initials. The title of the book (Italic shrift, capital letters). The place of publishing: publishing house, pages.

For example: Melkadze, O. (2010). Constitutionalism.

Yahya, C. A. Morales-Jones, & E. N. W. Ariza (Eds.), *Fundamentals of Teaching English to*

Speakers of Other Languages in k-12 Mainstream Classrooms. Dubuque, IA: Kendal/Hunt, p.163-181

d) Electronic sources:

If the website does not have the author, indicate the title of the website. If none of them are accessible, start with the title. At the end, it should be noted when and on which internet source the material is found.

For example:

Kopaliani, A. (2013). The specifics of perception of Emily Dikinson's work in Georgian Literature, #7. http://www.spekali.tsu.ge/index.php/ge/article/viewArticle/7/70, 17.04.2019.

Lakerbaia, T. (2014). The Right of Withdrawal in European Consumer Protection Law, Volume I, Retrieved 2 April, fromhttp://press.tsu.ge/data/file_db/elzhurnalebi/lj1y2014.pdf

NCTE / IRA. (2012). Standards for the English Language Arts. Retrieved September 1, 2014 from http://www.ncte.org/standards/ncte-ira

In case of finding the electronic source in an article and using it in your research, be sure that the source is still existing.

e) For the decisions of Georgia, the International Court of Justice / and for other countries, the rules of documentation/conventions of international organizations and international treaties, legislation are as follows in the footnote of the text. For example:
Decision N1/3/421,422 of the Constitutional Court of Georgia of November 10, 2009;
Decision 672/18 of the Georgian National Communications Commission of November 7, 2007;
Criminal Code, Article 317, 1999;
Law of Georgia on Broadcasting, Article 56.3, 2005;
Recommendation of the Committee of Ministers of the Council of Europe on hate speech No. R(97) 20., 1997
European Directive 2010/13/EU on Audiovisual Media Services, Article 4.7
When referring to the same source in the footnote, which was already used, instead of the source indicated in the previous footnote, it is indicated "ibid".

The list of literature is indicated in alphabet order. If you mention the same authors in publication, you should follow the chronology. At first, you write the newest, and then the older publication. If several publications issued on the same year by the same author are used as a source, they can be indicated as follows: Radbruch, 2013a and Radbruch 2013 b. If the publication has one author, and in other publication the same author has the coauthor, one-author publication should be mentioned at first and the publication with two and more authors should come next.

For example:

Schmitt, N. (2010). Researching Vocabulary: A Vocabulary Research Manual. New York: Palgrave Macmillan

Schmitt, N. (1997 a). Vocabulary learning strategies. In Schmitt, N. and McCarthy, M. (eds), Vocabulary: Description, Acquisition, and Pedagogy. Cambridge: Cambridge University Press. p. 17-26

Schmitt, N. (Ed.) (1997b). Vocabulary: Description, acquisition, and pedagogy. Cambridge: Cambridge University Press.

Schmitt, N. and Meara, P. (1997). Researching vocabulary through a word knowledge framework: Word associations and verbal suffixes. Studies in Second Language Acquisition 19, p. 17–36