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“Uzbekistan: Language and Culture” is an academic journal that publishes works in the field of linguistics, history, literature, translation studies, arts, ethnography, philosophy, anthropology and social studies.

The purpose of the journal is to publish the results of the latest research that are rich in new, innovative ideas and has its own concept, which stimulates debate on topical issues in these areas.

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Ingliz tilidagi raqamli muloqotda xushmuomalilik strategiyalari va ularning lingvistik xususiyatlari

Ozodaxon O'ktamova¹

Annotatsiya

Mazkur maqolada Buyuk Britaniya va AQSh kontekstida ingliz tilidagi raqamli muloqotda qo'llaniladigan xushmuomalilik strategiyalari va ularning lingvistik xususiyatlari tahlil qilingan. Tadqiqot Brown va Levinsonning "Face Theory" (1987), Lakoffning xushmuomalilik qoidalari (1973), Leechning pragmatik maksimlari (1983) hamda Gilesning kommunikativ moslashuv nazariyasi (1973)ga tayangan holda olib borildi. Maqolada uch xil kommunikativ platforma, ya'ni elektron pochta, ishchi messenjerlar va ijtimoiy tarmoqlar misolida Buyuk Britaniya va AQShdagi nutqiy amaliyotlar solishtirildi. Natijalar shuni ko'rsatdiki, Buyuk Britaniyada salbiy xushmuomalilik strategiyalari (ehtiyotkorlik, hedging, bilvosita ifoda) ustuvor bo'lsa, AQShda ijobiy strategiyalar (samimiylik, tezkor aloqa, ochiq ifoda) yetakchilik qiladi. Ushbu farqlar xalqaro raqamli kommunikatsiyada madaniy va pragmatik tafovutlarning yuzaga kelishiga olib keladi. Maqola raqamli savodxonlik va ingliz tili pragmatik kompetensiyasini rivojlantirish jarayonida ushbu farqlarni hisobga olish zarurligini ta'kidlaydi.

Kalit so'zlar: *xushmuomalilik strategiyalari; raqamli muloqot; ingliz tili; pragmatika; elektron pochta; messenjerlar; ijtimoiy tarmoqlar.*

So'nggi o'n yilliklarda ingliz tili nafaqat global muloqot, balki raqamli muloqotning asosiy vositasi sifatida ham shakllanib bormoqda. Akademik yozishmalar, ishchi platformalar, ijtimoiy tarmoqlar va xususiy chatlar orqali amalga oshadigan onlayn muloqot jarayonlari tilning formal, pragmatik va ijtimoiy funksiyalarini keskin o'zgartirdi. Bu jarayon, ayniqsa, ingliz tilida olib borilayotgan xalqaro muloqotda aniq ko'zga tashlanadi, chunki noverbal belgilar (intonatsiya, tana tili, mimika)ning yo'qligi

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natijasida xushmuomalilikni ifodalash to'liq lingvistik shakllar zimmasiga yuklanmoqda (Herring, 2013: 26).

Raqamli muloqotda xushmuomalilik strategiyalarini tushunish va tahlil qilishda aynan Angliya va AQSh konteksti alohida ahamiyatga ega. Chunki zamonaviy global ingliz tili amaliyotida ko'plab muloqot standartlari, ayniqsa professional va akademik yozishma janrlari, shu ikki madaniyatning pragmatik konventsiyalariga tayanadi (House, 2005: 213; Davies, 2011: 77). Masalan, elektron pochta janrida ishlatiladigan *"Dear..."*, *"I was wondering if..."*, *"I would greatly appreciate..."* kabi formulalar yoki ishchi messenjerlardagi *"just checking in"*, *"quick question"* kabi iboralar aslida ingliz tilidagi xushmuomalilik strategiyalarining madaniy jihatdan shakllangan namunalaridir.

Raqamli muloqotning o'ziga xosligi shundaki, u formallik va norasmiyning chegarasini kengaytiradi. Elektron pochta kabi rasmiy kanallarda xushmuomalilik ko'proq an'anaviy yozishma qoidalariga asoslanadi, Slack yoki WhatsApp singari messenjerlarda esa nutq yumshatilgan, lekin baribir professional kontekstni saqlagan shaklda namoyon bo'ladi. Ijtimoiy tarmoqlarda esa xushmuomalilik ko'proq *ijobiy* (do'stona) yoki hatto *impoliteness* (sarkazm, tanqid) shaklida ko'zga tashlanadi (Haugh, 2010: 159).

Xushmuomalilik strategiyalarini tushuntirishda biz Brown va Levinsonning *"Face Theory"* (1987), Lakoffning xushmuomalilik qoidalari (1973), Leechning pragmatik maksimlari (1983), hamda Gilesning kommunikativ moslashuv nazariyasi (1973)ga tayanamiz. Ushbu nazariyalar AQSh va Buyuk Britaniyada shakllangan raqamli muloqot amaliyotlarini tahlil qilish uchun keng imkoniyat beradi. Shuningdek, bu ikki madaniyat o'rtasidagi xushmuomalilikdagi farqlar ham e'tiborga olinadi. AQShda ijobiy xushmuomalilik, tezlik va samaradorlik ustuvor bo'lib, to'g'ridan-to'g'ri, lekin muloyim ifodalar keng qo'llanadi: *"Hi! Quick question..."*. Buyuk Britaniyada esa salbiy xushmuomalilik, ehtiyotkorlik va kinoyali ifodalar ko'proq uchraydi: *"I was just wondering if perhaps you might have a minute..."*.

