

# 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, ORCID, e-mail, the name of an organization**. 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. **The vertical figures are not allowed. All the figures used in the article must be sent in an Excel file. All illustrative materials (tables, figures, diagrams, diagrams, etc.) must be of good quality and suitable for printing.**
- **Formulae** must be created using standard symbols in Microsoft Word.

- **When using sources in rare languages** in the article that require additional software extensions to work with them (for example, Arabic, Hebrew, etc.), you should use the **source's translation into Russian**, rather than the source language.

## 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. Place of publishing
  4. Publisher
  5. 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
5. Issue/Volume
6. Pages
7. 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: [10.1111/caim.12252](https://doi.org/10.1111/caim.12252)

## REFERENCES

- References must include the same works as Bibliography.
- **For works in Russian the original translation should be used, which can be found in the journal or databases. 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]. Moscow; Leningrad: 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
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: [10.1111/caim.12252](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.

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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, ORCID, e-mail

University/ Research Institute, city, country.

### 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



<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).