



# РАЗВИТИЕ И ФУНКЦИОНИРОВАНИЕ РУССКОГО ЯЗЫКА

---

---

DOI: <https://doi.org/10.15688/jvolsu2.2023.6.5>

UDC 81'0:003.074  
LBC 81r



Submitted: 03.05.2023  
Accepted: 09.10.2023

## DEVELOPMENT OF THEORETICAL APPROACHES TO MODERN DOCUMENT STUDIES IN LINGUISTIC SCHOOL OF PROFESSOR SOFIYA P. LOPUSHANSKAYA

**Marina V. Kosova**

Volgograd State University, Volgograd, Russia

**Abstract.** The article presents fundamental positions of the linguistic school by Sofiya P. Lopushanskaya, Professor of Volgograd State University, and describes their theoretical advancement as being applied in the discourse studies on “Document text: history and modern state”. It explains that the study of business and administrative communication should be based on a clarified definition of the term *document* as its main constituent. The major goal of documental linguistics is to process a diverse linguistic analysis, discover objective knowledge and reason linguistic comprehension of the documental nature of communication. Within the framework of this review, some general principles of the document text analysis are presented. Firstly, they are statements on: the unity of the speech-making process approach; the interaction and coordination between language phenomena and speech production processes; extralinguistic determination of the modern document. Secondly, these statements were particularized in the linguistic school of Volgograd State University with the aim of introducing basic approaches to the study of the document text. They involve identifying the research object and its characteristics, analyzing a diverse range of texts to assess the genre and style productivity of the document text equally, and defining linguistic categories that are manifested in textual and lingual specificity. The article presents renewed facts on discursive and linguistic features of modern documents united by such text properties as consistency, structure, locality, peculiarities of the language representation of the author and addressee. It is noted that the text of the document can contain information of various qualitative types (factual, conceptual, subtextual), and it is the main constituent of the documental system and the business and administrative communication act. As the text reflects an objective and social reality, its compositional structure and semantic realization greatly depend on extralinguistic constrains. The profiles of the author (addresser) and addressee are presented as being reconstructed with the detailed observation of multi-level lingual and discursive means. The variability of the addressee profiles (the document text addressability) is presented in models of lexical, style, and text adaptation. The principles and methods of detailed description of the document text specified in the article open up new opportunities and directions for studying document typology and distinguishing relevant features of the document communication.

**Key words:** documental linguistics, research school, modern document, document communication, features of document text.

**Citation.** Kosova M.V. Development of Theoretical Approaches to Modern Document Studies in Linguistic School of Professor Sofiya P. Lopushanskaya. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie* [Science Journal of Volgograd State University. Linguistics], 2023, vol. 22, no. 6, pp. 66-79. DOI: <https://doi.org/10.15688/jvolsu2.2023.6.5>

**НАУЧНАЯ ШКОЛА ПРОФЕССОРА С.П. ЛОПУШАНСКОЙ:  
РАЗВИТИЕ ТЕОРЕТИЧЕСКИХ ПОДХОДОВ  
К ИССЛЕДОВАНИЮ СОВРЕМЕННЫХ ДОКУМЕНТОВ**

**Марина Владимировна Косова**

Волгоградский государственный университет, г. Волгоград, Россия

**Аннотация.** В статье представлены основные методологические положения научной школы профессора Волгоградского государственного университета Софии Петровны Лопушанской и показано их развитие применительно к одному из научных направлений современной лингвистики – «Документный текст: история и современное состояние». Продемонстрировано, что исследование деловой коммуникации и документа как ее основного элемента – это актуальная научная задача, которая требует разноаспектного анализа языкового материала; обозначены вопросы, уже получившие лингвистическое осмысление. В рамках данного обзора описаны подходы к анализу документного текста, основанные на положениях о единстве языка и мышления, взаимодействии языковых явлений и процессов, экстралингвистической детерминированности документного текста и др., принятые в лингвистической школе Волгоградского государственного университета принципы: необходимость определения объекта исследования и его специфики; привлечение для анализа текстов различных жанров и сфер употребления; рассмотрение свойств документного текста как реализации его категорий. Представлены основные результаты изучения текста современных документов, изменяющиеся и дополняющиеся имеющиеся в лингвистике сведения о его свойствах – системности, структурности, локальности, особенностях языковой репрезентации автора и адресата. Показано, что текст документа может содержать информацию разных качественных типов, составляет элемент документной системы и коммуникативного акта, в нем находят отражение объективное и социальное пространства, образ автора объективирован равноуровневыми средствами языка, адресатность документа детерминирует его лексическую, стилевую и текстовую адаптацию. Применение этих подходов и принципов открывает новые возможности для исследования документов разных видов и особенностей документной коммуникации.

**Ключевые слова:** документная лингвистика, научная школа, современный документ, документная коммуникация, свойства документного текста.

**Цитирование.** Косова М. В. Научная школа профессора С.П. Лопушанской: развитие теоретических подходов к исследованию современных документов // Вестник Волгоградского государственного университета. Серия 2, Языкознание. – 2023. – Т. 22, № 6. – С. 66–79. – (На англ. яз.). – DOI: <https://doi.org/10.15688/jvolsu2.2023.6.5>

### **Introduction**

The sphere of business and administrative communication has now acquired certain social significance, and the document, its properties have become an object of diverse linguistic analysis. In modern discourse linguistics of Russia the notion of “document” has been clarified again and again, and several major characteristics of the document have been offered and reasoned [Buslaeva, 2016; Kosova, 2013; Kushneruk, 2009, etc]. Stylistic, culturological and discursive features of the document text were characterized in [Tokarev, 2016; 2019], the methodology of the document text study and description, linguistic methods of its analysis and

content assessment, the vectors of motivation and intention orientation are being discussed in [Plotnikova, 2016; 2017; 2018].

In the focus of attention the functional classification of the types and varieties of documents stands; the compositional structure of the document texts of different types, their genre or style reference, lexical-and-grammatical parameters have gained a fairly complete description in [Buslaeva, 2016; Karaban', 2018; Kosova, 2013; 2015; Kosova, Kul'ko, 2011; Kushneruk, 2002; 2007; 2009; Sologub, 2016b; Valgina, 2003; etc.]; recommendations on structuring certain types of documents are presented [Sharipova, 2014; Shirinkina, 2020; Yankovaya, 2001; 2017; 2022].

