

# GUIDELINES FOR MANUSCRIPTS

## GENERAL GUIDELINES

- The name of the file, sent to the journal, must contain the author's surname.
- **The article must be at least 25 thousand characters (including footnotes, spaces and bibliography, without references) and shouldn't exceed 50 thousand characters (including footnotes, spaces and bibliography, without references).**
- The article must have a **clear structure: Introduction** (which describes the relevance and novelty of the topic, the aim and goals of the research); **the main part** (which is divided into several parts and describes methodology and results) and **Conclusion** (must contain the main inferences and further possible ways of the research).
- **If the article doesn't correspond to the guidelines, the board of editors can decline it.**

## PREPARING THE MANUSCRIPT

- The text should be in Times New Roman (.doc or .docx), 12 pt, 1.5 spaced and fit to the width, the top and bottom margins should be 2 cm, the left margin – 3 cm, the right margin – 2 cm.
- **The author affiliation must contain the surname, the name, scientific degree, the name of an organization, ORCID, E-mail.** If the article is written by several authors, please indicate the corresponding author. Add the **UDC information** (<https://udcsummary.info/php/index.php?lang=en&pr=Y>).
- **The Abstract should be informative, original, relevant and concise (200–250 words), follow the structure of the paper** and contain the following parts: **introduction** (which formulates the aim, purposes and relevance of the research), **methods** (which describes material of the article and methods used to analyze it), **results** (which summarizes the main results of the research), **conclusion** (which discusses the results and indicates further directions for the research).
- **Keywords** – provide at least 5 keywords.
- **Figures and Tables.** The tables and figures must have captions, for a **table** the caption must be **above it** and for a **figure** – **below** the graphic. **The footnote must contain the source of information used in the table or figure. All the figures and tables used in the article must be sent in a separate file. The figures must be sent in Excel.**
- **Formulae** must be created using standard symbols in Microsoft Word. **The font of the formula must be the same as the font of the text.**

## REFERENCES IN THE TEXT

- **References to other publications** in the text must be in **Harvard style** (For example: [Иванов 2002, 51], [Smith 2018, 40–46]).
- **References to newspapers, Internet sources, laws and archive data, PhD thesis must be provided as footnotes:** Election results 2019: Which party got the most votes... and other questions // BBC [Internet source]. URL: <https://www.bbc.com/news/election-2019-50779901> (accessed: 21.01.2020). **Archive data:** Центральный архив города Москвы (ЦАГМ). Ф. 1609. Оп. 1. Ед. хр. 529.

## BIBLIOGRAPHY (СПИСОК ЛИТЕРАТУРЫ)

- Bibliography includes scientific works, articles in scientific journals.
- Bibliography must be alphabetically arranged according to [ГОСТ 7.0.5-2008](#). Works in Russian should be placed first, then works in other languages.
- Bibliography must contain **at least 10 scientific works**. Using textbooks, handbooks, dictionaries, PhD thesis should be minimized.
- **The volume** of the bibliography should correspond to the volume of the article and **shouldn't exceed 40 works**.
- **At least 50% of works** in the bibliography must be written in last **5 years**.
- **At least 30% of works** in the bibliography must be in **foreign languages**.
- If a massive reviewing of works that are relevant for the manuscript is necessary, it should be given in a special part (**Literature Review**).
- A massive self-citation is not allowed. Author's previous works can't exceed 40% of the rest of the bibliography.

## HOW TO ORGANIZE BIBLIOGRAPHY

- **Monography:**
  1. Surname and name
  2. Title
  3. Editor/translator
  4. Place of publishing
  5. Publisher
  6. Year of publishing

**Examples:** Мабли Г. Избранные произведения. М.; Л.: Академия наук СССР, 1950.

Barry L. Town Born: The Political Economy of New England from Its Founding to the Revolution. Philadelphia: University of Pennsylvania Press, 2009.

- **Works without authors:**

Europeanisation in Public Administration Reforms / ed. by J. Nemes. Bratislava: NISPAcee Press, 2016.