Ushbu farqlar raqamli kommunikatsiyada nafaqat lingvistik, balki pragmatik va madaniy tafovutlarni ham chuqur yoritib beradi. Xalqaro raqamli muloqot jarayonlarida aynan shu farqlar ko'pincha noto'g'ri talqinlarga sabab bo'ladi. Shuning uchun AQSh va Buyuk Britaniya misolida raqamli muloqotdagi xushmuomalilik strategiyalarini tahlil qilish nafaqat ingliz tilining o'zini, balki global kommunikatsiya jarayonlarining madaniy asoslarini ham chuqurroq tushunishga yordam beradi.

Raqamli muloqotdagi xushmuomalilikni tushuntirish va tahlil qilishda zamonaviy pragmatika va sotsiolingvistika tadqiqotlarida asosiy o‘rin tutgan to‘rtta yondashuv alohida ahamiyat kasb etadi: Brown va Levinsonning “Face Theory” (1987), Lakoffning xushmuomalilik qoidalari (1973), Leechning pragmatik maksimlari (1983) va Gilesning kommunikativ moslashuv nazariyasi (1973). Bu nazariyalar ingliz tilida olib boriladigan raqamli muloqotning, ayniqsa Buyuk Britaniya va AQShdagi nutqiy amaliyotlarning lingvistik va pragmatik asoslarini tushuntirishda keng qo‘llaniladi.

Brown va Levinson xushmuomalilikni “yuz” (face) tushunchasi orqali izohlaydi. Ularning nazariyasiga ko‘ra, har bir inson muloqotda o‘zining ijtimoiy obro‘isini, ya‘ni ijobiy va salbiy yuzini saqlashga intiladi.

Ijobiy yuz – shaxsning boshqalar tomonidan qabul qilinish, hurmat va yaqinlik istagini bildiradi.

Salbiy yuz – shaxsning erkinligi, mustaqilligini saqlash istagini anglatadi (Brown & Levinson, 1987: 61–72).

Xushmuomalilik strategiyalari, demak, ushbu ikki ehtiyojni himoya qilishga qaratilgan: **ijobiy xushmuomalilik** yaqinlik va samimiylikni kuchaytirsa, **salbiy xushmuomalilik** suhbatdoshga yuklamaslik va masofani saqlashga xizmat qiladi.

Buyuk Britaniya va AQShdagi raqamli muloqot amaliyotlarida bu ikki strategiya turlicha nisbatda qo‘llaniladi. Masalan, AQShda ijobiy xushmuomalilik ko‘proq ustunlik qiladi – “Hi!”, “Quick question” kabi iboralar orqali yaqinlik, tezkor aloqa va samimiylilik ifodalanadi. Buyuk Britaniyada esa salbiy xushmuomalilik, ya‘ni ehtiyotkorlik va “don’t impose” tamoyili ko‘proq kuzatiladi. Masalan, “I was just wondering if you might have a moment...” kabi yumshatilgan ifodalar salbiy yuzga hurmatni bildiradi. Bu farq elektron yozishmalarda, xususan akademik va ishchi email janrlarida yaqqol ko‘zga tashlanadi.

Robin Lakoff xushmuomalilikni uchta asosiy nutqiy qoida orqali tavsiflaydi:

- **Bosim qilma** (*Don’t impose*)
- **Tanlov imkonini ber** (*Give options*)
- **Do‘stona bo‘l** (*Be friendly*) (Lakoff, 1973: 292–296).

Bu qoidalar ayniqsa raqamli muloqotning rasmiy shakllarida – elektron pochta va ishchi platformalarda – o‘z ifodasini topadi. Buyuk Britaniya email yozishmalarida “bosim qilmaslik” qoidasiga alohida e‘tibor beriladi. Masalan, “I was wondering if you could possibly...” kabi kirish iboralari iltimosni yumshatish orqali

adresatning salbiy yuziga bosim qilmaslikni ta'minlaydi.

AQShda esa “tanlov imkonini berish” va “do'stona bo'lish” qoidalari ko'proq ustuvorlik qiladi. “Hi John, just checking in if you have a minute” kabi ifodalar murojaatni samimiy va tezkor qilishga qaratilgan bo'lib, bu ijobiy xushmuomalilikni kuchaytiradi. Lakoff qoidalari raqamli muloqotda aynan Buyuk Britaniya va AQSh o'rtasidagi ohang, formalizm va pragmatik ustuvorliklarni farqlashda juda qulay nazariy ramka beradi.

Geoffrey Leech xushmuomalilikni nutqiy xatti-harakatlarni tartibga soluvchi olti asosiy prinsip – *tact*, *generosity*, *approbation*, *modesty*, *agreement* va *sympathy* maksimlari orqali tahlil qiladi (Leech, 1983: 132–150). Buyuk Britaniya raqamli muloqotida, ayniqsa elektron pochta janrida, *tact* va *modesty* maksimlariga katta e'tibor beriladi. “I realise you must be very busy, but...” yoki “If it's not too much trouble...” kabi shakllar adresatning vaqtini hurmat qilish va murojaatni yumshatish uchun qo'llaniladi. Bu salbiy xushmuomalilikning kuchli namunasidir.

