Free Academy of Tbilisi

The manner of performing an academic paper

in accordance with international standards

As a tool for determining the productivity and quality of scientific activity, international scientific databases generally recognized by the world scientific community are used today - Thomson Reuters (USA) database Web of Science (WoS) and Elsevier (Netherlands) publishing house Scopus database. In accordance with the international standards of scientific periodicals, the mentioned bases have developed the evaluation criteria of scientific journals and the requirements that must be met to get into these systems. Scopus is a multidisciplinary database that covers almost all fields and includes publications from all thematic areas of science. According to the citation of the journal, its scientific level, authority, effectiveness of the editorial board's activities are determined. A scientific journal, both thematic and polythematic, when publishing a scientific publication, must use the classifier that it aims to reflect in the relevant database.

4 (four) main types of review for a journal submitted to Scopus:

      1. "main editor peer review": only one (or two) main editor reviews and selects all articles for publication (low level, low grade);

      2. "open peer review": reviewer and author know each other's identity; provides three or more reviewers for all articles in each issue;

      3. "single blind peer review": the reviewer knows the identity of the author, but the author does not know the identity of the reviewer; provides for three or more reviewers for all articles in each issue;

      4. "double-blind peer review": the reviewer and the author do not know each other's identity; provides for three or more reviewers for all articles in each issue;

All types of peer review have advantages and disadvantages. Therefore, the author is free to choose

The scientific work published in the ranked scientific databases must comply with the relevant internationally recognized academic style **(APA and CHICAGO).** A scientific paper can be analytical and/or review in nature.

The academic work performed at the Tbilisi Free Academy must meet the following basic requirements:

Structure of academic work:

Title of the article - the title should compactly and realistically reflect information about the content of the paper and the problem posed.

Information about the author/authors - name, surname, scientific/academic degree, place of work/study, contact data of the author/authors should be indicated.

The structure of the work includes the following components:

Abstract - The abstract should be concise and clear, free of unnecessary words, distinguished by persuasive wording and should include the following aspects of content:

- subject, topic, purpose of the work;
- method or methodology of conducting work;
- results of work;
- scope of application of results;
- conclusions.

The abstract should correspond to the language of scientific and technical documents, no calcues should be used, uniform terminology should be observed throughout the text. Abbreviations and conventional designations, other than those generally accepted, should be used in exceptional cases or should be explained at the first mention. Units of physical quantities should be given in accordance with international systems. Tables, formulas, drawings, pictures, charts, diagrams, abstract are used only when necessary, when they reflect the main content of the document and allow to reduce its volume. The abstract should contain no more than 400 characters/characters.

Abstract in English

The English-language abstract is the only source according to which the foreign specialist evaluates the publication, uses it in his publication, enters into a discussion with the author, etc. Therefore, writing an abstract in English requires special attention. The abstract in English basically repeats the text of the abstract written in Georgian, although the English-language abstract can be more extensive than the Georgian-language one, because the Georgian language accompanies the main text.

Abstract in English should be:

- informative (do not contain general phrases);
- original (not a copy of the Georgian-language abstract);
- meaningful (reflect the main content of the article and research results);
- structured (follow the logic of the article);
- "English-language" (written in quality English language and special English-language terms);
- compact.

Keywords - are a necessary element for any article. It is used to define the field of study/object of research/methods

of research and search for relevant articles. Words/phrases should include industry terms that may not even be used in the article, but are specific to the industry being presented. The optimal number of search words is 4 - 7 units, and within a phrase - no more than 3 units.

In the text of a scientific paper, the following moving parts should be clearly defined:

1. Introduction
2. Main part
3. Research results
4. Conclusions
5. Literature

The said parts shall be separated by appropriate headings/sub-headings and shall contain relevant information.

Introduction - the context should clearly present the factors that determine the relevance of the topic and the necessity of posing the presented problem. The conceptual apparatus (hypothesis, goals, objectives, research subject, object) should be clearly formulated in relation to the specifics of the research.

The main part - this part presents the content of the topic, where an important place is given to the definition and relevance of research methods, the description of the research and the analysis of the results.

At the discretion of the author, it is possible to divide the main part of the text into subsections, which will make the academic work easier to understand.

