

## GUIDELINES FOR CONTRIBUTORS

### General information

“Cognition, communication, discourse” (CCD) is an on-line open-access journal in Linguistics and Languages, Literature, and Philology (UDC Subjects 80, 81, 82). Both its editorial team and the choice of authors are international.

**Submission.** Submission of the manuscript implies that the article neither has been published before nor is being considered for publication elsewhere. The manuscript should be submitted by e-mail to the following address: [cognition.discourse.journal@karazin.ua](mailto:cognition.discourse.journal@karazin.ua) with a copy sent to the editor-in-chief ([iryna.shevchenko@karazin.ua](mailto:iryna.shevchenko@karazin.ua)) and executive secretary ([alevtyna.kalyuzhna@karazin.ua](mailto:alevtyna.kalyuzhna@karazin.ua)).

**Important.** No parts of the articles submitted to “Cognition, communication, discourse” should be posted on the Internet prior to publication. Pre-publishing is possible on the editor-in-chief’s consent with a corresponding reference to CCD after the article is accepted and confirmed to be published.

### Content arrangement of the paper

- Title of the paper in English (12 pts, bold, CAPITAL letters, align center).
- Name and surname of the author(s), university position (12 pts, align center).
- Institution, address, country (12 pts, align center).
- Author’s e-mail and ORCID ID
- Abstract with key words (minimum 250 words or 1800 signs, 12 pts).
- Text of the paper (12 pts).
- Numbered titles of each chapter (12 pts, bold).
- Notes if any.
- All images (charts, diagrams, and pictures) should be given in their place in the article and attached as separate files (.jpg / .jpeg / .png / .gif).
- References and Sources for illustrations (if any) (12 pts).

### Text format

All materials should be Times New Roman, 12, font 1; indentation 1,0 cm, margins: left – 2 cm., right – 2 cm., top & bottom – 2.5 cm. The first lines in all sections and after figures and tables are not indented.

Manuscripts may be submitted as email attachments in Microsoft Word and .pdf (author’s name.doc/docx) if they do not contain unusual fonts. If special symbols are used their fonts should be sent separately.

Contributions should preferably be in English, they may include other language examples. Spelling should be either British or American English consistently throughout the paper. If not written by a native speaker of English it is advisable to have the paper checked by a native speaker.

The title and author(s). Please use \* for the corresponding author. Example:

**TITLE (Times New Roman, 12, bold, capital letters, centered)**  
**First Author Name and Surname\* (Times New Roman, 12, Bold)**  
university position  
(Affiliation, City, Country);  
e-mail ORCID  
**Next Author Name and Surname (Times New Roman, 12, Bold)**  
university position  
(Affiliation, City, Country);  
e-mail ORCID

**Abstract:** (one in English and one in Ukrainian)

An abstract is a brief, comprehensive summary of the contents of the article; it allows readers to survey the contents of an article quickly. The abstract should normally be a single paragraph *between 200 and 250 words (minimum 1800 signs, key words included)*. An abstract is accurate, non-evaluative, coherent and readable, clear and concise. It uses the active rather than the passive voice; uses the present tense to describe conclusions drawn or results; uses the past tense to describe previous data. An abstract for a *theory-oriented paper* should describe: how the theory or model works and/or the principles on which it is based; what phenomena the theory or model accounts for; and its linkages to empirical

results. An abstract for a *methodological paper* should comprise the general class of methods being discussed; the essential features of the proposed method; and the range of application of the proposed method. Given the small amount of words allowed, each word and sentence included in your abstract needs to be meaningful. In addition, all the information contained in the abstract must be discussed in the main body of the paper.

**Keywords:** list five to ten pertinent keywords specific to the article; use singular nouns.

### **1. Introduction**

The body of a manuscript opens with an introduction that presents the specific problem under study and describes the research strategy. The structure of the introduction should necessarily comprise the author's *aims / tasks / objectives*, *the subject-matter* and the *material* of the study (Italics, Bold).

Exploring the importance of the problem the article should state how it is related to previous work in the area. If other aspects of this study have been reported previously, how does this report differ from, and build on, the earlier report?