AQShda esa *approbation* (suhbatdoshni ijobiy baholash) va *agreement* maksimlari ko'proq ishlaydi. Masalan, Slack yoki Microsoft Teams yozishmalarida “Great point!”, “Exactly!”, “That's a good idea” kabi iboralar ijobiy yuzni qo'llab-quvvatlashga qaratilgan. Bu, o'z navbatida, muloqot tezligi va ish samaradorligini oshirishga xizmat qiladi. Bizningcha, Leech maksimlari Buyuk Britaniya va AQShdagi xushmuomalilik uslublarining chuqur pragmatik farqlarini ko'rsatishda juda foydali nazariy asosdir.

Howard Giles tomonidan ishlab chiqilgan kommunikativ moslashuv nazariyasi (Communication Accommodation Theory) shaxslar muloqot jarayonida bir-birlariga yaqinlashish (*convergence*) yoki uzoqlashish (*divergence*) yo'li bilan nutqiy uslubni moslashtirishlarini ta'kidlaydi (Giles, 1973: 112–118). Buyuk Britaniya va AQShdagi raqamli muloqotda konvergensiya ko'pincha **murojaat shakllari va uslubni moslashtirish** orqali amalga oshadi. Masalan, Britaniya muloqotida adresatning ohangiga moslashish (ehtiyotkorlik, kinoya) muhim bo'lsa, AQShda tezlik va soddalik asosida samimiy uslubga yaqinlashish kuzatiladi. Divergensiya esa ko'proq madaniy farqlardan kelib chiqadi: masalan, britaniyalikning ortiqcha “hedging” ishlatishi amerikaliklar tomonidan keraksiz cho'zilish sifatida talqin qilinishi mumkin; aksincha, amerikalikning to'g'ridan-to'g'ri savoli britaniyalik uchun haddan tashqari keskin tuyuladi.

Yuqoridagi to'rtta nazariya AQSh va Buyuk Britaniya raqamli

muloqotidagi xushmuomalilik strategiyalarini tahlil qilish uchun mustahkam asos yaratadi. Bizningcha, Brown va Levinson modeli rasmiy yozishmalarda salbiy va ijobiy xushmuomalilik nisbatlarini tushunishga yordam beradi; Lakoff qoidalari – ohang va yumshatish strategiyalarini, Leech maksimlari – nozik pragmatik farqlarni, Giles nazariyasi esa – raqamli muhitda moslashuv va tafovutlarni tahlil qilish imkonini beradi. Ushbu nazariy asoslar keyingi bo'limlarda email, messenjer va ijtimoiy tarmoqlarda olib boriladigan amaliy tahlil uchun nazariy poydevor bo'lib xizmat qiladi.

Elektron pochta Buyuk Britaniya va AQShda akademik, professional va rasmiy yozishmalarning asosiy kanali sifatida shakllangan. Shu bois bu janrda **salbiy xushmuomalilik strategiyalari** (negative politeness) ustunlik qiladi (Brown & Levinson, 1987: 65). Britaniya email madaniyati yuqori darajadagi ehtiyotkorlik va *“bosim qilmaslik”* tamoyiliga asoslanadi. Kirish qismi ko'pincha yumshatilgan shaklda bo'ladi:

“I was just wondering if perhaps you might have a moment to look at this...”

Bu yerda *“just”, “perhaps”, “might”* kabi hedging elementlari murojaatni yumshatadi va adresatning vaqtiga hurmat bildiriladi (House, 2005: 221). Leechning *tact* va *modesty* maksimlari ham faol qo'llaniladi (Leech, 1983: 136). Shuningdek, yakunlovchi formulalar ko'pincha ehtiyotkorlikni davom ettiradi:

“Best regards,”

“Kind regards,”

“With many thanks in advance.”

Britaniyada salbiy xushmuomalilikning kuchli bo'lishi ijtimoiy masofa va shaxsiy hududni saqlashga qaratilgan madaniy qadriyatlar bilan chambarchas bog'liq.

AQShda esa elektron pochta odatda **ko'proq ijobiy xushmuomalilik** strategiyalariga tayanadi. Kirish qismlari samimiy, ko'pincha bevosita, lekin muloyim ohangda bo'ladi:

“Hi John, I hope this email finds you well. I was wondering if you could help me with...”

Amerikalik yozishmalarda murojaat tezroq masalaga o'tadi, lekin ijobiy yuzni qo'llab-quvvatlovchi ifodalar ko'p ishlatiladi (Tannen, 1990: 55). Yakunlovchi formulalar ham nisbatan samimiyroq:

“Best,”

“Thanks so much,”

“All the best,”

Bu farq AQSh kommunikativ madaniyatining ochiq va tezkor, Britaniyaning esa ehtiyotkor va ierarxiyani hisobga oluvchi xarakterini aks ettiradi. Elektron pochta janrida bu farqlar ko'pincha xalqaro jamoalarda noto'g'ri talqinlarga olib keladi. Masalan, britaniyalik uchun amerikalikning "quick question" iborasi haddan tashqari bevosita, amerikalik uchun esa britaniyalikning "*I was just wondering...*" shakli keraksiz cho'zilish sifatida ko'rilishi mumkin.