The categories of the document and properties of documental interactions have been identified and defined as determining the specifics of the text and speech activities in the field of business and administrative communication. The researchers have presented detailed descriptions of functional value and linguistic representation of several majoring categories of the document text. In particular, the category of officialism was defined as one of the axis that arranges studies in the field of business and administrative written communication; the language means of its representation were systematized, the criteria for identifying types of clichéd phrases were distinguished [Sologub, 2016a; 2016b]. An extraordinary uniqueness of the document text is marked by the category of addressability, which means the capability of the text to prognosticate some features of the addresser and the addressee, to point to social status or personal characteristics. The coordination of this category with the appealing function of the text and the category of understandability is justified in [Polonsky, 2000] through the methods of allocating the addressee category as depending on the genre of document text. Some researchers studied correlation between the addressability and the communicative category of politeness; methods of its implementation have been identified in [Karaban', 2018].

It is worth noticing that in some academic institutions the administrative and executive discourse is in the centre of theoretical comprehension; by now its main categories, parameters have been defined, the genre types of executive documents have been allocated in Russian linguistics and modelled as a field graph that is composed of microfields with their nuclear and peripheral segments highlighted [Shirinkina, 2020; 2021], the system of multi-level means of the executive text categories representation is described for various genre types [Bystrova, 2017; Kireeva, 2016b; Plotnikova, 2016; 2017; 2018; Sharipova, 2014; Shirinkina, 2021].

Another basic category of document text is modality. Methodological foundations for the study of modality as a basic category of document text have been offered in [Kireeva, 2016a]; the configuration of its profile has been manifested in concern with the language means used in various text types, in particular, the modality means in

several genres of the by-laws texts were allocated in [Kireeva, 2016b; 2020], the influence of the subject and the addressee on the formation of modal meaning was shown in [Kireeva, 2016a].

This listing of vectors in business and administrative documental linguistics in Russia seems incomplete as the areas and issues of the document text research demonstrate apparent complexity and variability of topics and approaches. There appeared several linguistic schools that have chosen the document text as the object of studies. Thus, a number of actual issues relevant of modern documental linguistics have been and are investigated by philologists from Volgograd State University (VolSU).

The formation of linguistic school at VolSU is associated with the name of Professor Sofiya Petrovna Lopushanskaya. General views and scientific principles of the language facts analysis, offered by Sofiya P. Lopushanskaya, are based on the statements about the unity of the speech-making process, interaction and mutual correlation of language facts, on the connection of systemocentric and anthropocentric approaches in the linguistic analysis. They were embodied to build a scientific basis for the linguistic school "Russian verb: history and modern state" at VolSU. It is worth mentioning that the accent on the historical aspect of language, its textual implementation, usage and development is mirrored in the research "Document text: history and modern state" at VolSU. Following the ideas of Sofiya P. Lopushanskaya, Volgograd researchers direct their studies to a wide range of theoretical issues and applied problems, including various aspects of documental communication, peculiarities of lexical semantics, terminological specifics, and issues of the language units as their functioning in the texts of historical and modern documents. It should be mentioned that historical documents have become the object of special attention in the researches of VolSU philologists, which shows the novelty of the VolSU school approach. In their works the basic principles of the document text analysis in diachronic and synchronic realizations were offered and successfully tested on the collections of texts of various genres with reference to different historical periods [Gorban, 2019; Gorban et al., 2016; 2020; 2022; Preferansov, 2011; Sheptukhina, 2019; 2020; Tupikova, Preferansov, 2011; etc.].

The historical aspect of the document text studies is innovative; however this article is aimed at presenting a review on several major theoretical achievements related to the study of modern document text at VolSU.

### Results and discussion

On the basis of scientific experience, the linguists of VolSU formulated several fundamental principles that explain the methodology of the document text study today.

**Statement 1.** The content of the object under study should be clarified in a basic term. The object of documental linguistics is the text of the document, or the document text; it is defined as a written speech unity that contains information of an official or legal nature and presents it in the form of various iconic signs. In general document studies the text of the document is traditionally considered a part of the document – its requisite (material constituent), formal and language constituents of its representation [GOST R 7.0.97-2016, 2018]. However, another definition is accepted in the documental linguistics: considering the categories of integrity and completeness obligatory for the document text, the entire verbal component is termed as the document. S.P. Kushneruk notes that the linguistic component of the document is a completed speech unity, it is the result of linguistic and technological operations implemented according to a stable algorithm and regulated by both speech rules of the written norm and pragmatic rules of standardizing and unifying tools [Kushneruk, 2007, pp. 37-39; 2002; 2009].

**Statement 2.** The object of study should be specified. The specificity of the document text as an object of documental linguistics lies in its social determinism, which conditions social needs and a variety of business or administrative situations associated with it. The document text is a complex linguistic object: its creation is influenced by language laws, laws of speech writing, reflected in textual practice, as well as some formal rules that have a non-linguistic nature, of limiting, unifying and standardizing kind. This predetermines a special organization of the document text, combinability of its components.

**Statement 3.** The involvement of a wider variety of text material for analysis guarantees objectivity of research results. It is strongly

recommended to employ for the study not only basic management documentation, which is traditionally used as the primary object of linguistic consideration, though, undoubtedly, it occupies a central place in the documentation system, but also other documents that ascertain social business and administrative activities in various fields of social life: education, medicine, volunteer associations, business, etc.

**Statement 4.** Linguistic studies of the object under consideration should be focused on distinguishing its properties, that is, those qualities that point to its special position in the language system. As for the document text, its properties should be considered as the manifestation of text categories with their language realizations and in connection with the intention, goal and specifics of business and administrative communication.

The fundamental principles of linguistic school of Professor Sofiya P. Lopushanskaya and the basic statements of VolSU linguists, enumerated above, made the ground for revision, clarification and offering some alert view on the document as an object of discursive and communicative analysis, helped to supplement and specify knowledge on the document text, to introduce multi-level methods of its description [Kosova, Sheptukhina, 2022]. Below several majoring categories will be characterize.