Describe relevant literature. This section should review studies to establish the general area, and then move towards studies that more specifically define or are more specifically related to the research you are conducting. Your literature review must not be a series of quotations strung together; instead it needs to provide a critical analysis of previous work.

State hypotheses and objectives, their correspondence to research. The statement of the hypothesis should logically follow on from your literature review and make an explicit link between your study and previous research. Specific tasks should be listed in accordance with the objectives of the study.

### **Sections and subsections of the paper.**

Divide your article into clearly defined sections. Any labeled sections / subsection should be numbered (i.e., 2. or 2.1, 2.2 if necessary) and given a brief heading marked in bold (Times New Roman, 12 without full stops at the end). Each heading should appear on its own separate line.

### **2. Method**

The Method section describes in detail how the study was conducted, including conceptual and operational definitions of the variables used in the study. It also permits experienced investigators to replicate the study. The method section can often be broken down into subsections such as theoretical backgrounds, participants of the experiment, materials and procedure.

### **3. Findings / Results**

This section describes but does not explain your results; it provides the reader with a factual account of your findings. You can, however, draw attention to specific trends or data that you think are important. This section aims at making your results as comprehensible as possible for your readers.

If you are presenting statistical results, place descriptive statistics first (means and standard deviations) followed by the results of any inferential statistical tests you performed. Lengthy data may be put in the appendices.

Authors should refer in the text to all tables and figures used and explain what the readers should look for when using the table or figure. Each table and figure must be intelligible, so be sure to include an explanation of every abbreviation (except the standard statistical symbols and abbreviations).

Give titles to all tables and figures, number all tables sequentially as you refer to them in the text (Table 1, Table 2, etc / Figure 1, Figure 2, etc.).

### **4. Discussion**

All examples are italicized. One *word* or *word-combination* examples are given within the body of a paragraph. *Sentence* or *textual* examples are numbered throughout the article and given in separate paragraphs in italics (their source is given straight) with indentation 1,0 cm for the whole paragraph. They are separated from the previous / following text by one blank line. Example:

- (1) *"I'm Prendergast," said the newcomer. "Have some port?"*  
*"Thank you, I'd love to."* (Waugh, 1980, p. 46)

Text.....text.....text (The first lines after examples and figures or tables are not indented).

## 5. Conclusions

This section simply states what the researcher thinks the data mean, and, as such, should relate directly back to the problem/question stated in the introduction. By looking at only the Introduction and Conclusions sections, a reader should have a good idea of what the researcher has investigated and discovered even though the specific details of how the work was done would not be known. After moving from general to specific information in the introduction and body paragraphs, your conclusion should restate the main points of your argument.

Conclusions should finish up with an overview of the *future possible research* (marked in bold italics).

**Acknowledgments** (not obligatory and not numbered paragraph) identify grants or other financial support (and the source, if appropriate) for your study. This paragraph contains acknowledgements of colleagues who assisted in conducting the study or critiquing the manuscript. This paragraph may end up with thanks for personal assistance, such as in manuscript preparation.

**Footnotes** should be avoided. Any essential notes should be numbered consecutively in the text (super scripts) and grouped together as **Notes** (marked in bold, italics, not indented) at the end of the paper before the References.

**In-text citations.** The journal uses APA-6 format ([APA style](#)). If you are directly quoting from a work and the author is not named in a signal phrase, you will need to include the author, year of publication, and the page number for the reference: (Pocheptsov, 1976, p. 15; Leech, 1985, pp. 373-4).

If the quotation includes the author's last name, it is simply followed by the date of publication in parentheses; if no last name is mentioned in the text it is given in parentheses. For example: According to Jones (2005), "Students often had difficulty using Gerunds and Infinitives, especially when it was their first time" (p. 156). Or "Students often had difficulty..." (Jones, 2005, p. 156).

If you cite a work of two to five authors (use '&' within parentheses; use 'and' outside parentheses):

a) Becker and Seligman's (1996) findings contradicted this result. This result was later contradicted (Becker & Seligman, 1996). Mind no comma before & in citing two authors!