Raqamli muloqotning kengayib borayotgan global makonida ingliz tili, ayniqsa Buyuk Britaniya va AQSh kontekstlarida shakllangan xushmuomalilik strategiyalari xalqaro kommunikatsiyaning pragmatik modeli sifatida tobora muhim ahamiyat kasb etmoqda. Bizning tahlilimiz shuni ko'rsatdiki, raqamli muloqotning turli platformalarida (elektron pochta, ishchi messenjerlar, ijtimoiy tarmoqlar) xushmuomalilik strategiyalari madaniy qadriyatlar, nutqiy janr xususiyatlariva platformaning texnik imkoniyatlariga mos ravishda turlicha shakllanadi.

Buyuk Britaniyada xushmuomalilik ko'proq salbiy strategiyalarga tayanadi, ehtiyotkorlik, bilvosita ifoda, "bosim qilmaslik" va ierarxiyani hisobga olish muloqotning asosiy pragmatik tamoyillari hisoblanadi. Bu holat ayniqsa rasmiy elektron yozishmalarda va messenjerlardagi hedging elementlarida yaqqol ko'zga tashlanadi. AQShda esa ijobiy strategiyalar, ya'ni samimiylik, tezlik, ochiq tanqid yoki qo'llab-quvvatlovchi ifodalar ustuvorlik qiladi. Brown va Levinsonning yuz nazariyasi (1987), Lakoffning xushmuomalilik qoidalari (1973), Leechning pragmatik maksimlari (1983) hamda Gilesning kommunikativ moslashuv nazariyasi (1973) Buyuk Britaniya va AQSh muloqotidagi ushbu farqlarni izohlash uchun samarali ilmiy poydevor bo'lib xizmat qiladi. Elektron pochta janrida salbiy va ijobiy xushmuomalilik strategiyalari nisbati eng aniq ko'rinadi, messenjerlarda bu strategiyalar qisqa va tezkor shakllarga moslashadi, ijtimoiy tarmoqlarda esa ularning chegaralari ko'pincha buziladi yoki ironik shakllarda namoyon bo'ladi.

Bu ikki madaniy model global ingliz tilida olib borilayotgan raqamli muloqotning ikki asosiy pragmatik qutbini tashkil etadi. Xalqaro akademik, ishchi va ijtimoiy aloqalarda ushbu farqlarni tushunish kommunikativ noaniqlik va noto'g'ri talqinlarning oldini olish uchun zarur. Shu sababli, raqamli savodxonlik va til ta'limi jarayonlarida xushmuomalilikning madaniy-pragmatik xususiyatlariga alohida e'tibor berish, ayniqsa ingliz tili orqali olib boriladigan transmilliy muloqotlarda, dolzarb masala bo'lib qolmoqda.

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Politeness Strategies and Their Linguistic Features in English Digital Communication

Ozodakhon Uktamova¹

Abstract

This article examines the politeness strategies and their linguistic features used in English digital communication within the contexts of the United Kingdom and the United States. The analysis draws on Brown and Levinson's Face Theory (1987), Lakoff's politeness rules (1973), Leech's pragmatic maxims (1983), and Giles's Communication Accommodation Theory (1973). The study focuses on three main communicative platforms – email, workplace messengers, and social media – and compares the pragmatic patterns observed in British and American contexts. The findings indicate that negative politeness strategies (hedging, indirectness, cautious tone) dominate in British communication, whereas positive politeness strategies (friendliness, directness, rapid interaction) prevail in American digital discourse. These differences often lead to cultural and pragmatic misunderstandings in international communication. The article highlights the importance of integrating such pragmatic distinctions into digital literacy and English language education.

Keywords: *politeness strategies; digital communication; English language; pragmatics; email; messengers; social media.*

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MAQOLA TAQDIM QILISH TALABLARI

O'zbekiston: til va madaniyat (O'zTM) – zamonaviy O'zbekiston (sobiq Turkiston) bilan bog'liq bevosita Markaziy Osiyo mintaqasini birlashtiradigan til, tarix, san'at, etnografiya, madaniyat va ijtimoiy fanlar sohalarini qamrab olgan ilmiy jurnaldir. O'zTM munozarali, zamonaviy, innovatsion, konseptual jihatdan qiziqarli, original mavzudagi ilmiy tadqiqotlarni nashr qiladi. Jurnal lingvistika, adabiyotshunoslik, tarjimashunoslik, din, falsafa, ilohiyot, fan, ta'lim, metodika, sotsiologiya, psixologiya, tarix, madaniyat, san'at, etnologiya, etnografiya, antropologiyaga oid ilmiy yo'nalishdagi maqolalar va taqrizlar hamda konferensiya hisobotlarini qabul qiladi.

I. Maqola taqdim etish uchun umumiy talablar

Qo'lyozmalar o'zbek, ingliz, rus, fors, shuningdek, boshqa turkiy tillarda ham qabul qilinadi. Agar muallif o'z maqolasini jurnalning muayyan sonida nashr ettirmoqchi bo'lsa, unda qo'lyozma jurnal nashridan kamida besh oy oldin taqdim etilishi lozim.

Qo'lyozmalar MS Word (.doc) formatida (uzlangcult@gmail.com) elektron pochtasiga yuboriladi. Iqtiboslar va izohlar uchun MS Word menejerini qo'llash mumkin.

