

GUIDELINES FOR MANUSCRIPTS

I. GENERAL GUIDELINES

- The name of the file sent to the journal must contain the authors' surname in English (e.g. Petrov_Ivanov).
- The article must be **at least 25 thousand characters (including footnotes, spaces and bibliography)** and shouldn't exceed **40 thousand characters (including footnotes, spaces and bibliography)**.
- **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). **The article can't be written as a text without parts.**
- **If the article doesn't correspond to the guidelines, the board of editors can decline it.**

II. PREPARING THE MANUSCRIPT

- **Text editor** — Microsoft Word (.doc or .docx).
- **Format** — A 4.
- **Margins** — the top and bottom margins should be 2 cm, the left margin — 3 cm, the right margin — 2 cm.
- **Font** — Times New Roman.
- **Font size** — 12 pt.
- **Line spacing** — 1.5.
- **Paragraph indentation** — 1.25.
- **The surname and name of the author(s)** are highlighted in italics, bold, on the right edge, size 12 pt.
- **The title of the article** — centered, highlighted in bold, size 12 pt.
- **The author affiliation** must contain:
 - the surname, the name,
 - scientific degree,
 - academic title,
 - the name of an organization,
 - city,
 - country,
 - e-mail.

- **The Abstract** in Russian (font size — 10 pt) should be informative, original, relevant and concise (100–200 words), follow the structure of the paper and contain the following parts: relevance of the research, methods, results and conclusion.
- **Keywords** — provide at least 5 keywords.
- **The text of the article** — width alignment.
- **Figures and Tables.** The language of the tables and figures must be the same as the language of the article. **The table must have the caption above it and the figure — below it. The footnote must contain the source of information used in the table or figure.**
- The surname, the name, the article title, information about the author(s), e-mail, Abstract and Keywords **in English must be given after the bibliography.**

III. REFERENCES IN THE TEXT

- References to scientific papers are designed as **intra-text, page-by-page bibliographic references** compiled in accordance with the requirements of GOST 7.0.5-2008.
- **Monography:**
 1. Surname and name of the author(s),
 2. The title of the book,
 3. Editor/translator,
 4. Place of publishing,
 5. Publisher,
 6. Year of publishing.

Examples: *Мабли Г.* Избранные произведения / Пер. с фр. и комм. Ф.Б. Шуваевой. 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. Nemec. Bratislava: NISPAcee Press, 2016

- **Translated works:**

Хендерсон Р.И. Компенсационный менеджмент. Стратегия и тактика формирования заработной платы и других выплат. СПб.: Питер, 2004.

- **Articles:**

1. Surname and name of the author(s),
2. The title of the article,
3. The name of the journal,
4. Place of publishing (for all works except for articles in the journals),
5. 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 to newspapers, Internet sources, laws and archive data** must be provided as footnotes, **and these works are not necessary to be put in the Bibliography:** 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.

IV. BIBLIOGRAPHY (СПИСОК ЛИТЕРАТУРЫ)

- Bibliography includes **scientific works, articles in scientific journals**, i.e. it contains all works which are used in the article and given in the footnotes.
- 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 15 scientific works**. **Scientific works** are articles in the scientific journals, monographies, etc. **Sources** are legal acts, media, statistical and analytical reports, etc. **Using textbooks, handbooks, dictionaries, PhD thesis should be minimized.**
- **At least 50% of works** in the bibliography must be written in last 5 years.
- 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.

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 THE ARTICLE

Иванов И.И.

Название статьи

Иванов Иван Иванович — ученая степень/аспирант/соискатель, ученое звание, ВУЗ/Институт, город, страна. E-mail:

Аннотация

200 – 250 слов

Ключевые слова

Не менее 5

Введение

...

Подраздел статьи

...

Подраздел статьи

...

Заключение

...

Список литературы

The Title of the Article

Ivan I. Ivanov — Phd/DSc (History, Economics...)/postgraduate student, University/ Research Institute, city, country. E-mail:

Abstract

100–200 words

Keywords

At least 5 words

Introduction

...

The main part

...

Conclusion

...

Bibliography (Список литературы)

THE EXAMPLE OF HOW TO ARRANGE TABLES AND FIGURES AND FOOTNOTES



Figure 1. Spread of the new China virus¹

¹ 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).

Table 1. Results of 2019 UK general election by votes²

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



² 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).