



NATIONAL EDUCATIONAL UNIVERSITY

Rules for Completing an Academic Paper



As a tool for determining the productivity and quality of scientific activity, the world scientific community currently uses international scientific databases that are widely recognized - the Thomson Reuters (USA) database Web of Science (WoS) and the Elsevier (Netherlands) database Scopus. In accordance with international standards for scientific periodicals, these databases have developed criteria for evaluating scientific journals and the requirements that must be met in order to be included in these systems. Scopus is a multidisciplinary database that reflects almost all fields and combines publications from all thematic areas of science. The scientific level, authority, and effectiveness of the editorial board of a journal are determined by the citations it receives. A scientific journal, both thematic and polythematic, should use the classifier that it aims to reflect in the corresponding database.

There are 4 (four) main types of peer review for journals submitted to Scopus:

1. "Main editor peer review": only one (or two) main editors review and select all articles for publication (low level, low rating);
2. "Open peer review": the reviewer and the author know each other's identities; involves three or more reviewers for all articles in each issue;
3. "Single blind peer review": the reviewer knows the author's identity, but the author does not know the reviewer's identity; involves three or more reviewers for all articles in each issue;
4. "Double-blind peer review": the reviewer and the author do not know each other's identities; involves three or more reviewers for each article in each publication;

Each type of review has its advantages and disadvantages. Accordingly, the author is free to choose.

Scientific papers published in ranked scientific databases must comply with the relevant internationally recognized academic style (**APA and CHICAGO**). The scientific paper may be analytical and/or review in nature.

Academic papers submitted at the "NEU - National Educational University" must meet the following basic requirements:

Structure of an academic paper:

Title of the article - the title should compactly and realistically reflect information about the content of the paper and the problem posed.

Information about the author(s) - the name, surname, scientific/academic degree, place of work/study, contact details of the author(s) should be indicated.

The structure of the paper includes the following components:

Abstract - the abstract should be concise and clear, free from unnecessary words, distinguished by the persuasiveness of the formulation and should include the following aspects of the content:

- Subject, topic, goal of the work;
- Method or methodology of conducting the work;
- Results of the work;
- Scope of application of the results;
- Conclusions.

The abstract should correspond to the language of scientific and technical documents, no capitalization should be used, and uniform terminology should be maintained throughout the text. Abbreviations and conventional designations, other than those generally accepted, should be used in exceptional cases or should be explained at the first mention. Units of physical quantities should be given in accordance with international systems. Tables, formulas, drawings, pictures, schemes, diagrams, abstracts are used only in cases of necessity, when they reflect the main content of the document and allow reducing its volume. The abstract should contain no more than 400 letters / characters.

Abstract in English

The English-language abstract is the only source according to which a foreign specialist evaluates the publication, uses it in his publication, enters into a discussion with the author, etc. Accordingly, drawing up an abstract in English requires special attention. The abstract in English generally repeats the text of the abstract written in Georgian, although the English abstract may be longer than the Georgian one, since the Georgian one accompanies the main text.

The abstract in English should be:

- Informative (not contain general phrases);
- Original (not be a copy of the Georgian abstract);
- Meaningful (reflect the main content of the article and research results);
- Structured (follow the logic of the article);
- “English-language” (written in high-quality English and with special English terms);
- Compact.

Search terms - an essential element for any article. It is used to define the field/object of research/research methods and to search for the relevant article. Words/phrases should include industry terms that may not even be used in the article, but are typical for the field being presented. The optimal number of search words is 4 - 7 units, and within a phrase - no more than 3 units.

The following main parts should be clearly outlined in the text of a scientific paper:

1. Introduction;
2. Main part;
3. Research results;
4. Conclusions;
5. Literature.

These parts are separated by appropriate headings/subheadings and should contain relevant information.

Introduction - the context should clearly present the factors that determine the relevance of the topic and the necessity of posing the presented problem. The conceptual apparatus (hypothesis, goals, objectives, subject of research, object) should be clearly formulated in relation to the specifics of the research.

Main part - this part presents the content of the topic, where an important place is given to the definition of research methods and justification of their relevance, description of the research and analysis of the results.