Conclusion - the conclusion clearly and compactly summarizes the results of the research, presents the main essence of the work, scientific novelty, shows the perspective of further research.

A scientific paper must meet the following requirements:

- The work must be presented in the appropriate language;
- Sheet format - A4, font - "Sylfaen", heading size - 16, text size - 12, distance between lines - 1.5, distance between fields (on all sides) - 2 cm.

There are different schemes for describing bibliography. Free Academy of Tbilisi uses the following bibliographic standards of authoritative international databases.

- **APA- American Psychological Association (5th ed.):**
    - Author, A.A., Author, B.B., & Author, C.C. (2005). Title of article. *Title of Journal,* 10(2), 49-53.

- Chicago 15th Edition (Author-Date System)
  - Autor, Alan A., B.B. Autor, and C. Autor. 2005. Title of article. Title of Journal   10, (2): 49-53

Appendix: Guidelines for the performance of an academic paper.

A guide to the performance of an academic paper

academic style

All the world's higher education institutions use some recognized format, formal style, to format the written works created by students and scholars, in order to bring the academic works into a unified framework. Academic writing style is a system of conventions that govern every detail of a paper's design, from the title page to the last page of the paper. When using any style, the paper becomes formalized. There are different formatting styles for academic texts, among which the most commonly used are **APA** (American Psychological Association) and **Chicago** (Chicago Style Guide).

APA standards apply to papers in psychology, education, and the social sciences. The use of APA style is important for the academic socialization of students and budding scholars.

Chicago Standards are widely used for any scientific/academic work in all disciplines.

Academy's scientific, academic work performance standard, taking into account the specifics of the field, is based on the world-recognized APA (American Psychological Association style) style and/or Chicago style. Creation of a scientific/academic paper is one of the directions of the Academy's activity for both professors and students, and the principle of working on theses is common to all.

Scientific ethics

A scientific/academic work must meet generally accepted academic requirements, which have been established in recent years as the main criteria for determining scientificity, namely:

Integrity: is the basis of the quality of scientific/academic work. The author must verify all used sources and clearly present the principle of argumentation construction. Manipulation of data, their falsification and invention of results are not allowed in the process of scientific work.

Objectivity: a scientific/academic paper should be as neutral as possible and it should not show the author's personal attitude towards the research issue.

Meaning: this criterion determines the creation of new knowledge in the field and the advancement of the field/field. Those works that are distinguished by high informativeness and studies that contribute to solving/resolving specific practical problems are significant.

Originality: The author of a scientific/academic paper must do the work independently, which requires

independent thinking. In general, originality in a scientific paper is achieved by creating a new concept, presenting an innovative scheme, establishing a new research model/method, or a new approach to solving a problem.

Conceptual and linguistic clarity: the language of a scientific paper should be simple, unambiguous and precise, sentences should be clearly constructed and not open to interpretations. Great attention should be paid to spelling issues, grammatical, typographical and stylistic errors are not allowed. The paper should be written in scientific meta-language (descriptive language) and sparingly used field terms, and if necessary, with their definitions, so that the multiple meanings of the terms do not cause misunderstanding or ambiguity in the reader.

Validity (fundamentality, justification): it is important to thoroughly understand the research problem in an academic paper, carefully select scientific literature or other research tools, and clearly present their interrelationships.

Transparency/verification: a scientific/academic paper should be based not on assumptions, but on verified, reliable facts and data, and the arguments presented should be thoroughly, without error, verified so that the reader (and first of all the head of the scientific/academic paper, a specialist in the field) can, if desired, Verification should not be difficult.

Structure of an academic/scientific paper

The main types of scientific works performed in Tbilisi Free Academy include: undergraduate thesis, scientific article, monograph and they have a strictly defined structure, namely:

Bachelor's Thesis: In the Bachelor's thesis, the student researches and develops a specific issue with the help of existing scientific literature. The student is responsible for collecting and analyzing the existing scientific literature and data on the subject, selecting a specific research method, planning/conducting the research and then presenting it. The theoretical and field knowledge acquired during studies at the bachelor's level should be reflected in the thesis. The volume of the bachelor thesis should not be less than 35 pages.

