

Rules for authors when preparing a manuscript and sending it to the editorial office

When preparing a manuscript for submission to scientific journals, authors should be guided by the following rules, compiled taking into account the requirements of Russian and international associations and organisations, including the principles and rules of COPE (Committee on Publication Ethics), ORI (the Office of Research Integrity), CSE (Council of Science Editors), EASE (European Association of Science Editors), guidelines of the requirements of VAK (Higher Attestation Commission), the Association of Scientific Journals Publishers ([MOSURED](#)) and the electronic library of NIION ([NIION](#)).

When using intellectual systems, in particular artificial intelligence (AI) systems based on neural networks (neural networks)/deep neural networks (deep neural networks, DNN) in the preparation of publication materials, the corresponding paragraph should be noted.

In the absence of reliable information about the preparation of the publication material and establishment of the technical nature of the mechanism of its formation, the materials submitted by you for publication will be considered in a special order.

If the use of artificial intelligence (AI) is detected in the publication, it will be retracted.

1.1. **The volume of the full text** of the manuscript (original research, lectures, reviews), including tables and reference list, should not exceed 40,000 characters (including spaces). The number of words in the text can be found out through the Word menu ("File" - "View document properties" - "Statistics"). In the case when the volume of the article exceeding the norms, in the author's opinion, is justified and cannot be reduced, the decision on publication is made at the meeting of the editorial board on the recommendation of the reviewer.

1.2. **Manuscript text format.** The text should be typed using the fonts included in Windows, and if this is not possible, the fonts should be provided to the editorial office together with the article. The text should be typed in Times New Roman font, size 14 pt and line spacing 1.5 pt. Indentation on each side of the page is 2 cm. Highlights in the text can be made ONLY in italics or bold, but NOT in underlining.

All repetitive spaces and unnecessary line breaks should be removed from the text (automatically via Microsoft Word's "find and replace" service).

1.3. Russian-language abstract:

- Title of the article. Should fully reflect the subject and topic of the article, as well as the main goal (question) set by the author to disclose the topic.

- Authors. When writing the authors of the article, the surname should be indicated after the first name and patronymic (Pyotr Sergeevich Ivanov, Semyon Ilyich Petrov, Igor Pavlovich Sidorov).

- Institutions. The official FULL name of the institution should be given (without abbreviations). After the name of the institution, it is necessary to write the name of the city, country after the comma. If authors from different institutions took part in writing the manuscript, it is necessary to correlate the names of institutions and full names of authors by adding numeric indices in upper case before the names of institutions and after the full names of corresponding authors.

- The summary of the article should be (if the work is original) structured: relevance, purpose, materials and methods, results, conclusion. The summary should: contain the main points stated in the paper; reflect the author's view on the problem discussed in the manuscript taking into account the analysed material and obtained results; allow the reader to understand the uniqueness of this article (research or review) □ how this article differs from similar works. The volume of the text of the summary should be within 200□300 words.

- Keywords. It is necessary to specify the keywords □ from 3 to 10, contributing to the indexing of the article in search engines. The keywords should be matched in pairs in Russian and English.

1.4. English-language annotation

- Article title. The English-language title should be competent from the point of view of the English language, while in terms of meaning it should fully correspond to the Russian-language title.

- Author names. Author names should be written in accordance with the foreign passport, or as in previously published articles in foreign journals. First-time authors who do not have a passport should use the BSI transliteration standard (see below).

- Affiliation. The OFFICIAL ENGLISH NAME OF THE INSTITUTION should be given. The most complete list of names of institutions and their official English versions can be found on the RUNEB website eLibrary.ru.

- Abstract: The English-language version of the abstract should be fully consistent with the Russian-language version in terms of meaning and structure (Aim, Materials and Methods, Results, Conclusions) and be literate in English, and should also include 200–300 words (for original papers it is highly desirable that the structured abstract should contain at least 200 words).

- Keywords. It is necessary to specify the keywords – from 3 to 10 that contribute to the indexing of the article in search engines. Keywords should be matched in pairs in Russian and English.

1.5. Additional information (in Russian, English or both languages)

- The full text (in Russian, English) should be structured by sections. The structure of the full text of the manuscript devoted to the description of the results of original research should follow the generally accepted template and contain sections: introduction (justification), purpose, materials and methods, results, discussion, conclusions/conclusion.

