

PREPARATION OF MANUSCRIPTS

1. Articles should be submitted as a single .doc/.docx file. The file name is the author's surname in English. The article should contain the following parts in the following order: information about the author / authors (no more than three co-authors), universal decimal classification (UDC), a title, an abstract (250-300 words), and keywords (5-7 words or phrases), the body of the article, a list of sources and references. The title, information about the author, abstract and keywords are given in both Russian and English. **The total number of characters in the file should not exceed 25 000.**

2. Format, font, paragraphs. Articles should use Times New Roman, 14 pt; line spacing 1.5; alignment—justified text; paragraph indent—1.0 cm from the left margin. *Automatic hyphenation should be deactivated. No footnotes are acceptable.*

3. The information about the author must include the following information in both Russian and English: the author's full name including a patronymic (if applicable), academic degree, academic title, position, name of the organization (place of work), legal address of the organization (not the subdivision). We also ask you to provide your email address and your personal identification codes (SPIN-code, Scopus AuthorID, ResearcherID, ORCID). *If the article is co-authored, please, provide information about each author.*

4. The article layout includes the following parts with relevant headings: introduction, materials and methods, results and discussion, conclusions, financing (if applicable). Avoid inconsistency between parts of the article. *Headings are bold.*

5. Tables, figures, charts. Tables should be placed in the very end of the article, after the main text. A table with multiple rows may be split over several pages. Figures and charts should be submitted in separate files (.jpg, .jpeg or .png) with the resolution of no less than 300 dpi (dots per inch). Indicate in the main text file where tables, figures or charts should be placed by inserting a separate line a highlighted text **[Insert Table 1 about here]**. Each table, figure or chart should have a heading formatted like the main text. Tables, figures and charts should be given in Arabic numbers and use continuous numbering. If the article features only on table, figure or chart, no number is used.

6. Formatting in-text references. Referring to a specific passage in the work, give the page number and use a comma: (Bakhtin 1963, 25). If the author published several works in the same year, then the year should be immediately followed by a Latin letter, corresponding to the alphabetical order of the work in the list of reference, e.g., (Bakhtin 1963a). Referring to a document with one or two authors, give the authors' surnames. Referring to co-authored works with more than two authors, give three first surnames and add et al in the end, e.g., (Author1, Author, Author3 et al). If no name of the author is given, provide the title of the document. Shortening long titles is an acceptable practice, e.g., (Philosophy of Culture 1999). Citations are provided in the main text. Use double quotation marks for in-text referencing. In-text citations should include names, year of publication and page numbers. The page number is given after the comma in the end, e.g., (Bakhtin 1962, 25).

7. Formatting the reference list. The reference list should include all the sources of direct or indirect in-text citations. The reference list should not include sources that are not cited in the article. We recommend that the reference list should contain **7-15 sources**. It should also include **sources that are not published earlier than 2014**. The reference list is placed after the main body of the text. It is **unnumbered** and arranged alphabetically. If the reference list includes several works of the same author, they are arranged under the author's surname chronologically starting from the earliest one. The

reference list starts with Russian-language sources followed by sources in Latin characters, Chinese characters, etc.

All the sources in the reference list should be provided with a verification link. Recommended resources for verification include:

- 1) DOI: <https://www.doi.org/>
- 2) Official websites of publishers (newspapers, magazines, books): www.elsevier.com/catalog?producttype=journals, www.biblio-online.ru, etc.
- 3) Electronic library catalogues: <https://www.rsl.ru/ru/4readers/catalogues> (The Russian State Library); http://primo.nlr.ru/primo-explore/search?vid=07NLR_VU1 (The National Library of Russia); www.jstor.org; www.worldcat.org, www.academia.edu, etc.
- 4) Academic databases and electronic libraries: eLibrary, Scopus, Web of Science, www.CyberLeninka.ru, www.dissertCat.com, www.dslib.net, etc.
- 5) Websites of bookstores.

Please, provide complete URLs to ensure proper verification of sources. Do not copy verification URLs in the **References**.

Sample reference list:

Book: Author, A., Author, B. (2001) *Title of a book*. 2nd ed. Location: Publisher, number of pages.

Chapter from a book: Author, A. (2002) *Title of a chapter*. In: B. Editor, C. Editor (eds.), *Title of a book*. Location: Publisher, chapter pages.

Collection of papers with editors: Editor, A. (Ed.). (2003) *Title of collection*. Location: Publisher, number of pages.

Proceedings of conferences, academic seminars, round tables: Author, A. (2008) Title of an article. In: B. Editor, C. Editor, D. Editor et al. (eds.), *Title of the proceedings*. Location: Publisher, pages.

Article from a journal: Author, A., Author, B. (2005) Title of an article. *Title of a journal*, volume (issue), pages. DOI: 10.1000/0000-0000.2007.25-5-20 (if applicable)

Internet resource: Author, A. (2009) Title of an article. *Title of a journal*, volume, pages. [Online]. Available at: [http://www.doaj.org/...](http://www.doaj.org/) (accessed 05.05.2015).

Note that titles of journals, books, dissertations and conferences are italicized to differentiate between the title of the article and the title of the source.

8. References. This section features bibliographic sources in foreign languages and transliterated Russian language sources. References section uses the **Harvard referencing style**. Transliteration follows the **BSI standard**. The references are arranged alphabetically no matter the original language. The language of the publication is given at the end of the reference. Use English for all the elements of the reference except for the titles of articles and books as well as names of publishers. Add Publ. after the name of the publisher, e.g., Moscow: Nauka Publ. Use official translations of the names of organizations. The name of a journal is given in English only if it is its official translation. If the journal does not have an official name in English, provide transliteration. Please use the following link for the transliteration of references <https://translit.net/ru/bsi/>. **Make sure that you have set the transliteration standard to BSI.**

Sample References

Book: Avtor, A., Avtor, B., Avtor, C.C., et al. (2001) *Nazvanie knigi [Title of a book]*. 2nd ed. Location: Publisher, number of pages. (In Russian)

Chapter from a book: Avtor, A. (2002) *Nazvanie glavy [Title of a chapter]*. In: B. Editor, C. Editor (eds.), *Nazvanie knigi [Title of a book]*. Location: Publisher, pages. (In Russian)

Collection of papers with editors: Editor, A. (Ed.). (2003) *Nazvanie sbornika [Title of collection]*. Location: Publisher, number of pages. (In Russian)

Proceedings of conferences, academic seminars, round tables: Avtor, A. (2008) *Nazvanie stat'i [Title of an article]*. In: B.B. Editor, C. Editor, D.D. Editor et al. (eds.), *Nazvanie sbornika [Title of proceeding collection]*. Place: Publisher, pages. (In Russian)

Article from a journal: Avtor, A., Avtor, B. (2005) *Nazvanie stat'i [Title of an article]*. *Title of a journal*, volume (issue), pages. DOI: 10.1000/0000-0000.2007.25-5-20 (In Russian)

Internet resource: Avtor, A. (2009) *Nazvanie stat'i [Title of an article]*. *Nazvanie zhurnala — Title of a journal*, volume, pages. [Online]. Available at: [http://www.doaj.org/...](http://www.doaj.org/) (accessed 05.05.2015). (In Russian)

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