Monograph: this is an extensive scientific work, in which any special issue, problem, topic of this or that scientific field is studied and elaborated in every way.

Scientific article: A research article aimed at creating new knowledge. It is a relatively small work, focusing on one specific issue, reflecting the original research and argumentative findings of the author or group of authors. It is mostly published in scientific collections/magazines, and its volume and style is determined by the publishing house of the magazine/collection.

The structure of a scientific paper

Header. Any type of academic work begins with a title page, the so-called on the title page, on which the following information should be placed: the title of the thesis, the student's name and surname, the type of thesis (bachelor's thesis); Name of the school or program, name, surname and academic degree of the scientific supervisor, name of the higher educational institution, place and year of presentation of the paper. The header is not numbered, and the data is written centered, with the following order and font settings.

1. Name of the higher educational institution -16, darkened;
2. Faculty, program - 14, without darkening;
3. The title of the paper - 16, bolded;
4. Author's name and surname - 16, without bolding;
5. Paper type - 12, without darkening;
6. Head data - 14, without darkening;
7. City and year - 14, without darkening.

The table of contents presents the structure of the work and thereby facilitates the reader's orientation. It creates a system that shows how the issue is understood, how the research problem is divided into categories and subcategories, in what order the issue is investigated, and the search for ways to solve the problem is made. The table of contents of a scientific/academic paper should be logically constructed, easy to understand, and each point included in it should be directly related to the research issue. The table of contents numbering should exactly match the topic structure. When separating chapters and sub-chapters in the paper, it must be taken into account that the chapter should consist of at least two sub-chapters. Their titles should be selected with special attention and should accurately reflect the content discussed in a specific chapter.

When formulating the headings in the table of contents, it is important to follow the following rules:

1. The title should be short and convey information;
2. It is written in nominal style (fewer verbs, mostly nouns);
3. It is written without punctuation marks (with the exception of titles that are formulated as a question and thus a question mark should be written at the end);
4. Titles of subsections should not be identical to the main title of the work;
5. One title should appear only once in the paper;
6. Non-meaningful and template titles should be avoided: "General Rules", "General Basics", etc.

Introduction. The function of the introduction of a scientific/academic paper is to give the reader an idea of the topic and set it up to introduce the paper. The introduction usually begins with a description of the research problem, continues with the justification of the relevance/importance of the research, and ends with the formulation of the research goal and objectives (research question/hypothesis). As a rule, the introduction makes up no more than 15% of the paper. The introduction does not serve as an extensive, argumentative discussion. Here it is important to ask a specific question and show the way to the answer.

The main part of the thesis is the core of the academic paper and therefore the most extensive structural unit. Its main purpose is to find answers to the research questions posed in the introduction based on theoretical and/or empirical research. The main part may include: description of the historical background of the topic and definition of the main concepts, interpretation of texts, review of scientific literature and detailed

analysis of the research problem based on it, comparison of theories and evaluation of empirical studies, search for ways to implement empirical research and solve the problem, description of experiments, etc. . The form and content of the main part completely depends on the research object, the purpose of the research and the research question, and thus there is no universal rule for its construction.

conclusion. The conclusion of a scientific/academic paper together with the introduction forms the framework of the paper and these two components are closely related to each other. The conclusion crowns the thesis and therefore, it should be read with special attention. The purpose of the conclusion is to formulate an answer to the research question and show how the research objective was achieved. This section should summarize the specific results, in particular, describe what was determined by the research, analysis, interpretation, etc. as a result. It includes three main steps:

1. Reconstruction of research goal, tasks (main questions);
2. presentation of concrete results;
3. Determining future prospects (optional part for bachelor thesis)

The conclusion does not raise a new topic and discuss issues that were not discussed in the main part of the paper. Instead, it can once again state what the research has found and what it brings to the existing knowledge of the subject. The conclusion should be concise and short and should represent no more than 10% of the paper. The conclusion does not include: the sections that have already been described in the introduction or main parts of the work; theoretical overview or context description; Quoting and paraphrasing, because only the results of the research should be presented in the conclusion, and the opinions of other authors are out of place here.