- Conflict of interest information. Authors should disclose potential and apparent conflicts of interest related to the manuscript. A conflict of interest can be considered any situation (financial relations, service or work in institutions with financial or political interest in the published material, job duties, etc.) that can influence the author of the manuscript and lead to concealment, misrepresentation of data, or change their interpretation. The presence of a conflict of interest in one or more authors is NOT a reason for refusal to publish an article. The concealment of potential and apparent conflicts of interest on the part of authors detected by the Editorial Board may be a reason for refusal to review and publish a manuscript.

- Acknowledgements. Authors can express their gratitude to people and organisations that contributed to the publication of the article in the journal, but are not its authors.

- Information about the contribution of each author (and the people listed in the acknowledgements section). Example:

- Authors' participation: Ivanov I. I. - concept and design of the study; Petrov P. P. - collection and processing of materials; Sidorov S. C. - analysing the obtained data, writing the text.

1.6. References

- The list of References should contain strictly only the list of literature referred to by the author in the text.

- those source Russian-language materials (and parts thereof) that have an official translation into English (or another language using the Romance alphabet) should be cited in the translation;

- those sources (or parts of the bibliographic description) for which no translation exists should be translated into English (paraphrase).
- All titles of scientific literature in References should be in APA style.

1.7. Bibliographic list

- Sources of literature used in writing the article, which are not referenced in the article, are arranged separately - Bibliographic list (in alphabetical order).

- All sources (journalistic, official, archival, media reports, etc., including Internet materials that are not scientific and analytical) are indicated in page footnotes in the original language of the source. Scientific literature (monographs, analytical reports and articles in scientific publications) is indicated in the bibliographic list after the main text of the article.

- The bibliographic list should contain no more than 10 titles of scientific literature.

- The bibliographic list contains only materials published in peer-reviewed scientific publications (references to Internet resources are allowed).

- Self-citation should be avoided, except when it seems necessary (for example, if there are no other sources of information, or the present work is based on or in continuation of the cited studies). Self-citations should preferably be limited to 3 references.

- All sources in the reference list should be formatted in accordance with GOST R 7.0.5-2008.

1.8. Contact Information

The contact information of ALL AUTHORS must be listed consistently. The section should contain the following information about each author:

- Full name (full name);
- position, structural subdivision and full name of the organisation (main place of work), academic degree, academic title;
- postal working address (with index and indication of the country), e-mail address, working phone number (with city code), mobile phone number (necessary for prompt communication with the author, it will not be placed in the published version of the manuscript or given to third parties).

1.9. A sample of the article formatting is presented in Appendix 1.

In connection with the introduction of a new nomenclature of scientific specialities¹ in 2023, as well as in connection with the release of GOST R 7.0.7-2021². The requirements for the design of published scientific materials have changed. Please familiarise yourself with the sample and draw up your article in accordance with it.

Minimum article length for the journal:

- one author - from 8 pp. - up to 12 pp. (research of the problem 6 pp. + design)

- two authors - from 10 pp. - up to 15 pages (problem research 9 pages + design)

- three authors - from 12 pp.- up to 22 p. (research 11 p. + design)

Articles co-authored by four or more authors are NOT ACCEPTED.

ORIGINALITY OF ARTICLES FROM 75%

If plagiarism is detected, the article will be retracted.

Every quotation in the article must be referenced.

Any mentioning of any author in the article should be formalised with a reference.

EXAMPLE

Group of scientific specialities:

Write the appropriate one (law, economics, psychology, pedagogy)

Cipher of scientific speciality:

Write your scientific speciality (according to the new nomenclature)

Полный перечень см.:

https://urfu.ru/fileadmin/user_upload/common_files/academic_council/docs/20210419_Prikaz_Minobrnauki_Rossii_ot_24.02.2021_N_118_Ob_utverzhdeni.pdf

УДК _____ (см.: <http://teacode.com/online/udc>)

¹ Приказ Министерства науки и высшего образования Российской Федерации от 24 февраля 2021 г. № 118 «Об утверждении номенклатуры научных специальностей, по которым присуждаются ученые степени, и внесении изменения в Положение о совете по защите диссертаций на соискание ученой степени кандидата наук, на соискание ученой степени доктора наук, утвержденное приказом Министерства образования и науки Российской Федерации от 10 ноября 2017 г. № 1093».

