**Author Formatting Guidelines for the Articles**

**SUBMISSION REQUIREMENTS**

**File Format**: All articles must be submitted exclusively in Microsoft Word format

**Word Count**: Articles must be between 3,500 and 6,000 words in length, including main text, footnotes, and bibliography.

**TEXT FORMATTING**

**Document Structure and Formatting**

* **Text organization:** the text should include: Introduction, Main body sections with clear subheadings, Conclusion, and References/Bibliography
* **Font Requirements**: Times New Roman recommended

**Essential Text Formatting Rules:**

**Heading Hierarchy:** 1. Chapter/Article Title: (Uppercase, 16-point) 2. Author’s Name (Uppercase, 16-point), 3. Secondary Headings: (Sentence case, 12-point)

**Font Specifications**:

* Main text: 10-point font, justified alignment
* Quotations: 9-point font, indented 0.5cm from both left and right margins
* Footnotes: 9-point font, justified alignment

**In case of inline,** shorter quotations:

* Incorporate within the main text using a 10-point font
* Enclose in double quotation marks ““

**Quotation Mark Standards:**

* **Primary quotations**: Use double quotation marks ("") for all quoted material, including single words or phrases
* **Nested quotations**: Use single quotation marks ('') only within double-quoted passages

**CITATION AND REFERENCE STANDARDS**

**Chicago Manual of Style Implementation**

**Citation Examples:**

**Book Citations:**

* **Footnote format**: ¹ Margaret Anderson, *Academic Writing in the Digital Age* (Chicago: University of Chicago Press, 2023), 45.
* **Bibliography format**: Anderson, Margaret. *Academic Writing in the Digital Age*. Chicago: University of Chicago Press, 2023.

**Journal Article Citations:**

* **Footnote format**: ² David Richardson and Sarah Thompson, "Contemporary Approaches to Scholarly Communication," *Journal of Academic Research* 78, no. 3 (2023): 112.
* **Bibliography format**: Richardson, David, and Sarah Thompson. "Contemporary Approaches to Scholarly Communication." *Journal of Academic Research* 78, no. 3 (2023): 98-125.

**Online Source Citations:**

* **Footnote format**: ³ Digital Humanities Consortium, "Emerging Trends in Digital Scholarship," accessed March 15, 2024, <https://www.digitalhumanities.org/trends/emerging-scholarship>.
* **Bibliography format**: Digital Humanities Consortium. "Emerging Trends in Digital Scholarship." Accessed March 15, 2024. <https://www.digitalhumanities.org/trends/emerging-scholarship>.

**Bibliography Organization**

* Alphabetize all entries by author surname
* Invert author names: "Thompson, Sarah" rather than "Sarah Thompson"
* Use italics for book titles and journal names; quotation marks for article and chapter titles
* Include complete page ranges for journal articles and book chapters
* For online sources, include access dates and complete URLs

**VISUAL ELEMENTS AND MEDIA**

**Mandatory File Formats:**

* **Photographs and images**: TIFF format only
* **Vector graphics and illustrations**: EPS format only

**Caption Standards:**

* Provide descriptive captions for all figures
* Position captions consistently (either above or below all figures)

**Submission Method**: Final manuscripts must be submitted via email to [research@cu.edu.ge](mailto:research@cu.edu.ge)

**Reference Authority**: All formatting and citation matters not explicitly addressed in these guidelines must follow the Chicago Manual of Style (17th edition). Complete guidelines available at: <http://www.chicagomanualofstyle.org/home.html>