



Requirements for Manuscripts Submitted to the Journal *Philology Matters*

I. PREPARATION OF THE MANUSCRIPT FOR PUBLICATION

The manuscript is submitted through the journal's official website: <https://philmatt.uzswlu.uz/>, with each version attached as an **individual file**. The first version, containing the author's full name, institutional affiliation, and email address, should be saved as: *Surname_manuscript.docx*. The second version, prepared for double-blind peer review and excluding all author information, should be saved under the word of 'Manuscript': *Manuscript.docx*. In this version, the word "Author" should be used in references to the author's own publications instead of the author's full name.

The submitted manuscript must not have been previously published in other journals or publications and should present the results of the author's original research, demonstrating its scientific novelty, relevance, and theoretical as well as practical significance.

All the manuscripts that have passed the technical review are checked using Antiplag.uz or Turnitin.com. Only manuscripts with an originality rate exceeding 80% are accepted for further editorial processing.

The review process is conducted in accordance with the principles of *double-blind peer review*. Manuscripts that receive positive reviewer evaluations are forwarded to a journal expert for further editorial preparation prior to publication.

To ensure compliance with the journal's requirements, authors are assisted by a journal expert throughout the editorial process. The editorial board is committed to maintaining constructive cooperation with authors until a final positive editorial decision is reached. All communication between the author and the editorial board is conducted through the journal expert.

II. TECHNICAL GUIDELINES FOR MANUSCRIPT PREPARATION

The manuscript should contain **4,000–7,000 words** for doctoral students, independent researchers, and academic staff, and **2,500–3,000 words** for master's degree students. Manuscripts must be submitted in DOCX format and prepared in Times New Roman font with 1.5 line spacing and 2 cm margins on all sides.

The title of the manuscript should be centered at the top of the page and typed in 14 pt **BOLD UPPERCASE LETTERS** without paragraph indentation. No full stop should be placed at the end of the title. The title must be provided in Uzbek, English, and Russian, as well as in the language of the manuscript.

Below the title, **the author's first name, patronymic, and surname** should be provided in Uzbek, English, and Russian, as well as in the language of the manuscript, in 14 pt bold font. **The number of authors of a single manuscript must not exceed three.**

The following line should contain the full name of the author's (authors') **institution**, followed by the city and country. On the next line, **the email address** of the corresponding author should be indicated in 14 pt font. This information must be provided in Uzbek, English, and Russian, as well as in the language of the manuscript. If the authors are affiliated with different institutions, the corresponding affiliation should be specified separately for each author. Only the principal place of work or study of the author(s) should be indicated. The **ORCID ID** of each author should also be provided. Author information in each language should be presented separately.

The abstract should be placed below the author information. It must include the relevance of the study, the aims and objectives of the research, the methods employed, the main findings, and the conclusions. The abstract should contain **250–300 words** for doctoral students, independent researchers, and academic staff, and **150–200 words** for master's degree students. It must be provided in Uzbek, English, and Russian, as well as in the language of the manuscript. The abstract should be formatted in 14 pt font, with 2 cm left and right indents, justified alignment, and a 1 cm first-line paragraph indent. A 1.5-line space should be left after the abstract.

Below the abstract, **8–10 keywords** for doctoral students, independent researchers, and academic staff, and **6–8 keywords** for master's degree students should be provided. The keywords should reflect the subject matter of the research and facilitate the retrieval of relevant information. Keywords should be formatted in a 14 pt font, with 2 cm left and right indents and justified alignment. A 1.5-line space should be left after the keywords.

The main text of the manuscript should be typed in regular 14 pt font. The text should be justified, with a first-line paragraph indent of 1 cm.

The journal publishes two types of manuscripts, which must be prepared in accordance with the IMRAD format:

1. Original Research Article presents the results of an original empirical study conducted by the author(s). In other words, **the author independently collects data, analyzes them, and formulates conclusions. The manuscript should include the following sections, with the titles of the IMRAD sections indicated in UPPERCASE LETTERS):**

INTRODUCTION

This section should provide the rationale for the study and establish the research context.

It should include:

- the relevance of the research topic;
- formulation of the research question;
- a brief review of existing studies;
- identification of the research gap;
- the aim and objectives of the study;
- the hypothesis (if applicable).

👉 This section should justify the necessity and scholarly significance of the study.

METHODS

This section should provide a detailed description of the research procedure sufficient to ensure the transparency and replicability of the study.

The section should include:

- the research design (experimental, correlational, corpus-based analysis, etc.);
- the object and subject of the research;
- data collection methods:
 - questionnaires;
 - interviews;
 - observation;
 - text or corpus analysis;
- sample characteristics:
 - sample size;
 - sample parameters;
- methods of analysis:
 - statistical methods (SPSS, R, etc.);
 - linguistic or cognitive methods;
- issues of research reliability and validity.

