

For authors

Requirements for manuscripts and accompanying documents

The letter the article should include the names of all authors, the title of the article, and the scientific specialty in which the author wishes to publish his or her article (however, the final decision rests with the editorial staff).

Articles must be in WinWord format (.doc или .docx)

The total size of the article, including pictures, comments, tables and references must not be more than 40 000 characters.

The total size of the review articles (reference list of 30 or more entries) must not be more than 60 000 characters.

If the article contains illustrations, the author should send them as separate files in the format of one of the graphic editors: JPG, PNG, TIFF. The minimum resolution of images in the file is 100 by 120 pixels, not less than 72dpi.

Illustration files should be named ris1, ris2, etc.

The total number of illustrations should not exceed 8 pictures.

An article can have no more than 3 co-authors.

The editorial board does not consider articles containing more than 20% borrowed text from open sources.

The elements of the article must be placed in the following order:

- Universal Decimal Classification index;
- Title;
- Last and First Name (-s);
- Places of employment of the authors;
- Authors' e-mail addresses;
- Summary;
- Keywords;
- Text of the article;
- References;
- Information about the authors.

Appearance of a manuscript

The text must be prepared without using Tabulation, optional hyphen and spaces. Each element of the article must be separated from the others by extra line-spacing.

1. Article begins with the **Universal Decimal Classification index** (font 14, left alignment).

2. **Title** (bold type, font 18) that reflects the contents, in one sentence, with no mathematical or chemical formulas, characters other than Russian and Latin, and abbreviations, excluding those commonly used.

3. **Last and First Name** (-s) of the author (-s) (font 14). Authors are divided by comas. © Sign is put before the authors' names. Each author's name goes along with a footnote (font 12) containing the place of employment.

4. The **footnote** must contain full information about the place of employment, corresponding with the data located on its web-site.

5. **Summary** must outline the contents of the article and its main conclusions, in italics (font 14, justified alignment).

6. **Keywords** (not more than 10), in italics, font 14, left alignment, separated by comas. They must not be a combination of words.

7. **The Text**

The following structure should be observed:

- Brief outline of the condition of the subject, problem statement;
- Materials and methods, admissions;
- Main contents (including calculations, examples and pictures);
- Analysis of results;
- Conclusions and recommendations.

Fonts 14, double line-spacing, paragraph indent 1 cm, centre alignment.

All legend and abbreviations must be explained at first use in the text.

Parts of the article must be printed in bold type (font 14) from the beginning of a paragraph and separated by dot from the text.

Footnotes

References to sources and literature are indicated in the text of the article in square brackets as a serial number of the footnote and page.

The numbering is continuous.

Examples:

Reference to a publication without specific pages [12]

Reference to one page in the publication [3, p. 125]

Reference to a range of pages in the publication [3, p. 125-128]

Reference to two publications [3, p. 125; 4, p. 256-259]

Reference to archival document [9, p. 2-2 ob.]

Internet site link [8]

Tables must be placed within the margins of the text. When hyphenated to another page, the head must be hyphenated as well (center alignment, number of the table - left alignment). Tables are numbers according to their quotation in the text. Information reflected in diagrams and graphics must not be put into tables.

Illustrations (pictures, diagrams, graphics, and photographs) are placed within the margins of the text, in logical order, and numbered according to their quotation in the text. Pictures in JPEG, PNG, TIF formats only are allowed. There must be at least one quotation of the picture in the text. Scanned images must have size not less than 300dpi. Abbreviations for the pictures are explained in underlines, if not explained in the text.

8. Bibliography

Unpublished materials and materials of limited use are not allowed.

Font 14, center alignment. URL or DOI must be checked for accessibility.

Font size - 14 points, alignment by page width.

The bibliography list is made in the original language in the order of the sources mentioned in the text of the article (not alphabetically!)

- Books indicate the publisher (for older books instead of the publisher may indicate the publisher or printing house), the total number of pages.
- For articles in journals and anthologies it is mandatory to indicate the page range of the article (from and to).
- Elements are separated by commas.

The names of publications in a foreign language and the names of their authors should be given in the original transcription.

Formatting:

Books indicate the author, title (in italics), city, publisher (old books may indicate the publisher or printer instead of the publisher), year of publication, total number of pages.

Articles are not allowed to refer to the materials of textbooks and manuals, popular science literature, if the latter are not the sources that are analyzed in the article.

The article in the collection. Articles in anthologies indicate the author, title of the article, title of the collection (in italics), city, publisher, page range of the article.

Journal article. Articles in journals have the author, the title of the article, the name of the journal (italicized), the year of issue, the number, the publisher, and the page range of the article:

Article in an electronic journal. Articles in electronic journals have an author, article title, journal title (italicized), year of issue, number, DOI or URL of the article.

Publication on an Internet resource. When linking to the publication on the Internet resource the author (if specified), title of the publication, URL of the publication, date of reference are indicated. Links should not include the URL of a large website rather than its specific page containing the publication (for example: <https://tass.ru> instead of <https://tass.ru/interviews/6259637>).

In the article, it is acceptable to make references to the posted on the Internet:

- materials of news agencies;
- materials of authoritative mass media;
- materials of specialized authoritative Internet resources;
- materials posted on official websites of companies;
- materials from Rosstat, websites of government agencies, tax and legal databases;

The articles may NOT contain references to the information posted on the Internet:

- information from blogs, comments on social networks and forums;
- information from users' answers on question-and-answer sites;

- materials of entertainment resources;
- articles without confirmed expert authorship and publication dates;
- scientific information posted without attribution and authors' names;
- data from Wikipedia;
- information from ready-made essays and term papers;
- materials from the reference section of student paper exchanges.

Exceptions are allowed only if the texts listed above are analyzed in the article as sources on mass representations and popular culture.

Peculiarities of links to online publications of digitized books and journals. When referring to publications in online libraries, one should refer to the output data of the digitized book (journal), not to the addresses of the sites containing the digitized version. Links to online publications of texts that do not include publication imprints or lack page separation are not acceptable.

9. Information about the author (-s) in Russian and English:

- Last and First Name (-s);
- Date of birth (optional);
- Education (optional);
- Academic Degree;
- Employment;
- Academic Title;
- Honorary Titles and Degrees (optional);
- Fields of Studies;
- E-mail address;
- Photo.