### *Informational content*

An indication of informativity as an important category of the document is contained in its definition: a document is a material medium of information. It was noted in the scientific literature that the document text transmits only factual information; other “qualitative” types of information (like conceptual and subtextual) are missing [Gal’perin, 2004; Valgina, 2003]. However, the studies conducted at VolSU showed that the document text may contain any of the three types of information (factual, conceptual and subtext information) [Kosova, Kul’ko, 2011, pp. 25-28; Kosova, 2013], which is explained by different vectors of the pragmatic purpose of the document. Owing to pragmatic specifics of the text type or variant, information is presented in assorted and variable form of expression. *Factual information* reflects facts or processes that have or may take place in reality. It is always

explicitated, verbally expressed by language units in their direct meanings (such information is presented in almost all documents, for example, in the acceptance certificate). *Conceptual information* reflects a specific vision of an event or process. It is located in such documents as a protocol of intent, a cooperation treaty, a doctrine, a concept of development, a development program, a statement of position, etc. Conceptual information in such documents is explicitly expressed and closely intertwined with factual information [Belokoneva, 2011; Bystrova, 2017]. *Subtext information* is generally encoded in some language units or concealed; its retrieval requires the capacity to feel some associations that are related to the language units or implied from the social context. The subtext is inherently implicit. The document texts, although rarely, still contain subtext information, for example, in explanatory or memorandum notes [Kosova, Kiyamova, 2013], moreover, the analysis results point to social-and-cultural information that reflects the national features of business and administration.

#### *System organization*

Any object in linguistics is viewed and described as an element of a system, a constituent that is logically connected with other constituents. However, the system arrangement of the document text demonstrates certain specificity, mainly, due to its extralinguistic environment. The systemic nature of the document depends on its interconnection with some other documents, its inclusion into a subsystem of documents that are united by a common business and administrative activity type. Therefore, it is not wise to think about the document text as an independent item, an isolated scientific object, but rather to describe it as a constituent of some typical social (business and administrative) communication, which, undoubtedly, with its extralinguistic factors, has some influence on the text categories and features that are reflected in a certain communicative act [Kushneruk, 2009].

The issue on the organization of documental systems, their typology is still under debate in documentary science. Documents are combined into systems and subsystems according to some feature, which serves as the basis of classification. In documentation studies documents are classified

by origin; a method of documentation; relation to the norm set; the number of issues raised; restriction of access; degrees of authenticity; retention periods; the system arrangement depends on the field of activity and the method of document transfer; on level of generalization and relation to original information [Kuznetsova, 2002; Lar'kov, 2006]. In studies conducted at VolSU it is required to take into account the lingual specifics of the document text organization: its size, lexical and phraseological composition, the volume of the vocabulary, the required set of obligatory document requisites, the relative amount of non-verbal components, syntactic parameters, methods of representing subjects, as well as the level of termination and peculiarities of the use of special lexemes [Belous, 2010; 2021; Kosova, 2012; Krasnova, 2009; Kushneruk, 2002; 2007; 2009; Saidgasanova, 2014].

It is worth mentioning, that following the principle of social determinism of the document text and documentation systems, the VolSU scientific school proposed the term *stratification* [Belokoneva, 2011] instead of traditional *classification* and *typology*, when analyzing the organization of documents within the borders of a typical communicative situation. Being borrowed from sociology, where it is associated with the social structure of society, this term is actively used in scientific discussions as its original meaning “associative background” could emphasize the social determinism of documentation systems. Stratification process results in distinguishing strata – interacting systems (subsystems) of documents organized under the influence of social factors. In the work of K.A. Belokoneva [Belokoneva, 2011], it is shown that the territorial differentiation of society gives grounds for distinguishing between strata of federal and regional documents that are in the relationship of hierarchy and complementarity and in which, as a rule, compositional-and-meaningful differences are often found. According to the social task performed, one can distinguish between species strata of documents – organizational and administrative, information and reference, planning and financial, and other document subsystems that perform different functions, being not only compositional, but also speech active, which is determined by the conditions of the communicative act, and above all by the factors

of the addresser and addressee. Documentary strata interact, intersect, representing a multidimensional system.

### ***Structure organization***

Structure is traditionally understood as the preservation of basic properties of the object irrespective of any external and internal changes, that is, the close ties between elements and subsystems, which ensure its integrity and identity. Being an important characteristic of the document text, since its structure ensures regularity and similarity in information search and transfer, it is secured by the document form through the strict arrangement of requisite details.

The general knowledge about the structure of the document text was clarified and specified in the researches carried out at VolSU. It was proved that the standard structure of the document text when being brought into discourse practice demonstrates some variability. Using the document concept of a form (*formular*), documental linguistics establishes correlation between the form as a set of requisite details that are emblematic of a certain type of the document and the compositional-and-content organization of the document text. In this case, the main focus is on the description of language specificity in realization of every requisite detail and analysis of the entire document text organization in terms of its coherence and integrity.

Studies have shown that the emblematic compositional structure of a certain document type could deviate from a standard, which depends primarily on extralinguistic factors like specifics of the documental management process, the status of the document in the documentation system, or the level of its functioning, the value of the communicative sphere, the addressee of the document, the nature of the material medium and etc. [Belokoneva, 2011]. Thus, it is true to say that the compositional-and-content structure of the document makes provision for variability.

### ***Locality***

The characteristic feature of locality, or spatial localization, is inherent in texts of different styles and genres. In general text study several types of space are distinguished: *objective*

(reflection of the real world as proceeded through the consciousness of the text creator); *social* (social connections and relationships intuitively felt by people); *psychological* (a combination of psychological states), etc. Types of space are diversely presented in text types and their selection depends on the genre-and-style affiliation (for example, see the works of M.M. Bakhtin, Yu.M. Lotman, V.N. Toporov, etc.).

For the document text that primarily conveys factual information, objective space is important. However, it has been proved that, though being of basic importance, the objective space may be crossed with social space since documents are products of social activity and contain various information about the processes, places and interactions of subjects that take place in society.

It is also important to note that, although the rules of document management require unification and even internationalization of document systems, the text of the document is formed within borders of a certain cultural community and cannot but reflect the national traditions adopted in society or in a particular social sphere of document preparation and execution, its national originality, therefore, the local organization of the document text reflects the socio-cultural and even national-cultural qualities [Kosova, Kul'ko, 2011; Kosova, Kiyamova, 2013].

The studies have shown that the functional diversity of documents explains the phenomenon of space type mixture, when several types of space (objective, social and national, cultural) might be presented in one text, that is, the multidimensional spatial localization of the document text.