Barcha qo'lyozmalar tahririyatga muallif (mualliflar) haqidagi qisqacha ma'lumot bilan taqdim etiladi.

Asosiy matn *Times New Roman* shrifti, 14 hajm, satr oralig'i 1 interval, hoshiyalar chapdan 3 sm, o'ngdan 1,5 sm, yuqori va pastdan 2 sm bo'lishi kerak.

Maqolalar *The Chicago Manual of Style, 16th Edition* formatida shakllantiriladi. Maqola matni 3 000–5 000 so'zdan iborat bo'lishi kerak.

O'zbek va ingliz tillarida 100–150 so'zdan iborat abstrakt (Abstrakt) va 5–10 so'zdan kam bo'lmagan kalit so'zlar (o'zbek va ingliz tillarida). Abstraktda maqolaning qisqacha mazmuni va dolzarbligi, tadqiqot natijalari aks etishi lozim.

Adabiyotlar ro'yxati 5 sahifadan oshmasligi kerak.

Kitobga taqriz (ingliz yoki boshqa tillarda bo'lishi mumkin) 1500 so'zdan oshmasligi talab etiladi.

Taqriz formati: 1) sarlavha: kitob nomi, muallif (mualliflar), nashr qilingan shahar: nashriyot nomi, nashr yili, sahifasi soni. Narxi, ISBN raqami, (qattiq/yumshoq muqova); 2) taqriz so'ngida: taqrizchining F.I.O., ish joyi, pochta manzili.

II. Maqola bo'limlarini rasmiylashtirish

Maqola nomi – normal harflarda, to'q bo'yoqda, 16 hajm.

Maqola nomi o'zbek va ingliz tillarida (agar maqola boshqa tilda yozilgan bo'lsa, maqola yozilgan til va ingliz tilida) beriladi.

Maqola kirish, asosiy qism bo'limlari va xulosadan tashkil topadi.

Maqola bo'limlari sarlavhasi – to'q bo'yoqda, 14 hajm.

III. Maqolada tarjimalardan foydalanish

Boshqa tillardagi matn yoki boshqa manbalar tarjimoni aniq ko'rsatilishi kerak. Agar matn maqola muallifi tomonidan tarjima qilingan bo'lsa, u holda "tarjima muallifniki" shaklida beriladi.

Rasmiy nashrdan olingan tarjima-matn tahrir qilinmaydi.

Zarur holatda tarjima matnga sana, turli diakritik belgilar va boshqa elementlar kiritilishi mumkin.

Tarjima qilingan matn olingan manba nomi asl holicha beriladi. Zarur deb topilsa, uning nomi qavs ichida berilishi mumkin.

Geografik nomlar tarjima qilinmaydi va asl shaklida beriladi.

Tashkilotlar nomi tarjima qilinmaydi va asl shaklida beriladi.

Davr nomi rasmiy qabul qilingan shaklda beriladi.

IV. Ko'chirma va tarjima parchaning berilishi

Manbadan olingan ko'chirma parcha asosiy matndan 1 qator tashlab ajratiladi, satr oralig'i 1 interval, markazda, 12 hajmda yoziladi.

Ko'chirmaning tarjimasi qavs ichida () satr boshidan yozilishi kerak. Bunday ko'chirma *Times New Roman* shrift, 12 hajm, normal yozuvda beriladi.

V. Havola va izohlar berish

Manbaga havola matn ichida to'rtburchak qavsda [] beriladi. Havola qilingan manbalar bir nechta bo'lsa, ular nuqtali vergul (;) bilan ajratiladi.

Izohlar tegishli sahifa pastida, tartib raqami bilan joylashtiriladi.

VI. Qo'lyozma (toshbosma) manbalar va nashr etilgan asarlar bibliografiyasi

Bibliografiyada muallif yoki asar nomi satr boshidan, boshqa barcha qatorlari xatboshidan yoziladi. Adabiyotlar *bibliografiyada* o'zbek lotin alifbosi tartibida ko'rsatiladi.

V.1. Qo'lyozma va toshbosma manbalar bibliografiyasi

Qo'lyozma yoki toshbosma manbalarni bibliografiyada o'zi yozilgan grafikada berish maqsadga muvofiq. Lotin alifbosidagi transliteratsiyasini berish ham mumkin. Ba'zan qo'lyozma asarning nomi muallif ismidan oldin yozilishi ham mumkin.

Muallif nomi. Ko'chirilgan asr (agar mavjud bo'lsa). Asar nomi. Qo'lyozma (toshbosma): saqlanayotgan joy, inventar raqam.

Xondamir. XV asr. Makorim ul-axloq. Qo'lyozma: O'zFASHI, № 742.

Matnda qo'lyozma (toshbosma)ga havola berish:

[Xondamir, Makorim, 17^a]

VII.2. Kitoblar uchun

Bibliografiyada:

Familiya, ism. Nashr yili. *Kitob nomi*. Shahar: Nashriyot nomi.

Qudratullayev, Hasan. 2018. *Boburning adabiy-estetik olami*. Toshkent: Ma'naviyat.