👉 This section should provide sufficient detail to enable replication of the study.

RESULTS

This section presents only factual findings without interpretation.

The section should include:

- the main empirical findings;
- tables, graphs, and charts (if applicable);
- statistical indicators;
- identified patterns and trends.

👉 This section should answer the question: *“What results were obtained?”*

DISCUSSION

This section is devoted to the interpretation of the findings and explain their scholarly significance.

The section should include:

- interpretation of the findings;
- comparison with previous studies;
- confirmation or refutation of the hypothesis;
- theoretical significance of the study;
- practical significance of the study;
- limitations of the study;
- directions for further research.

👉 This section reveals the scientific significance of the study.

CONCLUSION

(not included in the IMRAD format but considered a mandatory section)

The section should include:

- the conclusions of the study;
- the scientific novelty of the study;
- a concise summary of the findings;

Citations should not be included in this section.

2. Review Article

(review research article or analytical article) presents a systematic analysis, comparison, and synthesis of previously published studies within a particular research field. Unlike an Original Research Article, a Review Article does not involve the collection of new empirical data; instead, it develops theoretical and methodological conclusions based on existing scholarly literature. **The manuscript should include the following sections, with the titles of the structural sections indicated in UPPERCASE LETTERS):**

INTRODUCTION

The section should include:

- the relevance of the research field;
- justification for conducting the review study;
- formulation of the research problem;
- the aim of the review.

☞ Identification of research gaps related to the problem is mandatory.

METHODS

The section should include:

- criteria for source selection:
 - time period;
 - databases used (Scopus, Web of Science, etc.);
- the search strategy and keywords used;
- inclusion and exclusion criteria for sources;
- methods of analysis:
 - thematic analysis;
 - meta-analysis (if applicable).

☞ This section should ensure the scientific validity and methodological transparency of the review.

RESULTS

This section presents the results of the analysis of scholarly literature, not empirical data.

The section should include:

- the main scientific approaches;
- major theoretical schools;
- contradictions and inconsistencies in previous studies;
- current research trends;
- comparative tables.

☞ This section should provide a comprehensive scholarly overview of the research topic under consideration.

DISCUSSION

This section is the main analytical section of the review manuscript.

The section should include:

- generalized conclusions based on the analysis of the literature ;
- critical evaluation of existing approaches;
- identification of research gaps;
- unresolved or problematic issues within the research field;
- directions for further research.

CONCLUSION

(not included in the IMRAD format but considered a mandatory section)

The section should include:

- final generalizations;
- theoretical conclusions;
- recommendations based on the review findings.
- Citations should not be included in this section.

Figures should be prepared using CorelDRAW or one of the Microsoft Office applications. Graphs, figures, and photographs should be placed in the manuscript immediately after their first mention in the text. In the electronic version of the manuscript, each figure, photograph, graph, and other illustrative material should additionally be submitted to the editorial board as a separate file. Illustrations, tables, and formulas may be formatted across the full width of the page. The caption of an illustration should be centered below it. After the word “Figure” (12 pt, bold font), the sequential number of the figure should be indicated, followed by the figure title in 12 pt regular font. If the manuscript contains only one figure, it should not be numbered.

Formulas should be prepared using Microsoft Equation or MathType. Formulas should be centred on the page, while their sequential number should be indicated in parentheses and aligned to the right margin. If the manuscript contains only one formula, it should not be numbered.

The word “**Table**” with its sequential number should be placed above the table and aligned to the right. On the following line, the title of the table should be provided, centered, without paragraph indentation or line breaks. No full stop should be placed at the end of the table title. One line space should be left after the table. If the manuscript contains only one table, it should not be numbered.

In-text references should be provided in square brackets and include the author’s surname, year of publication, and page number: [Ivanov, 1990: 25]; for two authors – [Toshmatov & Azizova, 2023: 45]; for three or more authors – [Toshmatov et al., 2025: 56].

The manuscript should include no fewer than 30 and no more than 60 references. **Every source included in the reference list must be cited in the main text through a corresponding in-text reference.** The number of sources must be identical in both versions of the reference list.

In-text references to sources in foreign languages should be provided in the language of the article’s publication. The reference list should also be presented in the original language of the cited sources.

The author bears full responsibility for the accuracy of quotations and the correct formatting of references.

Examples included in the manuscript should be *italicised* and presented without quotation marks. The source of the example, including the author’s surname, initials, and page number, should be indicated in parentheses: *She had not known the weight until she felt the freedom* (Morrison T. Beloved, 112).