At the author's discretion, it is possible to divide the main part of the text into subsections, which will make the academic paper easier to understand.

Conclusion - the conclusion clearly and compactly summarizes the research results, presents the main essence of the work, scientific novelty, shows the prospects for further research.

A scientific paper must meet the following requirements:

- The paper must be presented in the appropriate language;
- Sheet format - A4, font - "Sylfaen", title size -16, text size - 12, line spacing - 1.5, field spacing (on all sides) - 2 cm.

There are various schemes for describing the used literature. The following bibliographic standards of authoritative international databases are used at the university:

- **APA- American Psychological Association (5th ed.):**
 - Author, A.A., Author, B.B., & Author, C.C. (2005). Title of article. *Title of Journal*, 10(2), 49-53.

- **Chicago 15th Edition (Author-Date System)**

- Autor, Alan A., B.B. Autor, and C. Autor. 2005. Title of article. Title of Journal 10, (2): 49-53

Appendix: Academic Thesis Guidelines.

Academic Paper Formatting Guide

Academic Style

All higher education institutions in the world use a recognized format, an official style, to format written works created by students and scholars in order to bring academic works into a single framework. The style of academic text formatting is a system of conventions that applies to every detail of the formatting of a work, starting from the title page and ending with the last page of the work. When using any style, the work becomes formalized. There are various styles for formatting academic texts, among which the most commonly used are APA (American Psychological Association) and Chicago (Chicago Style Guide).

APA standards are used in relation to works in psychology, education, and social sciences. The use of APA style is important for the academic socialization of students and novice scientists.

Chicago standards are widely used for the performance of any scientific/academic work in all disciplines.

The standard for the performance of a university scientific, academic work, taking into account the specifics of the field, is based on the world-recognized APA (American Psychological Association style) style and/or Chicago style. The creation of a scientific/academic work is one of the directions of university activity for both professors and students, and the principle of working on the works is common to everyone.

Scientific ethics

A scientific/academic work must meet generally accepted academic requirements, which in recent years have been formed as the main criteria determining scientificity, namely:

Honesty: is the basis of the quality of a scientific/academic work. The author must verify all sources used and clearly demonstrate the principle of constructing the argument. Manipulation of data, their falsification and invention of results are not allowed in the process of scientific work.

Objectivity: A scientific/academic paper should be as neutral as possible and should not reflect the author's personal attitude towards the research issue.

Importance: This criterion determines the creation of new knowledge in the field and the advancement of the field/sphere. Important are those papers that are distinguished by high informativeness and studies that contribute to the solution/solution of specific practical problems.

Originality: The creator of a scientific/academic paper must perform the work independently, which requires independent thinking. In general, originality in a scientific paper is achieved by creating a new concept, presenting an innovative scheme, establishing a new research model/method or a new vision of solving the problem.

Clarity of thought and language: The language of a scientific paper should be simple, unambiguous and precise, sentences should be clearly constructed and should not allow for interpretations. Great attention should be paid to spelling issues, grammatical, typographical and stylistic errors are not allowed. The paper should be written in scientific meta-language (descriptive language) and moderately used field terms, and if necessary, with their definitions, so that the multiple meanings of the terms do not cause misunderstanding or ambiguity in the reader.

Validity (soundness, justification): It is important to thoroughly understand the research problem in an academic paper, carefully select scientific literature or other research tools and clearly present their interrelationships.

Transparency/Verification: A scientific/academic paper should not be based on assumptions, but on verified, reliable facts and data, and the arguments presented should be thoroughly and flawlessly verified so that the reader (and especially the supervisor of the scientific/academic paper, a specialist in the field) has no difficulty in verifying the research if he or she wishes.

Structure of an Academic/Scientific Paper

The main types of scientific works performed at the university include: bachelor's thesis, master's thesis, scientific article, monograph, and they have a strictly defined structure, namely:

Bachelor's thesis: In a bachelor's thesis, a student researches and develops a specific issue with the help of existing scientific literature. The student is responsible for collecting and analyzing existing scientific literature and data on the issue, selecting a specific research method, planning/conducting research, and then presenting it. The work should reflect the theoretical and field knowledge acquired during studies at the bachelor's level. The volume of a bachelor's thesis should not be less than 35 pages.