(b) Medvec, Madey, and Gilovich (1995) examined a group of Olympic medalists. Or medalists were examined in (Medvec, Madey, & Gilovich, 1995) (Mind a comma before & in citing three to five authors in parenthesis!) A subsequent in-text citation would appear as (Medvec et al., 1995).

In case of six or more authors, cite only the last name of the first author, followed by "et al." and the year of publication: Barakat et al. (1995) attempted to ...

### APA-6

### In-Text and Parenthetical Citation Examples

Quote with author's name in text	Smith (2019) states that, "... " (p. 112).
Quote with author's name in reference	This is quoted as, "... " (Smith, 2019, pp. 112-4).
Paraphrasing with author's name in text	Smith (2019) stated these facts, too.
Paraphrasing author's name in reference	This fact has been stated (Smith, 2019).
No author – give title of work abbreviated to first major word	This book is true ( <i>Long</i> , 2019).
<i>Italics for books &amp; journals</i> , "quotation marks" for articles & web pages	This article is true ("Long," 2019).
Citing entire website – put URL	This has evidence ( <a href="http://www.pubmed.gov">www.pubmed.gov</a> ).
Quote from website – use paragraph number	According to, "... " (Smith, 2019, para. 4).
More than one author with same last name	P. L. Smith (2018) and J. M. Smith (2019)
Source has more than one author in text	Smith and Lee agree that (2019)
Source has more than one author in reference	This is agreed upon (Smith & Long, 2019).
Citing more than one work	We all agree (Smith, 2019; Lee, 2018).
Citing more than one work by same author published in the same year	We all agree (Smith, 2019a, 2019b, 2019c) Smith (2019a) believes ..... It has been reported ... (Smith, 2019c)

The quotations longer than three lines should constitute a separate block, indented 1.0 cm paragraph(s), single spaced, font 12 pts, italics, with no quotation marks, e.g., Kövecses (2018, p. 133) writes:

*In sum, the intratextual use of conceptual metaphor does not necessarily produce metaphorically homogenous discourse. In most cases, a variety of different conceptual metaphors is used in particular media and other texts.....*

For such quotations their author may be cited in a parenthesis below, not italicized, e.g.:

*In sum, the intratextual use of conceptual metaphor does not necessarily produce metaphorically homogenous discourse. In most cases, a variety of different conceptual metaphors is used in particular media and other texts. This is a natural phenomenon, given the nature of conceptual metaphors as based on the general structure of concepts (i.e., that the concepts have various aspects and we use the conceptual metaphors to comprehend those aspects) (Kövecses, 2018, p. 133).*

**Quotation marks.** Single quotation marks should be used for the translation of non-English words, e.g., *cogito* ‘I think’. Double quotation marks should be used in all other cases, i.e., direct quotations in running text. Please always use rounded quotation marks (“. . .”) not "straight" ones.

**Dashes.** Spaced EM dashes (long English dashes) are used as parenthetical dashes (“text — text”). Please do not use double hyphens (--).

Use an EN dash, NOT a hyphen, for page or number ranges: e.g. 21-27, 1975-1979. No gaps between the numbers and the EN dash.

A long dash (EM dash, —) without spaces on the left or right in English texts might set off a phrase at the end of a sentence—like this one. Or, EM dashes may set off a phrase midsentence—a technique that really draws a reader’s attention—as they do in this sentence.

**Italics** should be used for:

- Words, phrases, and sentences treated as linguistic examples
- Foreign-language expressions
- Titles of books, published documents, newspapers, and journals
- Drawing attention to key terms in a discussion at first mention only. Thereafter, these terms should be set straight.
- Emphasizing a word or phrase in a quotation indicating the author of this formatting [*emphasis mine* – *N.N.*]

**Bold** or underlining and SMALL CAPS may be used sparingly to draw attention to a particular linguistic feature within numbered examples (not in the running text).