- **Articles:**

1. Surname and name
2. Title of the article
3. Name of the journal
4. Year of publishing
6. Issue/Volume
7. Pages or Internet source (URL and access date)
8. DOI

**Examples:** Воронина Т.П., Молчанова О.П. Особенности управления инновационной организацией // Вестник Московского университета. Сер. 21. Управление (государство и общество). 2004. № 2. С. 66–82.

Richter N., Jackson P., Schildhauer Th. Outsourcing Creativity: An Abductive Study of Open Innovation Using Corporate Accelerators // Creativity and Innovation Management. 2017. Vol. 27. Is. 1. P. 69–78. DOI: <https://doi.org/10.1111/caim.12252>

## REFERENCES

- References must include the same works as Bibliography.
- **For works in Russian should be used the original translation, which can be found in the corresponding journal. If there is no such a translation, then [transliteration](#) should be used.**

## HOW TO ORGANIZE REFERENCES

- **Monography:**

1. Surname and name
2. Year of publishing (in brackets)
3. *The title (italics)*
4. Place of publishing: publisher.

**Examples:** Mabli G. (1950) *Izbrannyye proizvedeniya* [Selected works]. M.; L.: Akademiya nauk SSSR.

Barry L. (2009) *Town Born: The Political Economy of New England from Its Founding to the Revolution*. Philadelphia: University of Pennsylvania Press.

- **Works without authors:**

Nemec J. (ed.) (2016) *Europeanisation in Public Administration Reforms*. Bratislava: NISPAcee Press, 2016.

- **Articles:**

1. Surname and name
2. Year of publishing (in brackets)
3. Title of the article
4. *Name of the journal* (italics)
5. Issue/Volume
6. Pages or Internet source (Available and accessed)
7. DOI

**Examples:** Voronina T.P., Molchanova O.P. (2004) Osobennosti upravleniya innovatsionnoy organizatsiyey [Innovative company management features] // *Vestnik Moskovskogo universiteta. Ser. 21. Upravleniye (gosudarstvo i obshchestvo)*. No. 2. P. 66–82.

Nikonov V.A. (2017) October 1917: Why the Bolsheviks Managed to Seize the Power. *Gosudarstvennoye upravleniye. Elektronnyy vestnik*. No. 64. P. 7–33.

Richter N., Jackson P., Schildhauer Th. (2017) Outsourcing Creativity: An Abductive Study of Open Innovation Using Corporate. *Creativity and Innovation Management*. Vol. 27. Is. 1. P. 69–78. DOI: <https://doi.org/10.1111/caim.12252>

#### **THE EXAMPLE OF HOW TO ARRANGE BIBLIOGRAPHY (СПИСОК ЛИТЕРАТУРЫ)**

Воронина Т.П., Молчанова О.П. Особенности управления инновационной организацией // Вестник Московского университета. Сер. 21. Управление (государство и общество). 2004. № 2. С. 66–82.

Гладышев А.В. Вячеслав Петрович Волгин (1879–1962) // Портреты историков: Время и судьбы. М., 2004. Т. 4. С. 71–104.

Лексин И.В. Территориальное устройство современного государства: конституционно-правовые проблемы. М.: ИД КДУ, 2014.

Соловьев К.А. Семантика легитимности государственной власти в текстах Высочайших манифестов к. XIX – нач. XX вв. // Государственное управление. Электронный вестник. 2014. № 42. С. 295–307.

## THE EXAMPLE OF HOW TO ARRANGE REFERENCES

Voronina T.P., Molchanova O.P. (2004) Osobennosti upravleniya innovatsionnoy organizatsiyey [Innovative company management features]. *Vestnik Moskovskogo universiteta. Ser. 21. Upravleniye (gosudarstvo i obshchestvo)*. No. 2. P. 66–82.

Gladyshev A.V. (2004) Vyacheslav Petrovich Volgin (1879–1962). *Portrety istorikov: Vremya i sud'by*. Moscow. Vol. 4. P. 71–104.

Leksin I.V. (2014) *Territorial'noye ustroystvo sovremennogo gosudarstva: konstitutsionno-pravovyye problemy* [Territorial organization of modern state: constitutional and legal issues]. Moscow: ID KDU.