² ГОСТ Р 7.0.7-2021 «Система стандартов по информации, библиотечному и издательскому делу. Статьи в журналах и сборниках. Издательское оформление», утвержден Приказом Федерального агентства по техническому регулированию и метрологии от 18 августа 2021 г. № 728-ст.

<https://doi.org/10.24411/2073-3305-2021-3-127-130> *(присваивается редакцией)*

NIION: 2007-0062-4/21-15 *(присваивается редакцией)*

MOSURED: 2021-3-127-130 *(присваивается редакцией)*

EDN: 2021-3-127-130 *(присваивается редакцией)*

Научная статья

О федеральных округах и их месте в федеративном устройстве Российской Федерации

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Аннотация. Не превышает 250 слов.

Ключевые слова: не менее 3 и не более 15 слов (словосочетаний), указываются через запятую (в конце точка не ставится)

Для цитирования: Эриашвили Н. Д., Клементьева В. С. О федеральных округах и их месте в федеративном устройстве Российской Федерации // *далее выходные данные присваивает редакция*

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Original article

About federal districts and their place in the federal structure of the Russian Federation

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Abstract. Аннотация на англ. языке.

Keywords: ключевые слова на англ. языке

For citation: Eriashvili N. D., Klementieva V. S. About federal districts and their place in the federal structure of the Russian Federation // *далее выходные данные присваивает редакция*

Далее идет текст статьи¹ (Times New Roman, 14-й шрифт, полуторный интервал).

Ссылки на используемые источники литературы оформляются **затекстовыми ссылками**. Перечень помещают после основного текста (заголовки – **Список источников**), записи располагают в порядке цитирования источников в тексте статьи либо по алфавиту. ГОСТ Р 7.0.5.

Например, в тексте: [1, с. 81]

В затекстовой ссылке:

Список источников

1. Бердяев Н. А. Смысл истории. М. : Мысль, 1990. 175 с.
2. ...

References

1. Berdyaev N. A. The meaning of history. Moscow : Mysl, 1990. 175 p.
2.

Дублирование затекстовых ссылок постраничными сносками – не требуется.

Остальные источники литературы, использованные при написании статьи, на которые **не даны ссылки** в статье, оформляются отдельно — **Библиографическим списком** (в алфавитном порядке).

Информация об авторе (авторах)

Н. Д. Эриашвили – главный редактор издательства «ЮНИТИ-ДАНА», профессор кафедры гражданского и трудового права, гражданского процесса Московского университета МВД России имени В.Я. Кикотя, кандидат исторических наук, кандидат юридических наук,

¹ Основной текст статьи может быть структурирован и состоять из следующих частей: введение; текст статьи (с выделением разделов «Материалы и методы», «Результаты», «Обсуждение» и др.); заключение. Допускается деление основного текста статьи на тематические рубрики и подрубрики. Надписи и

доктор экономических наук, профессор, лауреат премии Правительства РФ в области науки и техники, Почетный адвокат России;

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Сведения о вкладе каждого автора

(если статья имеет несколько авторов)

Если вклад авторов равнозначный

Вклад авторов: все авторы сделали эквивалентный вклад в подготовку публикации. Авторы заявляют об отсутствии конфликта интересов.

Contribution of the authors: the authors contributed equally to this article. The authors declare no conflicts of interests.

Если вклад авторов неравнозначный, например,

Вклад авторов:

Эриашвили Н. Д. — научное руководство; концепция исследования; развитие методологии; участие в разработке учебных программ и их реализации; написание исходного текста; итоговые выводы.

Клементьева В. С. — участие в разработке учебных программ и их реализации; доработка текста; итоговые выводы.

Contribution of the authors:

Eriashvili N. D. — scientific management; research concept; methodology development; participation in development of curricula and their implementation; writing the draft; final conclusions.

Klemetieva V. S. — participation in development of curricula and their implementation; follow-on revision of the text; final conclusions.

Статья поступила в редакцию __.__.2024; одобрена после рецензирования __.__.2024; принята к публикации __.__.2024.

The article was submitted __.__.2024; approved after reviewing __.__.2022; accepted for publication __.__.2024.

Обязательно указывается дата направления рукописи!