**Punctuation.** We use a serial comma (an Oxford comma or a Harvard comma) placed immediately before the coordinating conjunction (and, or) in a series of three or more terms as in “France, Italy, and Spain” (with the serial comma), but “France or Spain” (two terms only).

Put a comma before ‘which’ to introduce attributive clauses (“Tom’s book, which he spent ten years writing, is now a best seller.”). Do not use a comma to introduce questions and prepositional phrases (“in which”).

**Abbreviations.** List of Common Latin Abbreviations for APA Style

Abbreviation	Meaning	Used inside of parentheses only
cf.	“compare” or “consult” (to contrast information)	Never put a comma after “...in (cf. Zeller & Williams, 2007)”.
e.g.,	“for example,” ( <i>exempli gratia</i> )	Always put a comma after: “Some studies (e.g., Macmillan, 2009)...”
etc.	“and so on” / “and so forth”	Put a comma before if used to end a list of at least two other items: “(chemistry, math, etc.). In other cases do not use a comma “(biology etc.)”.

i.e.,	“that is,” ( <i>id est</i> ; specific clarification)	Always put a comma after: “(i.e., first, second, or third)”
vs.	“ <i>versus</i> ”	Put a full stop after: “(low vs. high)”, do not italicize.
ibid.	“ <i>ibidem</i> ” for citations	Not used in APA to refer again to the last source previously referenced. Instead give each citation using author names as usual.

### References (Times New Roman 12, bold, not numbered)

A reference list (usually about 30 authors, preferably of the last decade) must comprise all the references cited in the text of your paper, listed in alphabetical order at the end of the paper and not numbered. Each reference in the reference list needs to contain all of the bibliographic information from its source (referencing style APA-6). In each new item, its first line is aligned right, other lines (if any) are indented 1,0 cm. Please make your URL and DOI active.

#### For materials in English:

##### Books (authored work) & e-books:

Langacker, R.W. (2008). *Cognitive grammar: A basic introduction*. New York: Oxford University Press.

Knox, P. L., & Mayer, H. (2009). *Small town sustainability: economic, social, and environmental innovation*. Retrieved from <http://www.ebookcentral.proquest.com> or [doi:10.1017/9780511544444](https://doi.org/10.1017/9780511544444)

##### Book chapter:

Mind that editors' first names are cited before their family names, without a comma before “&” for two or more editors:

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17–43). New York, NY: Guilford Press.

E-book not from a database and without a DOI: in the URL field include the full URL or the homepage URL. Leave out Place and Publisher:

Austen, J. (1853). *Pride and prejudice: A novel*. Retrieved from <https://books.google.co.nz/books?id=ZXY1CwAAQBAJ&lpg=PP1&dq=pride%20and%20prejudice&pg=PT4#v=onepage&q=pride%20and%20prejudice&f=true>

E-book from a Library database: In the URL field include the URL but remove the details:

Best, A., Hanhimaki, & Schulze, K. E. (2015). *International history of the twentieth century and beyond* (3rd ed.). Retrieved from <https://ebookcentral-proquest-com>

##### Journal articles:

Peterson, T. (2017). Problematizing mirativity. *Review of Cognitive Linguistics*, 15(2), 312-342. [doi:10.1075/rcl.15.2.02pet](https://doi.org/10.1075/rcl.15.2.02pet)

##### On-line newspaper article:

Brody, J. F. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from <http://www.nytimes.com>

##### Several volumes in a multivolume work:

Koch, S. (Ed.). (1959-1963). *Psychology: A study of science* (Vols. 1–6). New York, NY: McGraw-Hill.

##### Reference book:

VandenBos, G. H. (Ed.). (2007). *APA dictionary of psychology*. Washington, DC: American Psychological Association.

Print journal article. Article titles use sentence style capitalization, i.e., capitalize the first word of the title and subtitle (after a colon, if there is one), and any proper nouns (names). Journal/magazine and newspaper titles use headline style capitalization, i.e., capitalize each significant word but not articles and prepositions. Mind a comma before “&” to cite more than one authors!

For the article, which is accepted for publication enter the words (in press) in the year field.