### ***Author's profile***

Regarding the heterogenous nature of the term *author*, some explanations should precede our clarification of this textual characteristic. Firstly, this term is often substituted by *addresser*, *subject of documentary speech*; secondly, the term points to the collectivity of authorship typical of most documents. In the production of the text of the document, as a rule, several people participate: both the executor and the manager who signs the document, and by signing or approving it, the person accepts responsibility for the document and, therefore, also becomes its author.

In basic publications it is noted that the author is removed from the document text and even leveled (see the works of N.S. Valgina, I.R. Galperin, etc.); it is indicated only in special props. However, according to another point of view, the author is not removed from the text, being an addresser he manifests himself in the texts of any genre affiliation, and in the document, the author's profile is realized as determining his status in society, his attitude to real state of things. While analyzing document texts of various genre references, VolSU linguists discovered that the authors' profile can be retrieved and reconstructed as information about their social (status) characteristics, the system of values (assessments) and intentions. The combination of such status markers is reflected in the semantic structure of the text, pointing to the place of the author in society, to the attitude to the content of the document [Kosova, 2016].

The social characteristics of the author are of particular importance for the document, since it is the status of the author (the addresser) that largely determines its purpose, the main function (cf. statement expressing the request, order containing a direction or command, agreement aimed at establishing interaction, agreement).

The value system of the author of the text is expressed by language units with semantics of evaluation. It is necessary to note, that the assessment is not of subjective, emotional nature, it is a rational assessment, which is expressed by units of different levels of the language.

The intentions, that is, the motive settings of the author of the document text, determine the format of the text, the type (genre) of the document. The set of intentions implemented in the document, at first glance, is limited. As the main ones, it includes rationing or informing administrative intentions. In this case, one document as a rule cannot contain more than one intention. However, it requires strong interpretation skills to define the profile of intention as it specifies the content and points to a type reference in general classification of document texts. Our detailed consideration of documents of different types makes evidence that it is at the level of intention that *citizens' appeals* (applications, proposals and complaints), *service letters* (request, complaint, advertising letter, etc.) are distinguished.

Stating that the author's profile is represented in the document text, we understand that its realization is regulated by the conventionality of typical situations of business and administrative communication; standardization of the means of speech organization of the document text limits quality and amount of information about the addresser and establishes the choice of means to transmit such information.

### *Addressability*

The importance of the addressee for general organization of the document text in business and administrative communication, led to the rise of linguistic works on this subject. The efficiency of business and administrative communication depends on how much the text explicates ideas about the addressee, his social status, other characteristics.

In studies of linguists of VolSU, the property of addressability is associated not only with the categories of comprehension and politeness [Karaban', 2018], but also with the adaptability of the documentary text. The accuracy in the field of business communication requires a fairly tight fixation of information, standardization of its linguistic expression, stability of the format of the document. At the same time, the document is subject to the properties of the language system as a whole, which is adaptive in nature, manifested in its flexibility and mobility, multidimensionality, some blurring of forms and values. The variability of the system is an important property due to its functional nature, and it manifests itself in the documentary text.

### *Adaptability of the text*

Our studies have shown that, taking into account the addressee factor, several types of adaptation in the document text can be distinguished, the main ones are lexical, style and textual.

#### *A. Lexical adaptation.*

The lexical core of the document text is composed of terms of the subject area which the document reflects. Taking into account the peculiarities of the use of terms, V.M. Leychik offered to distinguish three types of texts [Leychik, 1990, pp. 82-83]. The classification proposed is

also applicable to texts that contain terminology of documentation. Thus, we can speak about: *term-fixing texts* in which terms that already existed at the time of text creation are presented, they are recorded as mandatory, recommended or, on the contrary, as not recommended, unacceptable (in explanatory terminology dictionaries, reference books, standards, classifiers, some textbooks, etc.); *term-using texts*, which include terms that are pre-fixed in the vocabulary of the language, they are already known to the recipient of the text (articles of an overview nature, various kinds of scientific, technical, business documents, secondary information documents, etc.); *term-generating texts*, the authors of which for the first time introduce new terms into the process of formulating and presenting a new theory, concept, new invention or discovery (scientific articles and other genres of scientific papers).

The works of VolSU linguists show that there are texts of a mixed type: partially they demonstrate features of the term-fixing type (including a list of terms used in the text of the document, terms with their definitions), and the term-using text. Such documents are the texts of laws, as well as regulations widely used in modern business communication [Sharipova, 2014]. The combination of fragments of term-fixing and term-using texts in one document is due to the orientation of the document to the addressee, the adaptation of the text to its needs: this removes the possibility of unambiguous interpretation of concepts, ensures the speed and efficiency of business and administrative communication.

The most important term-fixing texts in the field of documentation are standards for terms and definitions. Although the standards are advisory in nature, they unify terminology and regulate business and administrative communication. The recommendations of the standards are guided in the manuals by practitioners who normally use terms in the texts of official business documents.

Monitoring of the lexical standards realization in the documents reflects changes that occur in the terminology of a singled area. The linguistic analysis of the standards for terms and definitions in a comparative angle made it possible to establish qualitative and quantitative changes in the form and meaning of terminological units.

Thus, in the area “Paperwork and Archival Affairs” [Tyurikova, 2013] the main directions of terminological dynamics was identified, the necessity to substantiate the feasibility to reflect the conceptual and terminological apparatus of the documentation management was argued as creating an industry interactive dictionary, which includes units selected from term-using and term-generating documentary texts.

For the field of document management, which also has a wide range of professional implementations, industry dictionaries are important as they reflect the conceptual and terminological apparatus of a particular subject area. As V.N. Nemchenko the author of a series of linguistic dictionaries noted, the talk about the consistency of terms means primarily the conceptual (or logical and semantic) relations between them, and terminological systems unite not only the totality of all terms of a separate language, but the totality of terms of different branches of knowledge, different spheres of human activity, which determines the existence of numerous subsystems within each terminological system [Nemchenko, 2008, p. 339]. This principle is important for any lexicographic source. Preparation of the dictionary always precedes the formation of a terminological database, identification of relations between units, which determines the methods of their presentation in the dictionary. Such work in relation to the terminology of the document management sphere was carried out in VolSU. In particular, the study of E.S. Belous presents the logical and conceptual structure of the documentation management sphere, the basic (main and additional) and added classes of concepts are delimited, the terminological apparatus is systematized, the characteristic features of the terminological system denoting this subject area, integrativity and dynamism are identified [Belous, 2021]. Thus, a ground has already been prepared on the basis of which an industry (one or more) terminology dictionary can be created.