Matnda kitobga havola:

[Familiya kitob nashr yili, sahifa raqami]

[Qudratullayev 2018, 99]

Agar bir muallifning bir yilda nashr qilingan kitoblaridan foydalanilgan bo'lsa, bibliografiyada kitobning nashr yili o'zbek lotin alifbosi harflari bilan ajratilib ko'rsatiladi.

Sirojiddinov, Shuhrat. 2011 (a). *Alisher Navoiy: manbalarining qiyosiy-tipologik, tekstologik tahlili*. Toshkent: Akademnashr.

Sirojiddinov, Shuhrat. 2011 (b). *O'zbek adabiyotining falsafiy sarchashmalari*. Toshkent: Akademnashr.

Matnda kitobga havola:

[Sirojiddinov 2011 (a), 99]

[Sirojiddinov 2011 (b), 67]

Ikki muallif tomonidan yozilgan kitobni bibliografiyada berish tartibi:

Familiya, Ism va Ism Familiya. Nashr yili. *Kitobning nomi*. Shahar: Nashriyot nomi.

Abdurahmonov, G'anijon, Alibek Rustamov. 1984. *Navoiy tilining grammatik xususiyatlari*. Toshkent: Fan.

Matnda kitobga havola:

[Familiya va Familiya nashr yili, sahifa raqami]

[Abdurahmonov, Rustamov 1984, 52]

Agar kitobning uch va undan ortiq muallifi bo'lsa, bibliografiyada barcha mualliflarning ismi to'liq yoziladi. Bunday kitobga havola qilinganda, birinchi muallifning ismi yozilib, davomida *va boshqalar* deb ko'rsatiladi:

[Familiya va boshqalar nashr yili, sahifa raqami]

[Vohidov va boshqalar 2010, 847]

Kitob yoki to'plam maqolasini bibliografiyada berish tartibi:

Familiya, ism. Nashr yili. "Maqola nomi." *Kitob yoki to'plam nomi*, Ism Familiya, Ism Familiya muharrirligida, maqola sahifasi raqamlari. Shahar: Nashriyot.

Abdug'afurov, Abdurashid. 2016. "Badoye' ul-bidoya"ning tuzilish sanasi". *XX asr o'zbek mumtoz adabiyotshunosligi*, Olim To'laboyev muharrirligida, 174–184. Toshkent: "O'zbekiston milliy ensiklopediyasi" Davlat ilmiy nashriyoti.

Matnda kitob yoki to'plam maqolasiga havola:

[Familiya nashr yili, sahifa raqami]

[Abdug'afurov 2016, 176]

Elektron shaklda nashr qilingan kitoblar uchun:

Elektron kitobning bir nechta formati bo'lsa, bibliografiyada foydalanilgan format ko'rsatiladi. Elektron kitobning internet manzili (URL) hamda shu manba olingan sana ko'rsatilishi lozim.

Elektron kitobni bibliografiyada berish:

Familiya, Ism. Nashr yili. *Kitob nomi*. Shahar: Nashriyot nomi. URL. Foydalanilgan sana.

Mamatov, Ulug'bek. 2018. *O'zbekiston madaniyatida tarixiy janrdagi tasviriy san'at asarlari*. Toshkent: Mumtoz so'z. <https://kitobxon.com/uz/catalog/sanat/>. 12.03.2019.

Matnda elektron kitobga havola:

[Familiya nashr yili, sahifa raqami]

[Mamatov 2018, 11]

Ikki mualliftomonidan yozilgan elektron kitobni bibliografiyada berish tartibi:

Familiya, Ism va Ism Familiya. Nashr yili. *Kitobning nomi*. Shahar: Nashriyot nomi. Internet adres (URL).

Sirojiddinov, Shuhrat va Sohiba Umarova. 2017. *O'zbek matnshunosligi qirralari*. Chikago: Chikago universiteti nashriyoti. <http://press-pubs.uchicago.edu/founders/>.

Matnda elektron kitobga havola:

[Familiya nashr yili, sahifa raqami]

[Sirojiddinov 2017, 19-hujjat]

VII.3. Jurnal maqolasi uchun

Chop etilgan jurnal maqolasini bibliografiyada berish tartibi:

Familiya, Ism. Nashr yili. "Maqola nomi". *Jurnal nomi* jurnal soni: maqola sahifalari.

Mahmudov, Nizomiddin. 2013. "Termin, badiiy so'z va metafora". *O'zbek tili va adabiyoti* 4: 3 – 8.

Matnda jurnal maqolasiga havola:

[Familiya nashr yili, sahifa raqami]

[Mahmudov, 2013, 5]

Elektron jurnal uchun:

Elektron jurnal uchun jurnalning DOI manzili ko'rsatiladi. Agar DOI manzili mavjud bo'lmasa, internet adresi ko'rsatilishi kerak (URL). DOI – bu o'zgarimas ID bo'lib, internet tarmoqlarining elektron adreslari tizimiga ulangan, ya'ni manbani boshqaruvchi <http://dx.doi.org/> manzildir.

Elektron jurnal maqolasini bibliografiyada berish:

Familiya, Ism. Nashr yili. "Maqola nomi." *Jurnal nomi* jurnal soni: maqola sahifalari. DOI adres (yoki URL).

Aminov, Hasan. 2018. "O'zbekiston san'atida temuriylar siymosi". *O'zbekistonda xorijiy tillar* 2: 246 – 253. doi: 10.36078/1596780051.