A bibliography, also known as the reference literature, is the structural unit of a scientific/academic work in which all the sources discussed, processed and cited in the work are listed in alphabetical order.

Appendix. Data and facts that are necessary to understand the paper or support the author's reasoning can be placed in the appendix. Through it, the reader receives detailed information on a specific issue. Attaching an appendix is reasonable if the indicated data is so comprehensive that their reference in the main text would make the reading of the text difficult. Such materials represent the details of the research and examples of them are: questionnaires for interviews, tables, graphs, pictures, drawings, manuscripts, etc. If the paper has more than one appendices, they should be numbered, and the appendices must be authenticated using the authentication format included in the text.

Technical criteria of academic/scientific work

In a scientific paper, equal attention is paid to content and form. The latter must also meet certain criteria, and thus, without properly formatted content, the paper will not be valuable. The requirements related to the format of the scientific/academic paper are established in the Free Academy of Tbilisi, in

particular, the basic rules for formatting the Microsoft Word document are: Language: written papers must be written in Georgian, without spelling, stylistic and grammatical errors. According to the decision of the school board, it is possible to complete the paper in another language.

Paper: The paper should be written on A4 white paper, vertical orientation. Printing is produced on one page. Drawings, tables, photographs can be made in any other size format, only in this case, the mentioned pages should not be bound together with the main text.

Font type: in the case of Georgian text, Sylfaen font (made in Georgian Unicode) is used. It is essential that only one font format is maintained within one paper. "Sylfaen" or "New Times Roman" font is used in case of performance in a foreign language or reference to sources.

Font size: main text font size - 11; Headline font size - 14, bold, centered; font size of footnotes and quotes separated from the text - 10; Fields (areas): upper field - 2 cm; bottom field - 2 cm; left field - 2.5 cm; right field - 1.5 cm; The text should be aligned on both the right and left edges, for this it should be checked - Justify Text.

Paragraphs: As a general rule, the text should be divided into paragraphs. Preferably, each paragraph should not be less than 3 lines.

Line Spacing: Spacing for body text is 1.5. For small sections, the font size can be 10, and the distance between lines (contents, list of tables and figures, footnotes, notes, etc.) - space 1.

Page numbering: All pages must be numbered consecutively. It is not allowed to leave a free space or page, and also to repeat pages. The introductory pages together with the main part of the text, except for the title page, are numbered in the lower right corner of the plate with font size - 12.

Titles of chapters and sub-chapters: All chapter and sub-chapter titles should be reflected in the Table of Contents (Table of Contents). All chapters must start on a new page, and subchapters can continue from the same page. It is not allowed to leave a free space or a page. In naming the chapters and sub-chapters, the font should be used, size - 16 (chapter) and size -12 (sub-chapter).

Academic/scientific paper format in APA style
Citation [German zitieren] - to quote, quote. When we use APA style, we must follow certain rules when including the author's opinions or quotations in the text. Here are some basic patterns: APA style distinguishes between two forms of attribution:

1. In-text citation of data about the source used in the academic work - when important data about the source are presented directly in the text of the work;

2. Compilation of the list of literature used in the academic paper, which is placed at the end of the academic paper.

In-text citation. Quotation - a fragment of a work that is included in another text with reference to the source. Citation according to AFA style should be used in three main cases: when repeating the texts of other authors unchanged; While summarizing the opinions expressed by them and paraphrasing their thoughts.

Paraphrasing is the expression of the author's thoughts with other lexical units (in one's own words). Since in all three cases the opinion given by the author in the text belongs to another person, it is necessary to indicate the source in the appropriate form. According to the AFA style, when citing the text within the text, three important data about the source are given, which are separated from each other by a comma, namely:

1. Surname of the author of the cited source;

2. Publication date of the cited source;

3. Number of the page (pages) (in the case of a text fragment). If we use the electronic version of the source, we also indicate the date of information retrieval.

Short in-text citation In practice, there are different types of text sources, and accordingly, the data of cited sources and the manner of their verification are different. If you check the entire work of an author, and not its fragment, then you indicate only the author's last name and separate the year of publication from it with a comma, and the reader gets complete information about the primary source from the list attached at the end of the work. For example: (Chikobava, 2010).