Monography: This is an extensive scientific work in which a special issue, problem, or topic of a particular scientific field is comprehensively studied and developed.

Scientific article: A research article aims to create new knowledge. It is a relatively small work, focused on one specific issue, reflecting the original research and argumentative findings of the author or group of authors. It is

mostly published in scientific collections/journals, and its volume and style are determined by the publisher of the journal/collection.

Structure of a scientific paper

Title page. Any type of academic paper begins with a title page, the so-called title page, on which the following information should be placed: title of the paper, student's name and surname, type of paper (bachelor's thesis); name of the school or program, name, surname and academic degree of the scientific supervisor, name of the higher educational institution, place and year of submission of the paper. The title page is not numbered, and the data is written centered, in the following sequence and font settings.

1. Name of higher educational institution - 16, bold;
2. Faculty, program - 14, without bold;
3. Title of the work - 16, bold;
4. Name and surname of the author - 16, without bold;
5. Type of work - 12, without bold;
6. Supervisor's data - 14, without bold;
7. City and year - 14, without bold.

The table of contents (also known as the table of contents) presents the structure of the work and thus facilitates the reader's orientation. It creates a system that shows how the issue is understood, how the research problem is divided into categories and subcategories, in what sequence the issue is investigated, and ways to solve the problem are sought. The table of contents of a scientific/academic work should be logically structured, easy to understand, and each item included in it should be directly related to the research question. The numbering of the table of contents should exactly correspond to the structure of the topic. When allocating chapters and subsections in the work, it is imperative to take into account that a chapter should consist of at least two subsections. Their titles should be selected with particular care and should accurately reflect the content discussed in a particular chapter.

When formulating headings in the table of contents, it is important to adhere to the following rules:

1. The heading should be short and informative;
2. It is written in the nominal style (fewer verbs, mostly nouns);
3. It is written without punctuation marks (the exception is headings that are formulated as a question and, therefore, a question mark should be written at the end);
4. The headings of subsections should not be identical to the main title of the work;
5. One heading should appear only once in the work;
6. Nonsensical and template headings should be avoided: "General Rules", "General Fundamentals", etc.

Introduction. The function of the introductory part of a scientific/academic paper is to give the reader an idea of the topic and to prepare them for familiarization with the work. The introduction, as a rule, begins with a description of the research problem, continues with a justification of the relevance/significance of the research, and ends with the formulation of the research goal and objectives (research question/hypothesis). As a rule, the introduction makes up no more than 15% of the work. The introduction does not serve as an extensive, reasoned discussion. What is important here is to pose a specific question and show the path leading to the answer.

The main part of the work is the core of the academic paper and, accordingly, the most extensive structural unit. Its main purpose is to find answers to the research questions posed in the introduction on the basis of theoretical and/or empirical research. The main part may include: a description of the historical background of the topic and an explanation of the main concepts, interpretation of texts, a review of scientific literature and a detailed analysis of the research problem based on it, a comparison of theories and an evaluation of empirical studies, a search for ways to conduct empirical research and solve the problem, a description of experiments, etc. The form and content of the main part depends entirely on the object of study, the purpose of the study, and the research question, and therefore, there is no single universal rule for its construction.

Conclusion. The conclusion of a scientific/academic paper, together with the introduction, forms the framework of the paper, and both components are closely related to each other. The conclusion crowns the paper and, accordingly, should be written with special care. The purpose of the conclusion is to formulate an answer to the research question and demonstrate how the research goal was achieved. This part should summarize the specific results, namely, describe what was determined as a result of the research, analysis, interpretation, etc. It includes three main steps:

1. Reconstruction of the research goal, objectives (main questions);
2. Presentation of specific results;
3. Setting future prospects (optional part for a bachelor's thesis).

The conclusion does not raise a new topic and discuss issues that were not discussed in the main part of the paper. Instead, it can be noted once again what the research findings are and what new things it brings to the existing knowledge on the issue. The conclusion should be concise and short and represent no more than 10% of the work. The conclusion does not include: sections that have already been described in the introduction or main parts of the work; theoretical overview or description of the context; quotations and paraphrases, because the conclusion should only present the results of the research and the opinions of other authors are out of place here.