Matnda maqolaga havola:

[Familiya nashr yili, sahifa raqami]

[Aminov 2018, 248]

7.4. Gazeta yoki ilmiy-ommabop jurnal uchun

Gazeta yoki ilmiy-ommabop jurnal maqolasiga havola matn shaklida beriladi (masalan, Muhammadjon Imomnazarovning 27.02.2005dagi "O'zbekiston adabiyoti va san'ati" gazetasida chop etilgan maqolasida

aytilganidek...); odatda, bunday manbalar umumiy adabiyotlar ro'yxatida keltirilmaydi. Agar keltirilsa, kitoblarga qo'yiladigan talablarga asosan beriladi.

Agar onlayn maqolaga havola berilayotgan bo'lsa, uning internet manzili (URL), maqola olingan sana ko'rsatilishi kerak.

Gazeta yoki ilmiy-ommabop jurnal maqolasini bibliografiyada berish tartibi:

Familiya, Ism. Nashr yili. "Maqola nomi." *Gazeta-Jurnal nomi*, nashr sanasi. Imomnazarov, Muhammadjon. 2005. "Jomiy "Xamsa" yozganmi?." *O'zbekiston adabiyoti va san'ati*, January 25.

Matnda maqolaga havola:

[Familiya nashr yili, sahifa raqami]

[Imomnazarov 2005, 4]

Elektron gazeta yoki ilmiy-ommabop jurnal maqolasini bibliografiyada berish:

Familiya, Ism. Nashr yili. "Maqola nomi." *Jurnal nomi*, nashr sanasi. Internet adres.

Jabborov, Rustam. 2019. "Navoiyning Tabrizda yashagan xorazmlik kotibi". *UZA: O'zbekiston Milliy axborot agentligi*, 08.12. <https://uza.uz/uz>.

Matnda maqolaga havola:

[Familiya nashr yili, sahifa raqami]

[Jabborov 2010, 17]

Maqola so'ngida foydalanilgan adabiyotlar o'zbek lotin alifbosi tartibida beriladi. Adabiyotlar ro'yxati ikki qismdan iborat bo'lishi, birinchi qismda foydalanilgan adabiyot chop etilgan grafikada yuqorida ko'rsatilgan shaklda rasmiylashtirilishi, ikkinchi qismda esa barcha foydalanilgan adabiyotlar o'zbek lotin alifbosida berilishi talab qilinadi. Misol uchun:

Adabiyotlar

Баранов, Х.К. 1958. Арабско – русский словарь. Москва: Наука.

Adabiyotlar

Baranov, X.K. 1958. Arabsko – russkiy slovar. Moskva: Nauka.

Maqolani rasmiylashtirish talablarining ingliz tilidagi variantini "*The Chicago Manual of Style, 16th Edition*" qo'llanmasi yoki <https://www.chicagomanualofstyle>. havolasidan ko'rib olishingiz mumkin.

GUIDELINES FOR CONTRIBUTORS

Uzbekistan: Language and Culture is an academic journal, publishing research in linguistics, history, literature, translation studies, arts, ethnography, philosophy, anthropology and social studies. We aim to publish cutting edge, innovative, conceptually interesting, original case studies and new research, which shape and lead debates in multifaceted studies. We do not publish economic analyses or policy papers. Any opinions and views expressed in publications are the opinions and views of

the authors, and the publishers are not responsible for the views/ reviews of the contributors.

The journal is published four times a year. The language of articles can be English, Russian and Uzbek. Other Turkic languages are also welcomed. In addition to research articles, the journal welcomes book reviews, literature overviews, conference reports and research project announcements.

1. General

- Submission Guideline

1. Manuscripts may be submitted at any time during the year. However, if the author wishes to have his/her manuscript published in a certain issue of the journal, the submission should be made at least five months in advance of the proposed publication date.

2) Manuscripts should be submitted by email (uzlangcult@gmail.com) as an attachment in MS Word document (.doc) format and use MS Word Source.

3) All manuscripts should be submitted with a cover page including an email address, a mailing address and a short introduction about the author(s) /contributor(s)'.
'

2. Manuscript format

1) The main texts should be written in Times New Roman font, 12 point, and single-spaced in 44 pagination with 1-inch margins.

2) Submissions must follow the author-date system of The Chicago Manual of Style, 16th Edition.

3) Quotations are given in brackets in the text.

4) A research article should normally be no more than 9,000 words in length, including the following contents:

- an abstract of 150-200 words (in English, Russian, and Uzbek) and seven to ten keywords;

- a list of references of no more than five (5) pages;

- tables and figures, if any.

5) A book review should generally be about 1,500 English words (or other languages) in length, and must include the heading and closing in the following format:

- Heading: Title of the Book. By Author's Name(s). City of Publication: Publisher Name, Year. pp. Price, ISBN:, (hardcover/paperback).

- Closing: Book reviewer's name, affiliation and postal address at the end.

6) Style Points Headings. Limit: Four levels.

Level 1. Title Style (e.g. the first letter of each word upper case, except prepositions), Bold, and 14 point.

Level 2. Title Style, Italics, 14 Point.

Level 3. Modified "down" style (first letter upper case, or first letter of first two words if the first word is an article), Bold, and 12 point.

Level 4. Modified down style, Bold, 11 point.

