**MANUSCRIPT GUIDELINES**

**TEXT FORMATTING REQUIREMENTS**

1. The article should be submitted by e-mail to *conf@ffl.msu.ru.* in a \*.doc, \*.docx or \*.rtf

file formats, file names beginning with the author’s last name).

2. Manuscript texts are published without any additional editing.

3. Format – A4. Volume – maximum 10 pages.

4. Margins: left – 30 mm, top and bottom – 25 mm, right – 20 mm.

5. The manuscript text must be formatted with 1.5-spaced, 12-point Times New Roman font.

6. Starting a new paragraph indent – with TAB only.

7. Quotes: one type only « … »

**Formatting of bibliography and references**

References should be listed at the end of the paper. Authors should ensure that every reference in the text appears in the list of references and vice versa. In the text the quoted or mentioned work from the list of the bibliography should be shown as its number in the list in square brackets:

[1] – referencing 1 source;

[1; 2; 3; 4] – referencing several sources;

[1, 44; 3, 16] – referencing particular pages

The bibliography at the end of an article must contain only works quoted in the text, in alphabetical order (foreign literature to be listed, in alphabetical order, after Russian entries).

**Rules for bibliographical entries**

1. **Books**: surname and initials of author or co-authors, book title, publisher (if known) place of publication (city), year of publication, page number (P.)

Example: *Alexander J.* The World’s Funniest Proverbs. Bath, 2007. P.10

1. Articles in an anthology: surname and initials of author or co-authors, title of the article, title of the anthology, publisher (if known), place of publication (city), year of publication, page number (P.)

Example: *Schwartz S.H*. Beyond Individualism/Collectivism: New Dimensions of Values // Individualism and Collectivism: Theory Application and Methods / Eds. U. Kim, S.C. Choi. Newbury Park.CA.1994.

1. Articles in a journal : surname and initials of author or co-authors, title of the article // the journal, year of publication, the number (volume, issue), page number (P.)

Example: *Hiray* *K*. Culture and Cognition // Annual Review f Sociology. 1997. №23(1)

1. Electronic resource:

Example : the official site of UNESCO –

URL: [http://www.unesco.org](http://www.unesco.org/).  27.10.2009 (date of last visit)

The manuscript should contain the title of the publication, the name of the author, the name of the educational institution, the author’s email, an abstract (up to 130 words), a list of key words and a list of references.

***Formatting example***

A New Format of a University Lecture Course: Blended Learning

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*The paper discusses the experience of transforming a university lecture course….*

*Key words: blended learning, ICT in education, integration of technologies into learning*

The requirements of foreign language training today should envisage the development of such main competences as the professional and informational ones. The latter includes a wide spectrum of skills - from the ability to use Microsoft Office applications and navigate in the Internet to the knowledge of how to use Web 2.0 social services as didactic tools, which canenhance the efficacy of learning.

**REFERENCES**

1.

2.