### ***B. Style adaptation.***

For adaptation of this type, the specificity of the addressee profile matters.

The text of the document that is intended for a general addressee type makes provision for officiality reduction, as it includes, along with the



units of the official and business style, the traits of journalistic style. At the same time, certain ratio of parameters is preserved, as any discoordination can lead to the loss of its relevant properties, destruction of the format system, and transition to a new quality type. For example, documents of the field of education management (doctrine, concept, modernization program, etc.) are intended for broad groups of addressee. This phenomenon was studied by K.A. Belokoneva [Belokoneva, 2011]. A complex analysis of these documents proved that the system of documents in the field of public administration of education, though being well-structured and compositionally stable, is *adaptive*, which is determined by any change in socio-communicative environment. It is seen in variability of pragmatic division and sign composition of props text, in language means that points to the author, addressee, in designation of retrospective and perspective documents, descriptions of social situation, in the structure of semantic dominant, style reference of lexical units. In these documents, along with the means of the official-business style, which, of course, prevail, the means of journalistic and conversational styles may be noticed. Active usage of language means of the documentary style is determined by the intention to convince the addressee in the vital necessity for system transformations. The elements of journalistic and conversational styles add some assessment, thus fulfilling the social task of the document [Belokoneva, 2011].

Considering the planning documents of the field of education and culture, A.S. Bystrova identified two groups: strategic planning documents and tactical planning documents [Bystrova, 2017]. The detailed analysis of their speech organization made it possible to characterize the category of futurity for the document text, to determine the peculiarities of stylistic means usage in the texts of planning documents of different types in Russian, to establish reasons for that. The research results noted that in the text of strategic planning documents futurity is predictable in nature and is implemented by means of official-business and journalistic styles; in the text of tactical planning documents, futurity is analytical in nature and is implemented by means of the official business style.

### **C. Text adaptation.**

Document texts as means of business and administrative communication are heterogeneous

in nature, which explains the reason for introducing the terms *document language tools* and *degree of documentation* in linguistic analysis [Buslaeva, 2016]. The adaptation of the document text is determined primarily by the specifics of its addressee, which determines the properties of the text in general. The degree of documentation is determined by a number of parameters: belonging to a certain system; availability of details issued in accordance with GOST; main function; type of information transmitted; compliance with the norms of the official business style.

Examining documents (documentary means) of different types, E.S. Buslaeva and E.S. Pligina [Buslaeva, 2016; Pligina, 2012] revealed three degrees of documentation: texts of *a high degree of documentation* (business letters aimed at prompt resolution of issues: letter of guarantee, letter of request, letter of response); information letters; contact-setting letters (letter of invitation, letter of offer, letter of congratulations); *medium degree of documentation* (letter of guarantee, letter of request, letter of reply); information letters; contact-setting letters (letter of invitation, letter of offer, letter of congratulations); texts of *a low degree of documentation* (corporate publication, media text, brochure, prospectus, etc.).

There exist other types of text adaptations. They are associated with the communicative sphere (its breadth or limitation of activities, the number of communicants, socio-cultural conditions, etc.).

One original text can undergo different levels of adaptations, as was shown by the analysis of medical clinical recommendations in [Romanova, Kosova, 2022]. Communication in the sphere of medicine is quite variable and heterogeneous. The addressee of medical texts is medical staff (doctors, paramedics, nurses, etc.), but while communicating with citizens (consumers of medical services) they should keep a patient-oriented approach in mind [Romashova, Romanova, 2020], which leads to the necessity to adapt their speech and texts of various genres with the aim to simplify presentation of scientific information for patients.

By examples of the texts of medical clinical recommendations, O.V. Romashova and N.A. Romanova managed to reconstruct the process of text adaptation. Having taken the structure and content of the basic medical text

for the ground version, they distinguished and described several variants of secondary texts (guidelines): for nurses or for patients (addressee targeted adaptation), shortened texts (referential adaptation), electronic (instrumental adaptation), and computerized (instrumental adaptation). In addition, the adaptation of special texts goes with the aim of harmonization – a procedure after which the secondary (adapted) text acquires information self-sufficiency with a clearly set purpose and orientation.

### Conclusion

This article was aimed at providing a list of achievements of VolSU linguists in developing the discursive theory of the document text, which, however, is far from being full or complete. Nevertheless, certain results could be considered as of vital importance. In particular, the definition of the document text is specified as a complete and integral speech unity, the verbal part of the document.

It is clear that the main properties of the document text are its categories that have lingual representation and demonstrate specificity of the document type. The results interpretation and analysis of large collections of texts made it possible to prove that the document text could keep and transfer information of various types – mainly factual, but also conceptual, subtext and socio-cultural, which depends on a type/sort reference of the document and resembled in language means. As the documents in business and administrative sphere definitely depend on extralinguistic environment of interactions, they may be sorted with territorial or content types of stratification, however, the documental strata markers interact, intersect, representing a multidimensional discourse system.

Compositional organization of the document text is variable; type/sort variants determine the multidimensional space of text localization, representation and interconnectedness of objective, social and national-cultural spaces in them.

The author's profile is represented in the document in various ways and details; it is information about social and professional status characteristics, the system of social values and motivations. The addressability is associated both with the categories of comprehension and

politeness, and requires variable text adaptation due to the intentions of the document text production.

The long time experience accumulated by the school of linguistics of Professor Sofiya P. Lopushanskaya, the fundamental principles of language and text studies and development of research methods allows stating and solving new issues in research thus improving the linguistic knowledge on the document text nature.