If you have used a fragment of the text, then the last name of the author of the quote without initials is indicated in the appropriate place in the text, the year and page of the publication separated from it by a comma (you can use the abbreviation - "p.:"), for example: (Chikobava, 2010, p.: 116). If the quoted text does not have an author (for example: a folk poem), the primary source is indicated according to the list attached at the end of the paper. For example: (Khevsuri poetry, 2012).

If two different authors with the same last name are used in the article, their initials are also indicated (first name and then last name). For example: (G. Dundua & T. Dundua, 2006).

If the source used has two authors, the surnames of both authors are indicated. To separate them, in the English-language text we use the connection sign - "&", in the Georgian-language texts we use the "and" connection sign. For example: (Shanidze and Kvatchadze, 1997, p. 223).

If the paper has no more than 5 authors, the surnames of all authors are indicated for the first time, and only the first one is cited when citing the next one.

If the source used has 6 or more authors, the last name of the first author is followed by "and others").

For example: (Abashidze & others, 1990). If the data of printed works published by different authors

in different years are indicated, then the names of the authors should be placed in alphabetical order, separated from each other by semicolons. For example: (Turashvili, 1999; Dekanoidze, 1976; Gokieli, 2003).

When referring to printed sources published by the same author in different years, the publication dates are arranged in chronological order and separated from each other by commas. For example: (Asatiani, 1998, 1999, 2001).

If the books of the same author published in the same year are verified, then during in-text citation each of them is assigned the letter "a", "b", etc. Sh. For example: (Asatiani, 1998a, 1998b, 2001).

If the work used is undated, indicate that it is "undated". For example: (Javakhishvili, undated).

In case of verification of magazine or newspaper material, the exact date is not specified, namely: month, day or number. For example: (Kalandadze, 2013).

In the case when the text generally refers to an Internet website and does not indicate its specific page or other important information placed there, then it is sufficient to cite the electronic address of the website within the text, i.e., only the address of the website is indicated in parentheses when quoting. Such information about the electronic source is placed only inside the text and should not appear in the list of references.

Extensive in-text citation If the volume of verified text exceeds forty words, it is considered an extensive citation and is otherwise called a block citation. It is written separately from the rest of the text and has the form of a column. All quoted text is indented five spaces from the left edge of the page. the so-called A block quotation begins with a single space after the author's words and is not enclosed in quotation marks.

References / Bibliography. The APA style distinguishes References and Bibliography from each other. References include only those sources on which the research is based. The bibliography refers to other important literature related to the research topic, which may not have been directly used in a specific study, but its familiarization was important for in-depth access and understanding of the issue; Also, in the bibliography, the literature related to the topic, which the author considers desirable, may be indicated.

It is important to note that every source that is mentioned in the paper as an in-text citation must be reported on the reference page. This requirement is known as cross-referencing. An exception is Personal Communication, which must be cited according to the APA style only when citing the text internally, but not on the References page, because such material (letters, memos, electronic correspondence, interviews or telephone conversations) will not be able to be found and downloaded by other researchers.

References / Bibliography - the title is written in the middle of a new page. The list of used literature is formed according to strictly defined rules and is attached to the end of the paper. References are not numbered. According to the alphabetical principle, first Georgian, then foreign language sources and information about electronic publications are arranged. When verifying a non-Georgian language source, we format the data in the usual way, in Latin; The title is transliterated, and the translation of the book's title is placed in square

brackets. E.g.: Gardner, I. (2011). Kniga Matemati-ki [Math Book]. Moscow: Priroda. In the case of a Georgian source, we proceed as follows: Shalamberidze, G. (1965). Georgian spelling [k'art'uli mart'lcera/Georgian Correct Writing]. Tbilisi: Ganatleba.

Non-Georgian sources are indicated only in Georgian for the first time, and in fractions - in Latin alphabet. For example: the more the requirements of countries with different levels of industrial development and natural social resources are met, the more the country's economy will advance (Keefe, 2012. p.: 75). If the author of the source is not indicated, its place in the list of references is determined by the first letter of the title.

Information about a specific source should contain five basic data, which will be presented in the following order:

1. Surname and first name of the author (with initials);
2. Date of publication of the source;
3. Title of the printed source (italics);
4. Place of publication;
5. Publishing house.