In manuscripts written in English, examples in Russian should be presented in the original language and accompanied by a literal (interlinear) English translation.

The reference list should be placed after the main text of the article in alphabetical order under the headings **FOYDALANILGAN ADABIYOTLAR / LITERATURA** and **REFERENCES**. No full stop or colon should be placed after the headings. The headings should be formatted in 14 pt bold font. The reference list must be prepared in accordance with APA style. References to the author’s own publications should not exceed one-third of the total number of sources.

Sources published in Russian should be transliterated automatically using the **BGN (Board of Geographic Names)** system available at translit.ru.

LITERATURA

1. Abramyan, L., Barker, A., Belkov, P. (2004). Sovremennyye tendentsii v antropologicheskikh issledovaniyakh. *Antropologicheskij forum*, 1, 6–101.
2. Agapkin, I.I. (2018). Ideya «kosmo-psikho-logosa» v tvorcheskom nasledii G.D. Gacheva. *Vestnik Russkoy khristianskoy gumanitarnoy akademii*, 19(2), 261–268.
3. Baryshnikov, P.N. (2010). *Mif i metafora: lingvofilosofskiy podkhod*. Sankt-Peterburg: Aleteyya.
4. Gumbol’dt, fon V. (2000). *Izbrannyye trudy po yazykoznaniyu* (2-ye izd.). Moskva: Progress.

If the manuscript is not written in English, the reference list should be provided in two versions:

1. The first version should be presented entirely in Latin script. Sources published in Russian should be provided in Latin transliteration.

2. The second version should be provided entirely in English. For sources originally published in languages other than English, the language of publication should be indicated in parentheses at the end of the reference, for example: (in Russian), (in Uzbek), etc.

III. ARTICLE REVIEW PROCEDURE

1. Upon submission, the article initially undergoes a technical screening, followed by plagiarism detection. After compliance with the journal requirements has been confirmed, the manuscript is forwarded for peer review. The identities of reviewers are not disclosed to the authors and reviewers are likewise not provided with information about the authors.

2. The editorial board does not publish manuscripts on a commercial or commissioned basis and does not guarantee publication within timeframes specified by the authors. The editorial board reserves the right to make necessary editorial corrections and reductions to the manuscript.

3. If a manuscript is returned to the author for revision, the revised version must be resubmitted for repeated review. If additional revisions are required following the repeated review, the revision process continues until a positive review decision is obtained.

4. Manuscripts returned for revision are considered newly submitted and are reviewed for the issue during which they were resubmitted. Manuscripts in which plagiarism is detected are returned to the author for correction and subsequently undergo repeated plagiarism screening. Editorial cooperation with the author continues until the manuscript achieves an originality level of at least 80%.

5. Following a positive review decision, the editorial board determines whether the manuscript may be accepted for publication in the journal.

6. **ATTENTION!** All communication between the editorial board, the journal expert, and the authors is conducted via email throughout all stages of manuscript processing. Authors are required to provide a valid email address and promptly notify the editorial board of any changes. In the case of co-authored manuscripts, correspondence is conducted with the designated corresponding author.

7. The editorial board does not consider appeals concerning editorial decisions, reviewers' comments, or other matters related to manuscript submission, formatting, peer review, and publication procedures. Editorial decisions regarding manuscripts are made collectively by the editorial board.

8. Manuscripts that have undergone the review process are not returned to the authors.

9. The author(s) bear full responsibility for scientific and factual accuracy, as well as for the quality of the abstract translation. In such cases, the revised manuscript must be resubmitted together with the necessary corrections and justified explanations.

10. No substantial changes may be introduced after the manuscript has been typeset. Authors have the right to withdraw the manuscript from publication; however, payment for the review process remains mandatory.

11. The scientific views expressed by the author may not necessarily coincide with the position of the editorial board.

12. The editorial board kindly requests that authors observe the principles of academic ethics in scholarly communication, refrain from unfounded evaluative judgments, and avoid inappropriate statements regarding the journal regulations and expert reviews.

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The author(s) are required to disclose any use of artificial intelligence in the preparation of the manuscript. Artificial intelligence tools cannot be identified as authors of the manuscript, and full responsibility for the content of the manuscript rests solely with the author(s).

The use of artificial intelligence is permitted solely for language editing, translation, and stylistic improvement of the text. The use of artificial intelligence for generating scientific results, analytical conclusions, unreliable information, or fictitious references is strictly prohibited.

ATTENTION! Every manuscript submitted to the journal must include one of the following statements.

For example:

"Artificial intelligence tools were used exclusively for language editing and stylistic improvement during the preparation of this manuscript. The scientific content, analysis, and conclusions are the sole responsibility of the author."

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"No artificial intelligence tools were used in the preparation of this manuscript."



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