



• Kick

KICK – Students’ journal • The English Students’ Association “Glotta”

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Paper submissions, ethical guidelines, and the acceptance process

The papers are to be submitted to the journal’s Editorial Board via the following e-mail: kick.ffos2@gmail.com. All contributions and subsequent publication preparations are free of charge. The Editorial Board accepts only unpublished manuscripts.

By submitting the manuscript for publication, the authors transfer the rights of the paper’s first publication to the Journal’s publisher and confirm that the text was not previously printed or under consideration for publication in another journal, and that the article is original and entirely the result of work of the author or authors. The originality of all submitted manuscripts is subject to verification by *Turnitin* or a similar antiplagiarism tool.

The review process may take several months. The Editorial Board will notify the authors of the acceptance / rejection of their manuscript via email only.

The author of the paper submitted is responsible for the research topic chosen, and the views expressed in the papers published in *Kick* are not necessarily identical to those of the publisher / editors.

Length and layout

Length

The papers submitted should be **at least 3000 words long**, including abstract (up to 250 words), keywords (5-7), notes and works cited, and should be computer typed and saved in .doc or .docx formats.

Reviews and conference reports should be between **1000** and **2500** words long.

Layout

Font: Times New Roman

Text alignment: justified (the text of the manuscript, the list of works cited, abstract, keywords), centred (the title of the paper), align text left (the heading with author(s) information, all subsequent headings and sub-headings), align text right (all introductory quotes and the equipment alike)

Font size: 16 (**bold** – the title of the paper), 14 (**bold** – the headings in the paper’s body), 12 (author(s) information, the text of the manuscript, *italic* – sub-headings); 11 (abstract and keywords); 10 (additional footnotes and the list of works cited)

Spacing: 2.0 (author(s) information in the heading, the title of the paper, the text of the manuscript), 1.5 (abstract and keywords), 1.0 (additional footnotes and the list of works cited)

Pagination: bottom of page (plain number 3 – lower right corner)

The information about the author(s) (name(s) and surname(s), title(s), the institution where the author is employed or attending a particular programme, e-mail address) should be included in the paper’s heading (upper left corner).

The title of the paper should not exceed 20 words in total.

Additional editing requests and stylistic nit-pickings: Separate each paragraph by pressing the tab key. Enumerate all headings and sub-headings with an Arabic number and a period followed by a space and the section name.

Centre and **bold** the term “Works Cited”. Alphabetically sort the following bibliographical units. Edit the latter by marking them and performing the following action: *Paragraph* → *Indentation* → *Special* → *Hanging*.

Use the Oxford comma whenever possible. Avoid flowery language. Develop a clear thesis and argument concisely.

Citation

All submissions should be in accordance with the *MLA Formatting and Style Guide, 8th edition*. For detailed instructions, visit:

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html