Bibliography, also known as used literature, is the structural unit of a scientific/academic work in which all sources discussed, processed and cited in the work are listed in alphabetical order.

Appendix. Data and facts that are necessary for understanding the work or support the author's reasoning can be placed in the appendix. Through it, the reader receives detailed information on a specific issue. It is reasonable to include an appendix if the data in question is so extensive that their inclusion in the main text would make the text difficult to read. Such materials represent research details and examples include: interview questionnaires, tables, graphs, images, drawings, manuscripts, etc. If the paper has more than one appendix, they should be numbered, and the appendix should be authenticated using the authentication format included in the text.

Technical Criteria for Academic/Scientific Papers

In a scientific paper, equal attention is paid to content and form. The latter must also meet certain criteria, and therefore, without properly formatted content, the paper will not be valuable. The university has established requirements for the format of scientific/academic papers, in particular, the basic rules for formatting a Microsoft Word document are: Language: Written papers must be written in Georgian, without spelling, stylistic and grammatical errors. By decision of the School Council, the paper can be written in another language.

Paper: The paper must be written on A4 white paper, vertical orientation. Printing is done on one page. Drawings, tables, photographs can be written on any other size format, only in this case, these pages should not be bound together with the main text.

Font type: In the case of Georgian-language texts, the font Sylfaen (written in Georgian Unicode) is used. It is necessary that only one font format is maintained within one paper. In the case of writing in a foreign language or citing sources, the font “Sylfaen” or “New Times Roman” is used.

Font size: Main text font size - 11; Title font size - 14, Bold, centered; Footnote and in-text citation font size - 10; Margins (areas): Top margin - 2 cm; Bottom margin - 2 cm; Left margin - 2.5 cm; Right margin - 1.5 cm; Text should be aligned on both the right and left edges, for this - Justify Text should be checked.

Paragraphs: As a rule, text should be divided into paragraphs. It is desirable that each paragraph be no less than 3 lines.

Line spacing: For the main text, the spacing is 1.5. For small sections, the font size can be 10, and the distance between lines (table of contents, list of tables and figures, footnotes, notes, etc.) - interval 1.

Page numbering: All pages must be numbered sequentially. It is not allowed to leave free space or pages, as well as repeat pages. Introductory pages, together with the main part of the text, except for the title page, are numbered in the lower right corner of the page with font size - 12.

Titles of chapters and subsections: The titles of all chapters and subsections must be reflected in the table of contents (table of contents). All chapters must begin on a new page, and subsections can be continued on the

same page. It is not allowed to leave free space or pages. The font size used for naming chapters and subchapters should be 16 (chapter) and 12 (subchapter), respectively.

Academic/Scientific Paper Format in APA Style

Citation [German: zitieren] - citing, citing. When using APA style, certain rules must be followed when including the author's opinions or quotations in the text. Here are some basic examples: APA style distinguishes two forms of citing sources:

1. In-text citation of data about the source used in an academic paper - when important data about the source is presented directly in the text of the paper;
2. Compilation of a list of literature used in an academic paper, which is placed at the end of the academic paper.

In-text citation. A quotation - a fragment of a work that is included in another text with a reference to the source. According to APA style, citation should be used in three main cases: when repeating texts by other authors without changing them; When summarizing the opinions expressed by them and paraphrasing their thoughts.

Paraphrasing is the unchanged presentation of the author's opinion in other lexical units (in one's own words). Since in all three cases the opinion expressed by the author in the text belongs to another person, it is necessary to indicate the source in the appropriate form. According to the AFA style, when citing the source internally, three important pieces of information are given, which are separated by a comma, namely:

1. The surname of the author of the cited source;
2. The date of publication of the cited source;
3. The page number (pages) (in the case of a text fragment). If we use an electronic version of the source, we also indicate the date of retrieval of the information.

Short in-text citation In practice, there are different types of text sources and, accordingly, the data of the cited sources and the rules for verifying them are different. If you are checking the entire work of an author, and not a fragment of it, then you indicate only the author's surname and separate it with a comma the year of publication, and the reader receives complete information about the primary source from the list attached at the end of the work. For example: (Chikobava, 2010).