### REFERENCES

- Belokoneva K.A., 2011. K probleme zhanrovo-stilevoy prinadlezhnosti dokumentnogo teksta [On the Problem of Genre and Style of a Document Text]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie*, no. 2 (14), pp. 148-153.
- Belous E.S., 2010. Leksiko-semanticheskaya kharakteristika terminov upravleniya dokumentatsiy [Lexical-Semantic Characteristics of Terminology in Documentation Management]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie*, no. 2 (12), pp. 13-18.
- Belous E.S., 2021. *Terminologiya upravleniya dokumentatsiy: semantika, struktura, funktsionirovanie* [Documentation Management Terminology: Semantics, Structure, Functioning]. Volgograd, VolgGTU Publ. 164 p.
- Buslaeva E.S., 2016. Dokumentnost kak svoystvo teksta (na primere tekstov sfery PR) [Document Nature as a Text Feature (Exemplified by PR Texts)]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie* [Science Journal of Volgograd State University. Linguistics], no. 1 (30), pp. 70-77. DOI: <http://dx.doi.org/10.15688/jvolsu2.2016.1.8>
- Bystrova A.S., 2017. Zhanrovye parametry strategii kak dokumenta dolgosrochnogo planirovaniya [Genre Parameters of Strategy as a Document of Long-Term Planning]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie* [Science Journal of Volgograd State University. Linguistics], vol. 16, no. 3, pp. 199-206. DOI: <https://doi.org/10.15688/jvolsu2.2017.3.20>
- Gal'perin I.R., 2004. *Tekst kak obyekt lingvisticheskogo issledovaniya* [Text as a Domain of Linguistic Research]. Moscow, Editorial URSS Publ. 144 p.

- Gorban O.A., 2019. Donosheniya i raporty donskikh kazakov v seredine XVIII v.: istochnikovedcheskiy analiz [The Donosheniya and Reports of Don Cossacks in the Mid 18<sup>th</sup> c.: Source Analysis]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 4. Istoriya. Regionovedenie. Mezhdunarodnye otnosheniya* [Science Journal of Volgograd State University. History. Area Studies. International Relations], vol. 24, no. 4, pp. 45-59. DOI: <https://doi.org/10.15688/jvolsu4.2019.4.4>
- Gorban O.A., Ilyinova E.Yu., Kosova M.V., Sheptukhina E.M., 2016. Zhanrovye osobennosti voyskovykh gramot serediny XVIII v. (po materialam arkhivnogo fonda «Mikhailovskiy stanichnyy ataman») [Genre Characteristics of Military Charters of the 18<sup>th</sup> c. (On Materials of the Mikhailovsky Stanitsa Ataman Archive Fund)]. *Izvestiya Uralskogo federalnogo universiteta. Seriya 2. Gumanitarnye nauki* [Izvestia. Ural Federal University Journal. Series 2. Humanities and Arts], vol. 18, no. 4 (157), pp. 182-199. DOI: 10.15826/izv2.2016.18.4.074
- Gorban O.A., Kosova M.V., Sheptukhina E.M., Dmitrieva E.G., Safonova I.A., 2020. *Dokumenty Voyska Donskogo XVIII veka: lingvisticheskoe opisanie i teksty* [Documents of the Don Army of the 18<sup>th</sup> Century: Linguistic Description and Texts]. Volgograd, Izd-vo VolGU. 464 p.
- Gorban O.A., Kosova M.V., Sheptukhina E.M., Svetlov A.V., 2022. Korpus arkhivnykh dokumentov Voyska Donskogo: problemy morfologicheskogo analiza [Corpus of the Archival Documents of the Don Cossack Army: Problems of Morphological Analysis]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie* [Science Journal of Volgograd State University. Linguistics], vol. 21, no. 6, pp. 47-56. DOI: <https://doi.org/10.15688/jvolsu2.2022.6.4>
- GOST R 7.0.97-2016. *Unifitsirovannyye sistemy dokumentatsii. Unifitsirovannaya sistema organizatsionno-rasporyaditel'noy dokumentatsii. Trebovaniya k oformleniyu dokumentov* [Unified Documentation Systems. The Unified System of Organizational and Administrative Documentation. Requirements for Registration of Documents], 2018. Moscow, Standartinform Publ. 27 p.
- Karaban' N.A., 2018. Soderzhanie i verbalnaya reprezentatsiya kommunikativnoy kategorii vezhlivosti (na materiale pismennykh zhanrov ofitsialno-delovogo stilya) [The Meaning and Verbal Representation of the Communicative Category of Politeness (Based on Written Genres of Official-Business Style)]. *Sovremennaya nauka: aktualnye problemy teorii i praktiki. Seriya: Gumanitarnye nauki* [Modern Science: Actual Problems of Theory and Practice. Series of "Humanities"], no. 3-2, pp. 155-158.
- Kireeva E.Z., 2016a. «Sledy» avtora v tekste dokumenta, ili k probleme pragmaticheskogo analiza teksta ["Traces" of the Author in the Document Text, or the Problem of Pragmatic Text Analysis]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie* [Science Journal of Volgograd State University. Linguistics], no. 1 (30), pp. 44-52. DOI: <http://dx.doi.org/10.15688/jvolsu2.2016.1.5>
- Kireeva E.Z., 2016b. *Yazyk regionalnogo zakonodatelstva: intentsii subyekta dokumentnoy rechi* [The Language of Regional Legislation: The Intentions of the Document Speech Subject]. Tula, Tulskoe proizvodstvennoe poligraficheskoe obyedinenie. 208 p.
- Kireeva E.Z., 2020. K voprosu o soderzhanii i granitsakh subyektivnoy modalnosti [To the Question of Content and Boundaries of Subjective Modality]. *Vestnik Ivanovskogo gosudarstvennogo universiteta. Seriya: Gumanitarnye nauki* [Bulletin of Ivanovo State University. Series: Humanities], no. 2, pp. 22-27.
- Kosova M.V., 2012. Sistemnost kak svoystvo dokumentnogo teksta [Systematics as a Feature of the Document Text]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie*, no. 1 (15), pp. 7-11.
- Kosova M.V., 2013. Informativnost dokumentnogo teksta: lingvisticheskie kriterii mery [Informativity of Document Text: Linguistic Criteria of Measure]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie* [Science Journal of Volgograd State University. Linguistics], no. 3 (19), pp. 85-89.
- Kosova M.V., 2015. Parametry rechevogo zhanra kak model dokumentnogo teksta [Speech Genre Characteristics of the Documentation Text Model]. *Nauchnye issledovaniya i razrabotki. Sovremennaya kommunikativistika* [Scientific Research and Development. Modern Communication Studies], vol. 4, no. 6, pp. 16-19. DOI: <https://doi.org/10.12737/16551>
- Kosova M.V., 2016. Subyektivnost kak komponent modalnosti dokumentnogo teksta [Subjectivity as a Component of Modality in the Document Text]. Kuksa I.Yu., ed. *Kategoriya modalnosti v*