When drawing up the list of used literature, we should remember:

punctuation. In the given information about a specific source, each element must be separated from each other by a dot; We put commas in the internal list of elements (eg: authors' last names); A colon is used between the place of publication of the book and the name of the publisher. The year of publication and pages (if necessary) should be indicated in parentheses. If you are checking multiple authors, separate their names with commas. With Georgian authors, use "and" connection, with foreign speakers - "&".

Capital letters are only used for the first letters of words if the list is in a European language. In italics indicate the title of the book and, if necessary, the volume number.

List of authors. The last name of the author is always indicated first, and then the initials. If the book has more than 6 authors, after naming the first 6, write "and others".

Corporate Authors. The name of the corporation is given instead of the authors (capital letters are used for first words when necessary). The principle of hierarchy should be respected: the name of the main department of the organization should precede the sub-departments.

Editors. If the book does not have an author, indicate the data of the editor/editors instead (surname, first initial), which will be accompanied by a note in brackets (ed.). If you list information about persons who are not also authors (eg. translators), their names should be enclosed in parentheses and the parenthetical note (Translator) should also be included. If the material you are using does not have an author and you do not know the name of the publisher, in this case indicate only the title of the source.

Date of publication. The publication date is placed in parentheses. It should precede the title and follow the author's name. If the source has neither an author nor a publisher, insert the date after the title (in which case the title appears first). For newspapers, magazines and other periodicals, in addition to the serial number, indicate the month and number of publication; If there is no such data, insert the word "undated" in parentheses.

Number, edition, name of pages. For periodicals (newspaper, magazine) only indicate the number of the issue in italics, separate the number of the printed page with a comma. eg: 38, 12-17.

If the issue starts with number 1 each month, after the general numbering of the issue, also indicate the specific issue number in italics in parentheses, e.g.: 38 (2), 12-17. Use the abbreviation "pp" only for books or newspaper articles and only if If necessary to avoid ambiguity.

Publishers and places of publication. When indicating the place of publication, indicate the city; Specify the country only if the city is not known to the general reader. Avoid specifying information in too much detail.

Reviews. Authors first, then date, then title. The article should be indicated in parentheses [a review of a book/film/television program, etc. sh.]. Cite the full quote; If the review has no author, put the citation in parentheses.

State documents. Basic Format: Corporate Author. (date of issue). Document Title: Subtitle of the document. (document number). Place of publication: Department. If the author and publisher are the same, then when referring to government documents, the author is indicated instead of the publisher. When verifying electronic editions, we cannot indicate page numbers (there are none); In addition to the title and author, the date and source of the information are indicated. Specify the website. Do not write a website known to everyone. eg: "Wikipedia". Also, to well-known journal providers or libraries; It is not necessary to indicate the website in the list of used literature, if this information is in the citation;

If the electronic version is a complete copy of a publication (which is common), the publication (including pages) and finally the address of the electronic version should be given.

List of illustrations, tables, and figures - There are two ways to place tables, diagrams, pictures, and other visual material in the paper: inside the text in the middle of the page (in the form of inclusion) and outside the text (in the form of an appendix). The necessary tables, diagrams and other visual figures should be included in the text as close as possible to the place where you have discussed. It is not allowed to place text around an illustration, table or figure. At the time of titling, each table, diagram, and figure is numbered independently, consecutively with Arabic numerals (the table has its own numbering, the figure - its own, etc.), and the text of the title is entered in italics. The title of the illustration, figure is written below, and the table - above. Below the specific document, you

must indicate the relevant source, if it is not created by us. Illustrations, tables and figures can be named with single space. The name of the illustration is placed vertically on the sheet. If it is placed horizontally and on several pages, the title and numbering should still be presented vertically.

Academic / scientific paper format in Chicago (Chicago) style

Quotation. A quotation is a passage taken verbatim, unchanged, from some other text in the work. Quotations can support the author's opinions by showing supporting facts; Dedni's sectoral vocabulary, language style will be used; An opposing point of view will be presented in order to maintain objectivity; to create a basis for further discussion. When quoting, it is important to consider and follow the following rules:

Citation from an academic/reliable source: Citations should be selected carefully, as citation from a relevant and reliable source determines the value of the paper, adds quality and credibility to the paper, and also indicates the high professionalism of the author. "The reader evaluates the research to the extent that he trusts the sources cited in it" (Turabiani 2007, 111).