3. Style and Usage

1) Translation

- Translated excerpts from classical texts or non-English sources should be annotated with clarification of its original/published language and translator. Likewise, "Author's own" translations of quoted texts should be noted as such.

- The author is expected to provide an English translation of key terms in the work, rather than a translator without expertise in the subject.

- Excerpts or quoted texts from published translation will not be edited. However, UzLC editors may query or modify translations of key terms or texts provided by the author.

- Where necessary, short supplementary information such as dates, an item in its original characters, or the Romanized form of a non-English item, may be included.

- Names of foreign publishers, and titles of sources published in a foreign language should primarily appear in Romanized form without translation. However, if necessary, a translation may be added in brackets ([]).

2) Names and Terms

- Place Names (foreign):

Designation for division of areas should be either translated or hyphenated after the given area name.

Designation for geographical/structure names are not hyphenated, and appear without the equivalent English term.

Institutional names are considered proper nouns. Their names should appear following the preference of the individual institutions.

3) The descriptive designation of a period is usually lowercase, except for proper names or traditionally capitalized terms.

4. Quotation

1) Block Quotations:

- A block quotation should start with double line spacing and an indentation from the left margin. From the second paragraph of the block quotation, additional paragraph indentation is needed.

Texts in block quotation should be written in Times New Roman 10 pts., and not be entirely italicized.

5. Others

1) There is one space after sentence punctuation and not two.

2) The end parenthesis, closing quotation mark, and footnote numbers come after the sentence punctuation.

3) For parentheses within parentheses, use brackets ([]).

6. Basic Citation Format

The following examples illustrate citations using the **author-date** system. Each example of a reference list entry is accompanied by an example of a corresponding parenthetical citation in the text. For more details and many more examples, see chapter 15 of *The Chicago Manual of Style*.

BOOK

Reference List (hanging indent):

Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of How Eating Has Evolved*. New York: Penguin.

In Text Cite:

[Pollan 2006, 99–100]

Reference List (hanging indent):

Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. New York: Knopf.

In Text Cite:

[Ward and Burns 2007, 52]

For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by et al. (“and others”):

[Barnes et al. 2010, 847]

Reference List (hanging indent) book chapter:

Kelly, John D. 2010. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press.

In Text Cite:

[Kelly 2010, 77]

Chapter of an edited volume originally published elsewhere (as in primary sources):

Reference List (hanging indent) book originally published elsewhere:

Cicero, Quintus Tullius. 1986. “Handbook on Canvassing for the Consulship.” In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of University of Chicago Readings in Western Civilization, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

In Text Cite:

[Cicero 1986, 35]

BOOK PUBLISHED ELECTRONICALLY

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

Reference List (hanging indent):

Austen, Jane. 2007. *Pride and Prejudice: A Novel in Five Books*. New York: Penguin Classics. Kindle edition.

In Text Cite:

[Austen 2007, 101]

Reference List (hanging indent):

Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago>.

edu/founders

In Text Cite:

[Kurland and Lerner, chap. 10, doc. 19]

JOURNAL ARTICLE

Article in a print journal

In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.

Reference List (hanging indent):

Weinstein, Joshua I. 2009. "The Market in Plato's Republic." *Classical Philology* 104:439-58.

In text cite:

[Weinstein 2009, 440]

Article in an online journal

Include a DOI if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your discipline.

Reference List (hanging indent):

Kossinets, Gueorgi, and Duncan J. Watts. 2009. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115:405-50. doi:10.1086/599247.

In text cite:

[Kossinets and Watts 2009, 411]

Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a New York Times article on February 27, 2010..."); they are commonly omitted from a reference list. The following examples show more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your discipline requires one. If no author is identified, begin the citation with the article title.

Reference List (hanging indent):

Mendelsohn, Daniel. 2010. "But Enough about Me." *New Yorker*, January 25.

In text cite:

[Mendelsohn 2010, 68]

Reference List (hanging indent):

Stolberg, Sheryl Gay, and Robert Pear. 2010. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

In text cite:

[Stolberg and Pear 2010, 12]

WEBSITE

A citation to website content can often be limited to a mention in the text (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be cited as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.

Bibliography (hanging indent):

Google. 2009. “Google Privacy Policy.” Last modified March 11. <http://www.google.com/intl/en/privacypolicy.html>.

In text cite:

[Google 2009]

Reference List (hanging indent):

McDonald’s Corporation. 2008. “McDonald’s Happy Meal Toy Safety Facts.” <http://www.mcdonalds.com/corp/about/factsheets.html>.

In text cite:

[McDonald’s 2008]

Jurnal 2017-yil 26-oktyabrda O'zbekiston Respublikasi Matbuot
va axborot agentligi tomonidan № 0936 raqam bilan ro'yxatdan o'tgan.
Tahririyatga kelgan maqolalar mualliflarga qaytarilmaydi.

Jurnal O'zbekiston Respublikasi Oliy Attestatsiya Komissiyasi tomonidan
filologiya fanlari bo'yicha falsafa doktori (PhD) va fan doktori (DSc)
dissertatsiyalari asosiy ilmiy natijalari chop etilishi lozim bo'lgan ro'yxatga
kiritilgan (30.10.2021. № 308/6).

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Website: www.linguistics.tsuull.uz
E-mail: uzlangcult@gmail.com