- rechevoy kommunikatsii: sb. nauch. tr.* [The Category of Modality in Speech Communication: Collection of Research Papers]. Kaliningrad, BFU im. I. Kanta Publ., pp. 162-168.
- Kosova M.V., Kiyamova S.Kh., 2013. Kategoriya lokalnosti v dokumentnom tekste [The Category of Locality in a Document Text]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie*, no. 1 (17), pp. 6-10.
- Kosova M.V., Kul'ko O.I., 2011. *Dokumentnaya lingvistika: dokumentnyy tekst v sovremennom kommunikativnom prostranstve* [Documental Linguistics: Document Text in the Modern Communicative Space]. Volgograd, Izd-vo VolGU. 96 p.
- Kosova M.V., Sheptukhina E.M., 2022. Metodologicheskie polozheniya lingvisticheskoy kontseptsii professora S.P. Lopushanskoy: novye sfery primeneniya [Methodological Provisions of the Linguistic Approach of Professor S.P. Lopushanskaya: New Application Spheres]. Dmitrieva E.G., Safonova I.A., eds. *Slovo i tekst v sinkhronii i diakhronii: sb. st. k 95-letiyu so dnya rozhdeniya Sofii Petrovny Lopushanskoy* [The Word and the Text in Synchrony and Diachrony: A Collection of Articles Dedicated to the 95<sup>th</sup> Anniversary of Prof. S.P. Lopushanskaya]. Volgograd, Izd-vo VolGU, pp. 26-48.
- Krasnova O.N., 2009. Kompozitsionno-rechevaya realizatsiya informativnoy funktsii v nauchnom dokumente [Speech Pattern Realization of the Category of Informativity in Scientific Document]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie*, no. 1 (9), pp. 77-81.
- Kushneruk S.P., 2002. Sovremennoe sostoyanie dokumentnoy lingvistiki kak napravleniya v yazykovedenii [Documental Linguistics as a Domain of Language Studies: Current State]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie*, iss. 2, pp. 101-107.
- Kushneruk S.P., 2007. *Lingvistika dokumentnoy kommunikatsii (teoreticheskie aspekty)* [Linguistics of Document Communication: Theoretical Aspects]. Volgograd, Volgogr. nauch. izd-vo. 276 p.
- Kushneruk S.P., 2009. *Sovremennyy dokumentnyy tekst: sozdanie i issledovanie* [Modern Document Text: Creation and Studying]. Moscow, Liberiya-Bibinform Publ. 192 p.
- Kuznetsova T.V., 2002. *Deloproizvodstvo (dokumentatsionnoe obespechenie upravleniya)* [Document Management (Documentation Support of Administration)]. Moscow, ZAO Biznes-Shkola Intel-Sintez Publ. 374 p.
- Lar'kov N.S., 2006. *Dokumentovedenie* [Document Studies]. Moscow, Vostok-Zapad Publ. 427 p.
- Leychik V.M., 1990. Osobennosti funktsionirovaniya terminov v tekste [Peculiarities of Terms Functioning in a Text]. *Filologicheskie nauki* [Philological Sciences], no. 3, pp. 80-87.
- Nemchenko V.N., 2008. *Vvedenie v yazykoznanie* [Introduction to Language Studies]. Moscow, Drofa Publ. 703 p.
- Pligina E.S., 2012. K probleme dokumentnogo statusa PR-teksta [PR Text as a Document]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie*, no. 2 (16), pp. 146-149.
- Plotnikova A.M., 2016. Dokumentnyy tekst kak obyekt sudebnoy lingvisticheskoy i avtorovedcheskoy ekspertizy [Document Text as an Object of Judicial Linguistic and Authorship Examination]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie* [Science Journal of Volgograd State University. Linguistics], no. 1 (16), pp. 37-43. DOI: <http://dx.doi.org/10.15688/jvolsu2.2016.1.4>
- Plotnikova A.M., 2017. *Konfliktnaya kommunikatsiya v aspekte sudebnoy lingvistiki* [Conflict Communication in the Frameworks of Forensic Linguistics]. Yekaterinburg, Moscow, TXT Publ. 196 p.
- Plotnikova A.M., 2018. Naivnaya lingvokreativnost: ot shutki do sudebnogo razbiratelstva. Psikholingvisticheskie aspekty izucheniya rechevoy deyatel'nosti [Naive Linguistic Creativity: From a Joke to a Trial]. *Psikhologicheskie aspekty izucheniya rechevoy deyatel'nosti* [Psychological Aspects of Speech Study], iss. 16, pp. 108-116.
- Polonskiy A.V., 2000. *Kategorialnaya i funktsionalnaya sushchnost adresatnosti (na materiale russkogo yazyka v sopostavlenii s polskim): avtoref. dis. ... d-ra filol. nauk* [Categorical and Functional Essence of Addressness (Exemplified by the Russian Language Contrasted with Polish). Dr. philol. sci. abs. diss.]. Orel. 40 p.
- Preferansov S.A., 2011. Knizhnaya i razgovornaya leksika v dokumentakh Tsaritsynskogo gorodovogo magistrata (1784–1799 gg.) [Written and Spoken Lexics in Official Document of Tsaritsin Town Council (1784–1799)]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie*, no. 1 (13), pp. 58-64.
- Romanova N.A., Kosova M.V., 2022. Adaptirovannyi tekst v sovremennoi spetsialnoi kommunikatsii:

- ponyatie, vidy, svoystva [Adapted Text in Modern Special Communication: Concept, Types, Properties]. *PRIMO ASPECTU*, no. 4 (52), pp. 61-68. DOI: 10.35211/2500-2635-2022-4-52-61-68
- Romashova O.V., Romanova N.A., 2020. Lingvisticheskaya reprezentatsiya patsient-orientirovannogo podkhoda v lechebnom protsesse (na materiale klinicheskikh rekomendatsiy) [Linguistic Representation of the Patient-Oriented Approach in the Treatment Process (Based on Clinical Recommendations)]. *Tulskiy nauchnyy vestnik. Seriya: Istoriya, yazykoznanie* [Tula Scientific Bulletin. History. Linguistics], iss. 2 (2), pp. 95-107.
- Saidgasanova E.U., 2014. Dokumentnaya kommunikatsiya kak vid sotsialnoy kommunikatsii [Document Communication as a Form of Social Communication]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie* [Science Journal of Volgograd State University. Linguistics], no. 3 (22), pp. 105-109. DOI: <http://dx.doi.org/10.15688/jvolsu2.2014.3.13>
- Sharipova R.R., 2014. Kompozitsionno-rechevaya organizatsiya reglamenta kak reguliruyushchego dokumenta [The Compositional and Speech Organization of Regulation Text as a Regulatory Document]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie* [Science Journal of Volgograd State University. Linguistics], no. 2 (21), pp. 82-89. DOI: <http://dx.doi.org/10.15688/jvolsu2.2014.2.11>
- Sheptukhina E.M., 2019. Zhanrovye parametry skazki kak dokumenta serediny XVIII veka v aspekte sozdaniya lingvisticheskogo korpusa [Genre Parameters of a Narrating as a Document of the Mid-18<sup>th</sup> Century in the Aspect of Creating a Linguistic Corpus]. *Nauchnyy dialog* [Scientific Dialogue], no. 11, pp. 114-129. DOI: 10.24224/2227-1295-2019-11-114-129
- Sheptukhina E.M., 2020. Zhanrovaya parametrizatsiya raspisok serediny XVIII veka (na materiale arkhivnogo fonda Mikhaylovskogo stanichnogo atamana) [Genre Parametrization of Receipt in the Middle 18<sup>th</sup> Century (With Reference to "Mikhailovsky Stanitsa Ataman" Archive)]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie* [Science Journal of Volgograd State University. Linguistics], vol. 19, no. 5, pp. 74-86. DOI: <https://doi.org/10.15688/jvolsu2.2020.5.7>
- Shirinkina M.A., 2020. Informatsionnyy tip dokumentov ispolnitelnoy vlasti: problemy vydeleniya i opisaniya [Information Documents of Executives: Problems of Identification and Description]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie* [Science Journal of Volgograd State University. Linguistics], vol. 19, no. 4, pp. 157-169. DOI: <https://doi.org/10.15688/jvolsu2.2020.4.14>
- Shirinkina M.A., 2021. Formaty i zhanry mediakommunikatsii ispolnitelnoy vlasti [Formats and Genres of Media Communication of the Executive Power]. *Zhanry rechi* [Speech Genres], no. 1 (29), pp. 66-77. DOI: <https://doi.org/10.18500/2311-0740-2021-1-29-66-77>
- Sologub O.P., 2016a. Binarnye klisheirovannye slovosochetaniya ofitsialno-delovoy rechi [Binary Clisheéd Phrases of Official Business Language]. *Bolgarskaya rusistika*, no. 2, pp. 18-29.
- Sologub O.P., 2016b. Ofitsialnost kak organizuyushchee nachalo dokumentnoy kommunikatsii [Officiality as an Organizing Principle of Official Business Communication]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie* [Science Journal of Volgograd State University. Linguistics], no. 1 (30), pp. 18-27. DOI: <http://dx.doi.org/10.15688/jvolsu2.2016.1.2>
- Tokarev G.V., 2016. Dokumentnyy i khudozhestvennyy teksty v aspekte realizatsii ikh priznakov [Features of Document and Literary Texts]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie* [Science Journal of Volgograd State University. Linguistics], no. 1 (30), pp. 77-81. DOI: <http://dx.doi.org/10.15688/jvolsu2.2016.1.9>
- Tokarev G.V., 2019. Diskursivnye osobennosti lichnogo dnevnika kak kamernogo dokumenta [Private Diary as a Chamber Document: Discourse Peculiarities]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie* [Science Journal of Volgograd State University. Linguistics], vol. 18, no. 2, pp. 48-56. DOI: <https://doi.org/10.15688/jvolsu2.2019.2.5>
- Tupikova N.A., Preferansov S.A., 2011. Strukturno-funktsionalnye svoystva dokumentov v sostave arkhivnogo fonda tsaritsynskogo gorodovogo magistrata [Structural and Functional Peculiarities of the Documents That Comprise the Archive Fund of Tsaritsin City Council]. *Vestnik Chelyabinskogo gosudarstvennogo universiteta. Filologiya. Iskusstvovedenie* [Bulletin of Chelyabinsk State University. Philology. Art Studies], no. 28 (243), pp. 106-108.
- Tyurikova N.A., 2013. Ekstra- i intralingvisticheskie prichiny izmeneniy v terminologii [Extra- and Intralinguistic Reasons of Changes in Dynamic Terminologies]. *Vestnik Volgogradskogo gosudarstvennogo universiteta. Seriya 2. Yazykoznanie* [Science Journal of Volgograd State University. Linguistics], vol. 19, no. 4, pp. 157-169. DOI: <https://doi.org/10.15688/jvolsu2.2020.4.14>

- gosudarstvennogo universiteta. Seriya 2. *Yazykoznanie*, no. 1 (17), pp. 126-129.
- Valgina N.S., 2003. *Teoriya teksta* [Text Theory]. Moscow, Logos Publ. 191 p.
- Yankovaya V.F., 2001. Delovoy stil (o spetsifike yazyka upravlencheskikh dokumentov) [Business-Letter Style. On the Peculiarities of the Language of Administrative Documents]. *Sekretarskoe delo*, no. 4 (25), pp. 17-22.
- Yankovaya V.F., 2017. Ponyatie i priznaki dokumenta [The Concept and the Features of the Document]. *Otechestvennye arkhivy* [Domestic Archives], no. 2, pp. 16-23.
- Yankovaya V.F., 2022. O podkhode k klassifikatsii dokumentnykh sistem i dokumentov [On the Approach to Classifying Documentation Systems and Documents]. *Deloproizvodstvo*, no. 3, pp. 5-12.

### Information About the Author

**Marina V. Kosova**, Doctor of Sciences (Philology), Professor, Department of Russian Philology and Journalism, Volgograd State University, Prosp. Universitetsky, 100, 400062 Volgograd, Russia, mv\_kosova@volsu.ru, <https://orcid.org/0000-0003-2854-8759>

### Информация об авторе

**Марина Владимировна Косова**, доктор филологических наук, профессор кафедры русской филологии и журналистики, Волгоградский государственный университет, просп. Университетский, 100, 400062 г. Волгоград, Россия, mv\_kosova@volsu.ru, <https://orcid.org/0000-0003-2854-8759>