If you have used a text fragment, then in the appropriate place in the text, the surname of the author of the quote without initials, the year of publication and the page separated from it by a comma (you can use the abbreviation

- “p.:”), for example: (Chikobava, 2010, p.: 116). If the quoted text does not have an author (e.g.: Folk poem), the primary source is indicated according to the list attached at the end of the work. For example: (Khevsuruli Poezia, 2012).

If the article uses two different authors with the same surname, their initials are also indicated (first the first name and then the surname). For example: (G. Dundua & T. Dundua, 2006).

If the source used has two authors, the surnames of both authors are indicated. To separate them in English-language texts, we use the union sign - “&”, in Georgian-language texts, the union sign “and” is used. For example: (Shanidze and Kvachadze, 1997, p. 223).

If a work has no more than 5 authors, the surnames of all authors are indicated first, and when citing the following - only the first one.

If the source used has 6 or more authors, the surname of the first author is written after the surname of the first author. For example: (Abashidze & Others, 1990). If data on printed works published by different authors in different years are indicated, then the surnames of the authors should be placed in alphabetical order, separated from each other by semicolons. For example: (Turashvili, 1999; Dekanoidze, 1976; Gokieli, 2003).

When citing printed sources published by the same author in different years, the publication dates are arranged in chronological order and separated from each other by commas. For example: (Asatiani, 1998, 1999, 2001).

If books published in the same year by the same author are being verified, then when citing them in-text, each of them is assigned the letter “a”, “b”, etc. For example: (Asatiani, 1998 a, 1998 b, 2001).

If the work used is not dated, indicate that it is “undated”. For example: (Javakhishvili, undated).

In the case of verification of journal or newspaper material, the exact date is not indicated, namely: month, day or number. For example: (Kalandadze, 2013).

In the case when the text generally refers to an Internet website and does not indicate its specific page or other important information located there, then it is sufficient to cite only the electronic address of the website in-text, i.e. when citing, only the address of the website is indicated in brackets. Such information about the electronic source is placed only within the text and should not appear in the list of used literature.

Extensive in-text citation If the volume of the verified text exceeds forty words, it is considered an extensive citation and is also called a block citation. It is written separately from the rest of the text and has a kind of column format. The entire quoted text is inserted five spaces from the left edge of the page. The so-called block citation begins by omitting one space after the author's words and is not enclosed in quotation marks.

References. The AFA style distinguishes between References and Bibliography. References include only those sources on which the research is based. Bibliography also includes other important literature related to the research topic, which may not have been directly used in a specific study, but its acquaintance was important for a deeper understanding and understanding of the issue; Also, the bibliography may indicate the literature related to the topic, which the author considers desirable to familiarize himself with.

It is important to note that each source, which is mentioned in the work by the rule of internal citation, must be reported on the page of used literature. This requirement is known as the rule of cross-referencing. The exception is the so-called Personal Communication, which, according to the AFA style, is required only when citing the text internally, but not on the page of used literature, since other researchers will not be able to find and download such material (letters, memoranda, electronic correspondence, interviews or telephone conversations).

Used literature, the title is written in the middle of a new page. The list of used literature is formed according to strictly defined rules and is attached to the work at the end. Used literature is not numbered. Georgian sources are arranged alphabetically first, then foreign-language sources and information about electronic publications. When verifying a non-Georgian source, we format the data in the usual way, in Latin; the title is in transcription, and the translation of the book title is placed in square brackets. For example: Gardner, I. (2011). *Kniga Matemati-ki* [Math Book]. Moscow: Priroda. In the case of a Georgian source, we proceed as follows: Shalamberidze, G. (1965). *Georgian Correct Writing* [k'art'uli mart'lcera/Georgian Correct Writing]. Tbilisi: Education.

When citing in-text, a non-Georgian source is indicated only for the first time in Georgian and in fractions - in the Latin alphabet. For example: the more it meets the needs of countries with different levels of industrial development and natural social resources, the more the country's economy will advance (Keefe, 2012. p.: 75). If the author of the source is not indicated, its place in the list of used literature is determined by the first letter of the title.