For the article, which are not dated enter the words (n.d.) in the year field.

Wilson, S., Spies-Butcher, B., & Stebbing, A. (2009). Targets and taxes: Explaining the welfare orientations of the Australian public. *Social Policy & Administration*, 43, 508-525. [doi:10.1037/arc0000014](https://doi.org/10.1037/arc0000014)

Fennimore, D. L. (1981). American neoclassical furniture and its European antecedents. *American Art Journal*, 13(4), 49-65. Retrieved from [HTTP://WWW.JSTOR.ORG](http://WWW.JSTOR.ORG)

Webpage, with author but no date:

Flesch, R. (n.d.). *How to write plain English*. Retrieved October 3, 2017, from [http://www.mang.canterbury.ac.nz/writing\\_guide/writing/flesch.shtml](http://www.mang.canterbury.ac.nz/writing_guide/writing/flesch.shtml)

Webpage with corporate author (an organisation or group):

New Zealand Government. (2008). *Digital strategy*. Retrieved April 12, 2009, from <http://www.digitalstrategy.govt.nz/>

Dissertation. Print/Hardcopy format

Knight, A. (2001). *Exercise and osteoarthritis of the knee* (Unpublished master's dissertation). Auckland University of Technology, Auckland, New Zealand.

Thesis or dissertation, online from an institutional repository or a website

Thomas, R. (2009). *The making of a journalist* (Doctoral thesis, Auckland University of Technology, Auckland, New Zealand). Retrieved from <http://hdl.handle.net/10292/466>

Conference paper in regularly published proceedings, retrieved online:

Houzel, S., Collins, J. H., & Lent, R. (2008). The basic nonuniformity of the cerebral cortex. *Proceedings of the National Academy of Sciences*, 105, 12593-12598. [doi:10.1073/pnas.0805417105](https://doi.org/10.1073/pnas.0805417105)

Film/movie

Scorcese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). *You can count on me* [Motion picture]. United States: Paramount Pictures.

Blog post:

Author, A. A. (2019, December 12). Title of post [Description of form]. Retrieved from <http://www.xxxx>

**For more details go to:**

APA 6 Publication Manual <https://apastyle.apa.org/6th-edition-resources>

In-Text Citation Reference List <https://www.scribbr.com/category/apa-style/6th-edition/>

**For materials in languages other than English:**

The in-text citation of works in non-English languages should use the English translation of author(s) name(s). In the reference, such materials are referred to twice: first, in English then in the original language. The English reference should correspond to their translations as they appear in a published version of the material and mention their original language in brackets at the end. This English (translated) reference is immediately followed by the reference in the original language.

Example: for in-text citing of a Ukrainian article: (Lepetiukha, 2023).

Example for the referencing style:

Lepetiukha, A. (2023). Typical agrammatized constructions as actualized mono and polysynonymic transforms of virtual primary syntagmata and propositions (on the material of modern French fiction). *Cognition, communication, discourse*, 27, 34-43. [doi:10.26565/2218-2926-2023-27-02](https://doi.org/10.26565/2218-2926-2023-27-02) (in Ukrainian)

Лепетюха, А. (2023). Типові аграматизовані конструкції як актуалізовані моно- та полісинонімічні трансформи віртуальних первинних синтагм та пропозицій (на матеріалі сучасної французької художньої прози). *Cognition, communication, discourse*, 27, 34-43. [doi:10.26565/2218-2926-2023-27-02](https://doi.org/10.26565/2218-2926-2023-27-02) (in Ukrainian)

**DOIs.** When DOIs are available, include them in the reference information. Place the doi at the end of the reference, and don't add a period at the end of it. In 2017, Crossref updated their DOI display guidelines, their new recommended format looks like this: [doi:10.1037/arc0000014](https://doi.org/10.1037/arc0000014)

Here's an example:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number, page range. [doi:10.0000/0000](https://doi.org/10.0000/0000)

**Sources for illustrations (bald, not numbered)**

All textual examples cited in the article should have full bibliographic information about their sources listed in alphabetical order and not numbered (citation style APA-6).