

Guidelines for the Preparation and Formatting of Articles

Document format: The article must be submitted in Microsoft Word format.

Word count: The article should be between 3,500 and 6,000 words, including the main text, footnotes, and bibliography.

Text Formatting and Document Structure

Text structure: The text must include an introduction, a main body divided into subsections, a conclusion, and references/bibliography.

General Formatting Requirements

- **Font:** Times New Roman
- **Main text:** 12 pt
- **Title:** 16 pt, **Bold**, Title Case (the first letter of each major word should be capitalized)
- **Authors' names:** 12 pt, **Bold**
- **Affiliation** (name of the institution/organization): 10 pt, Regular
- **Abstract heading:** 12 pt, **Bold**
- **Abstract text:** 12 pt
- **Keywords:** 12 pt (the words "Keywords:" should be in **Bold**)
- **Main headings:** 12 pt, **Bold**, Title Case
- **Second-/third-level headings:** 12 pt, **Bold Italic**
- **Line spacing:** 1.5 or double (Double)
- **Page margins:** 2.5 cm (1 inch)
- **Page numbering:** Yes

Citation and Referencing Standards

Please use **APA Style (7th edition)**. Please follow the APA guidelines for citations, in-text formatting, and references: <https://apastyle.apa.org/instructional-aids/reference-examples.pdf>

Visual Elements and Media

Required file formats:

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

Standards for captions/descriptions:

- Provide a caption/description for any photograph or other graphic image included in the text.
- Place captions/descriptions consecutively below the corresponding image

Please send the final version of the article to the following email address:
research@cu.edu.ge