Number of citations in the text: A scientific/academic paper should be written in one's own words, and citations should be included in the text only if the development of the reasoning is unavoidable. Copious and verbatim copying of the opinions of others gives the impression that the author took the trouble to convey his thoughts and found an easy way to write the paper. Too many citations only damage the paper.

Quotation marks: When quoting in different languages, the format of quotation marks is different. When citing Georgian and German-language sources, double quotation marks are used in the form "...", for English-language quotations - "...", and in the case of French-language texts - angular quotation marks <>.

Short quote: A short quote is no longer than four lines. It is usually placed in the main text and enclosed in quotation marks.

Long quote: longer than four lines and written without quotation marks. For visibility, the main text is separated by one line at the bottom and top, the edges are indented by one centimeter, the font size (11) and the line spacing (1.15) are reduced.

Fragmentary quotation: in order to logically transfer the quoted quotation to the author's thoughts, it is permissible to change the quotation, but in such a way that its content is not changed. If a word or sentence needs to be omitted in the quotation, the omitted section is marked with square brackets — […]. If something needs to be added to the quotation, for example a definition of a term or a certain fact, it should be marked with [square] brackets. Author's comment or explanation will be placed in parentheses.

Quotation within a quotation: If a quotation is cited from another source, it should be enclosed in single, single quotation marks, so-called. in apostrophes („…' ‚'...', ›…‹). However, it is preferable that the quotations are always from the mother. Those who are so called Using "secondary" quotes is at risk, and an incorrectly authenticated quote may be downloaded.

Foreign language citation: when working on foreign language scientific sources, the desired citations must be given in the original language in the main text. The translation of the quote will be placed in the footnote along with the translator's data. If the translation is authorial, the data should be indicated. E.g.: (here and below the translation is ours - n.q.). If the text has 11 specific translators, it should be indicated, for example, as follows: (translation by Ivane Machabel); It should be noted that the translator's data is specified only once, with the first translation.

Error in citation: If a typographical or factual error is found in the passage selected for quotation, it should be transcribed unchanged, and a Latin notation [sic!] enclosed in square brackets along the error should indicate this error (sic — Kart. "so", derived from the Latin phrase sic erat scriptum, which means: "It was really written that way".)

Quote Verification: All quotes require verification.

Paraphrase (E. Paraphrase; Gk. Paraphrasis - description): Paraphrase (E. Paraphrase; Gk. Paraphrasis - description) is an indirect quotation. It means retelling passages of other texts in one's own words, narration close to the text. In this case, the structure of the sentence (not the content!) changes and most of the words are replaced by synonyms. The content is written without quotation marks. When paraphrasing, one should not distort and lose its main meaning and not deviate from the main ideas of the author. After paraphrasing is complete, the passage should be proofread in the same way as a quotation.

Summary/Summarising: Summarizing is the conveying/summarization of long sections of the text in a review of scientific literature. Such a summary should be as short as possible and it should show who wrote / created the text? Where was it printed/published? What does the author want to investigate / determine? How is the text structured? How did the research go? What was revealed based on the conducted research?

Passim: In scholarly writings, it is common for the author to rely heavily on one particular text to support his or her reasoning. Such relationship can be expressed by the term passim (a Latin word and literally means "everywhere", "without exception", "here and there too"), as follows: author's last name, year passim. If a section or chapter from any book is particularly important for the paper, it is possible to indicate the page: (author's last name year passim page number).

Hint. While processing the scientific literature, the author may come across sources related to the research topic, the sections of which he does not consider appropriate to quote, paraphrase or summarize, although he wants to point the reader to them. In this way, the author appears to be familiar with these sources, even though he does not directly incorporate the opinions or quotations contained in them into his own work. References can be used to show that: other authors share the position expressed in the paper; Other authors have a different opinion; Other authors have summarized the issues raised in the paper; Additional information on the subject can be obtained from other authors. While presenting the positions of other researchers, the author reinforces his own position and thus gets involved in the field discussion. At this time, it is important to use specific linguistic means to make it clear whose reasoning is: when one's own opinions are conveyed and when someone else's. References are verified as follows: (see Author Surname Year, Page(s)).