Information about a specific source should include five main pieces of information, which will be presented in the following order:

1. Author's last name and first name (with initials);
2. Date of publication of the source;
3. Title of the printed source (in italics);
4. Place of publication;
5. Publisher.

When compiling a list of used literature, we should remember:

Punctuation. In the information given about a specific source, each element should be separated by a period; commas are used in the internal list of elements (e.g., authors' surnames); two periods are used between the place of publication of the book and the names of the publisher. The year of publication and pages (if necessary) should be indicated in parentheses. If you are checking several authors, separate their surnames with commas. Use the “and” conjunction for Georgian authors, and “&” for foreign-language authors.

Use capital letters only for the first letters of words if the list is in a European language. Indicate the title of the book in italics and, if necessary, the volume number.

List of authors. The author's surname is always indicated first, followed by the initials. If the book has more than 6 authors, “and others” is written after the names of the first 6.

Corporate authors. The name of the corporation is given instead of the authors (capital letters are used for the first words, if necessary). The principle of hierarchy should be observed: the name of the main department of the organization should precede the subsections.

Editors. If the book does not have an author, instead, indicate the data of the editor(s) (surname, initials), which will be added with the note in parentheses (ed.). If you have indicated information about people who are also not authors (e.g. translators), their surnames should be put in parentheses and also added with the note in parentheses (translator). If the material you used does not have an author and you do not know the name of the publisher, in this case, indicate only the title of the source.

Publication date. The publication date is placed in parentheses. It should precede the title and follow the author's name. If the source has neither an author nor a publisher, enter the date after the title (in this case, the title is given first). For newspapers, magazines, and other periodicals, in addition to the serial number, indicate the month and day of publication; if there is no such data, enter the word “undated” in parentheses.

Number, issue, page number. For periodicals (newspapers, magazines), indicate only the issue number in italics, separated from it by a comma by the normally printed page number. For example: 38 , 12-17.

If the publication begins with the 1st issue of each month, after the general numbering of the publication, also indicate the specific issue number in parentheses in italics, for example: 38 (2), 12- 17. Use the abbreviation “p.” only for books or newspaper articles, and only if necessary to avoid ambiguity.

Publishing houses and places of publication. When indicating the place of publication, indicate the city; specify the country only if the city is not known to the general reader. Avoid providing too much information.

Reviews. First, the authors, then the date, then the title. The article [review of a book/film/television program, etc.] should be indicated in parentheses. Indicate the full citation; if the review does not have an author, put the citation in parentheses.

Government documents. Basic format: Corporate author. (Date of publication). Document title: Document subtitle. (Document number). Place of publication: Department. If the author and publisher are the same, then when referring to government documents, the author is indicated at the publisher's location. When verifying electronic publications, page numbers cannot be indicated (they are not); in addition to the title and author, the date and source of information are indicated. Indicate the website. Do not write a well-known website. For example: "Wikipedia". Also, well-known journal providers or libraries; It is not necessary to indicate the website in the list of used literature if this information is in the quote;

If the electronic version is a complete copy of some publication (which is often), the publication (including pages) and finally the address of the electronic version should be indicated.

ist of illustrations, tables and drawings There are two ways to place tables, diagrams, pictures and other visual material in the work: inside the text in the middle of the page (as an inset) and outside the text (as an appendix). The necessary tables, diagrams and other visual figures should be included in the text as close as possible to the place where they are discussed. It is not allowed to place the text around the illustration, table or drawing. When writing a title, each table, diagram and figure should be numbered independently and sequentially with Arabic numerals (a table has its own numbering, a drawing - its own, etc.), and the title text should be entered in italics. The title of an illustration, drawing is written below, and the title of a table - above. The appropriate source should be indicated below a specific document, if it was not created by us. The title of the illustration, tables and drawings can be given with a single space. The title of the illustration is placed vertically on the sheet. If it is placed horizontally and on several pages, the title and numbering should still be presented vertically.