Solov'yev K.A. (2014) The Semantics of Legitimacy in the Emperor's Manifestos (Late XIX — Early XX Century). *Gosudarstvennoye upravleniye. Elektronnyy vestnik*. No. 42. P. 295–307.

## THE EXAMPLE OF HOW TO ARRANGE THE ARTICLE

UDC

### The Title of the Article

*Ivan I. Ivanov*

PhD/DSc (History, Economics...)/postgraduate student, University/ Research Institute, city, country.  
ORCID, E-mail:

### Abstract

200–250 words

### Keywords

At least 5 words

### Introduction

...

### The main part

...

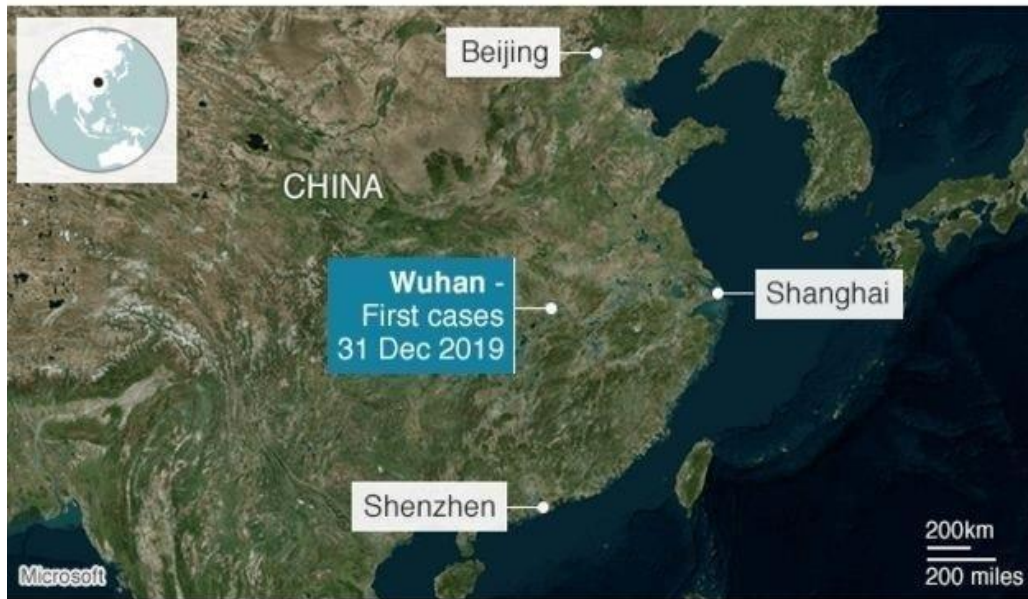
### Conclusion

...

### Bibliography (Список литературы)

### References

## THE EXAMPLE OF HOW TO ARRANGE TABLES AND FIGURES AND FOOTNOTES



**Figure 1. Spread of the new China virus<sup>1</sup>**

**Table 1. Results of 2019 UK general election by votes<sup>2</sup>**

Party	Votes	Seats	Vote share (%)
Conservative	13,941,086	364	43.6
Labour	10,292,354	203	32.2
Liberal Democrat	3,675,342	11	11.5
Scottish National Party	1,242,380	48	3.9
Green	864,743	1	2.7
Democratic Unionist Party	244,127	8	0.8
Sinn Fein	181,853	7	0.6
Plaid Cymru	153,265	4	0.5
Alliance Party	134,115	1	0.4
Social Democratic & Labour Party	118,737	2	0.4

Source: BBC

**BBC**

<sup>1</sup> New China virus: Warning against cover-up as number of cases jump // BBC [Internet source]. URL: <https://www.bbc.com/news/world-asia-china-51185836> (accessed: 21.01.2020).

<sup>2</sup> Election results 2019: Which party got the most votes... and other questions // BBC [Internet source]. URL: <https://www.bbc.com/news/election-2019-50779901> (accessed: 21.01.2020).