When compiling a bibliography, the following rules should be taken into account:

1. Sources verified in the text must correspond to bibliographic articles;
2. The literature listed in the bibliography is arranged in alphabetical order according to the surnames of the authors, it is not numbered or bulleted;
3. Bibliographic data is not translated and the source is checked in the native language. For example, English-language sources are referenced in English;
4. It is possible to divide the sources into categories according to the form (manuscript, archival collection, video recordings, etc.), according to order (primary source, secondary source, tertiary source) and according to language (used literature in Georgian language, used literature in English language, used literature in Russian, etc.);
5. All sources obtained electronically (whether it is a book, an e-article or a website) should be indicated with a link and the date of viewing, along with full bibliographic data;
6. Different rules apply when verifying different types of sources. The source can be books, scientific articles, monographs, theses, websites, legislative texts, etc. When referring to them, attention should be paid to such details as consistency of information, spelling of punctuation marks, italics and their preservation throughout the work. Below are the most common in-text and bibliography reference models for resources.

Requirements for a scientific article

The essence of a scientific article. A scientific article is a scientific/academic work that reflects the results of a scientist's/PhD student's scientific research. The results can be of an analytical / review nature (eg: analysis / review of the existing scientific literature / documents / papers) or confirmation / rejection

of the research results recognized in the scientific community, or showing one's own scientific findings, ways to solve the problems, etc.

Title of the article. The title is an important element of the article. It should create a compact and accurate idea about the content of the paper / the problem posed, arouse interest to read the article. Information about the author / authors - in this section, the name, surname, scientific / academic degree, place of work / study, contact data of the author / authors should be indicated.

Article Structure: The article structure contains the following components:

- abstract;
- Search words
- Text
- Bibliography / used literature.

Description of the components of the article structure:

Abstract: The abstract optimally reflects the relevance of the topic / problem, objectives, content and results of the research. By reading it, a general idea is formed about the goals and results of the research. The quantity requirement of letters/marks set by the relevant edition is respected, for academic editions for higher educational institutions it is no more than 400 letters/marks.

Keywords: An essential element for any article. It is used to define the field of study / research object / research methods and to search for relevant articles. Words / phrases should include industry terms that may not even be used in the article, but are specific to the industry being presented. The optimal number of search words is 4 - 7 units, and within a phrase - no more than 3 units.

Text: The article should clearly outline the following moving parts:

Introduction: (the context should clearly present the factors that determine the relevance of the topic and the need to pose the presented problem. The conceptual apparatus (hypothesis, goals, tasks, research subject, object) should be clearly formulated in relation to the specifics of the research);

The main part: (this part presents the content of the topic, where an important place is given to the determination of the research methods and the justification of their relevance, the description of the research and the analysis of the results, including the discussion of the limitations of the research);

Writing style: (the ability to attract the reader's attention should be created by: extremely high relevance of the posed problem, clear explanation of facts and events, clearly showing cause-and-effect relationships, unambiguous and purposeful use of scientific and professional vocabulary, argumentation of opinion, logical development. The text may contain a small number of pictures , tables, graphs, with appropriate headings, if necessary, a note for the explanation of specific points that should be placed below it. It is desirable to divide the main part into subsections, which will make the article easier to understand);

Conclusion: (the conclusion clearly and compactly summarizes the results of the research, presents the main essence of the work, scientific novelty, shows the perspective of further research).

Formal requirements: different editions have different formal requirements for an article, therefore, in case of sending a paper to a specific edition, the relevant requirements must be observed; And the article submitted within the framework of Tbilisi Free Academy (scientific journal, collection of conference materials, etc.) must meet the requirements defined by this document.

References / Bibliography

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Turabiani, st. L. 2007. A guide for authors of abstracts, theses and dissertations;

"Chicago style for students and researchers". translated Adamia, A. and Tavkelishvili, M.. https://bit.ly/2z4DMSS (29.06.2018).