Academic / scientific paper format in Chicago style

Quote - citation. A quote is a passage in the work taken verbatim, unchanged, from some other text. Quotations can be used to strengthen the author's opinions by showing supporting facts; use the field vocabulary, linguistic style of the original; present an opposing point of view in order to maintain objectivity; create a basis for further discussion. When citing, it is important to consider and adhere to the following rules:

Quote from an academic / reliable source: Quotes should be chosen with care, because quoting from a relevant and reliable source determines the value of the work, gives the work quality and credibility, and at the same time indicates the high professionalism of the author. "The reader evaluates the research to the extent that he trusts the sources cited in it" (Turabiani 2007, 111).

Number of citations in the text: A scientific / academic work should be written in one's own words, and citations should only be included in the text if a different development of the argument is inevitable. A large number of verbatim and word-for-word citations of the thoughts of others create the impression that the author had difficulty conveying his opinions and found an easy way to write the work. Too many citations only harm the work.

Quotation marks: The format of quotation marks is different when citing quotations in different languages. When citing Georgian and German sources, double quotation marks are used in the form "...", for English quotations — "...", and in the case of French texts — angled quotation marks <>.

Short quotation: A quotation that does not exceed four lines is short. It is usually placed in the main text and enclosed in quotation marks.

Long quotation: More than four lines and is written without quotation marks. For clarity, the main text is separated by one line above and below, the margins are indented by one centimeter, the font size (11) and the spacing between lines (1.15) are reduced.

Fragmentary quotation: In order for the quoted quotation to logically convey the author's thoughts, it is permissible to change the quotation, but in such a way that its content does not change. If a word or sentence needs to be omitted from a quotation, the omitted section is marked with square brackets — [...]. If something needs to be added to the quotation, for example, a definition of a term or a certain fact, it should be marked with [square] brackets. The author's comment or explanation is placed in brackets.

Quote within a quote: If a quote from another source is cited, it should be enclosed in single, single quotation marks, so-called apostrophes (...‘ ’...’ >...<). However, it is preferable that quotations always be cited from the original. Anyone who uses so-called “secondary” quotations runs the risk of copying an incorrectly verified quote.

Foreign language quotation: When working on foreign language scientific sources, the desired quotations should be included in the main text in the original language. The translation of the quotation should be placed in a footnote along with the translator's details. If the translation is authored, the details should be indicated. For example: (Here and below the translation is ours — N.K.). If the text has 11 specific translators, it should be indicated, for example: (Translation by Ivane Machabeli); It should be noted that the translator's details are indicated only once, with the first translation.

Error in quotation: If a typographical or factual error is found in the passage selected for quotation, it should be copied unchanged, and the Latin reference [sic!] in square brackets next to the error should indicate this error

(sic — Georgian “thus”, comes from the Latin phrase sic erat scriptum, which means: “It was truly written this way”.)

Quote verification: All quotes need verification.

Paraphrase (E. Paraphrase; Gk. Paraphrasis - description) /Paraphrasing: Paraphrase (E. Paraphrase; Gk. Paraphrasis - description) is an indirect quotation. It involves retelling passages from other texts in one's own words, retelling closely to the text. In this case, the structure of the sentence (not the content!) is changed and most words are replaced with synonyms. The conveyed content is written without quotation marks. When paraphrasing, the main idea should not be distorted or lost, and the author's main ideas should not be separated. After paraphrasing, the passage should be verified in the same way as a quotation.

Summary/summarization: Summarization is the presentation/summary of extensive sections of the text when reviewing scientific literature. Such a summary should be as brief as possible and should indicate who wrote/created the text? Where was it printed/published? What does the author want to investigate/determine? How is the text structured? How was the research conducted? What was revealed on the basis of the research conducted?

Passim: In scientific works, there are frequent cases when the author relies largely on one specific text to build his/her argument. Such a relationship can be expressed by the term passim (a Latin word that literally means “everywhere”, “without exception”, “here and there”), as follows: Author’s last name, year passim. If a passage or chapter from a book is particularly important for the work, a page reference may also be given: (Author’s last name, year passim, page number).

Reference. When processing scientific literature, the author may encounter sources related to the research topic whose passages he does not consider it appropriate to quote, paraphrase, or summarize, but he wants to point out to the reader. In this way, the author appears to be familiar with these sources, even though he does not directly include the opinions or quotes contained in them in his own work. References can be used to show that: other authors share the position expressed in the work; other authors have a different opinion; Other authors have summarized the issue that was mentioned in the paper; additional information on the issue can be obtained from other authors. When presenting the positions of other researchers, the author strengthens his own position and thus joins the field discussion. At this time, it is important to clearly indicate with specific linguistic means whose reasoning is involved: when his own opinions are conveyed and when - those of others. The reference is verified as follows: (see author's surname, year, page(s)).

The following rules should be considered when compiling a bibliography:

1. The sources cited in the text must correspond to the bibliographic entries;
2. The literature listed in the bibliography is arranged alphabetically by author's surname, and is not numbered or bulleted;
3. Bibliographic data is not translated and the source is verified in the original language. For example, references to English-language sources are made in English;
4. Sources can be categorized by form (manuscript, archival collection, video recordings, etc.), by order (primary source, secondary source, tertiary source), and by language (literature used in Georgian, literature used in English, literature used in Russian, etc.);
5. All electronically obtained sources (be it a book, e-article or website) should be accompanied by a link and the date of viewing, along with full bibliographic data;
6. Different rules apply when verifying different types of sources. Sources can be books, scientific articles, monographs, dissertations, websites, legislative texts, etc. When citing them, attention should be paid to such details as the consistency of information, spelling of punctuation marks, font style and their observance throughout the work. Below are the most common models of citing resources included in the text and in the bibliography.

University requirements for a scientific article

The essence of a scientific article. A scientific article is a scientific / academic work that reflects the results of a scientist's / doctoral student's scientific research. The results can be analytical / review (e.g. analysis / review of existing scientific literature / documents / papers) or confirmation / refutation of research results recognized in the scientific community, or presentation of one's own scientific findings, ways to solve the problems posed, etc.

Article title. The title is an important element of the article. It should create a compact and accurate representation of the content of the work / the problem posed, arouse interest in reading the article. Information about the author / authors - this section should indicate the name, surname, scientific / academic degree, place of work / study, contact details of the author / authors.

Article structure: The article structure contains the following components:

- Abstract;
- Search terms
- Text
- Bibliography / used literature.

Description of the article structure components:

Abstract: The abstract optimally reflects the relevance of the topic / problem, goals, content and research results. By reading it, a general idea is formed about the goals and results of the research. The quantitative requirement for letters / characters established by the relevant publication is observed, for an academic publication for a higher educational institution it is no more than 400 letters / characters.

Keywords: A necessary element for any article. It is used to define the field / object of research / research methods and to search for the relevant article. Words / word combinations should contain field terms that may not even be used in the article, but are characteristic of the presented field. The optimal number of search words is 4 - 7 units, and within a phrase - no more than 3 units.

Text: The following main parts should be clearly outlined in the article:

Introduction: (The context should clearly present the factors that determine the relevance of the topic and the necessity of posing the presented problem. The conceptual apparatus (hypothesis, goals, objectives, subject of research, object) should be clearly formulated in relation to the specifics of the research);

Main part: (This part presents the content of the topic, where an important place is devoted to the definition of research methods and justification of their relevance, description of the research and analysis of the results, including a discussion of the limitations of the research);

Writing style: (The ability to attract the reader's attention should be created by: the extremely high relevance of the problem posed, a clear explanation of facts and events, a clear demonstration of cause-and-effect relationships, unambiguous and purposeful use of scientific-professional vocabulary, argumentation of opinion, logical development. The text may contain a small number of images, tables, graphs, with appropriate headings, and, if necessary, a note explaining specific points, which should be placed below it. It is desirable to divide the main part into subheadings, which will make the article easier to understand);

Conclusion: (The conclusion clearly and compactly summarizes the research results, presents the main essence of the work, scientific novelty, and shows the prospects for further research);

Formal requirements: Different publications have different formal requirements for the article, therefore, in case of submitting a paper to a specific publication, the relevant requirements must be met; while an article submitted within the university (scientific journal, conference proceedings, etc.) must meet the requirements specified in this document.

References

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