

Rules for the Preparation of Scientific Publications in the Journal

1. The materials are to be sent:

electronically – to vestnik@rsuj.ru. Formatting requirements: DOC format (Microsoft Office Word 97-2003), Russian, font Times New Roman, font size 14, line spacing 1.5, margins 3-2-2-1.5;

manuscript – to the following address: 117418, Moscow, ul. Novocheryomushkinskaya, 69, editorial office.

2. The requirements for the submitted publications.

Volume:

- for articles, translations – up to 1 author's sheet (40 thousand printed characters, including spaces);

- for overviews, reviews etc. – up to 0.5 author's sheet;

The article should contain:

1) information about the article (abstract, keywords);

2) the text of the article;

3) references;

4) credits.

3. The article submitted for publication should have:

1) UDC (Universal Decimal Classification);

2) title of the article in Russian, which should reflect the contents of the article and the results of the research;

3) information about the author in Russian:

surname, name, patronymic name;

position, organization, the address of the organization;

academic degree, title (titles);

e-mail address, phone number, mailing address (for sending the author's copy).

Information about the author/authors is given in the footnote. If the work is co-authored, at the end of the manuscript it is necessary to indicate the contribution to the research of each of the co-authors.

E.g.:

Ivanov Ivan Ivanovich – data collection and systematization; analysis and synthesis of research results;

Lukashova Irina Nikolaevna – literature overview on the research problem; scientific advisor.

4) *Abstract* – independent from the article source of information, short characteristics of the contents of the research. It includes the following parts: Introduction, Materials and Methods; Results, Discussion. It indicates what new information the article contains in comparison with the other articles with a similar subject and purpose. Recommended size – 200-250 words. Given in Russian and English. Abstract in English should not be a literal translation of the Russian text. Recommended original content of up to 300 words.

While writing the abstract one should pay attention to the following: do not repeat the text of the article or its title, do not give numbers, tables, in-text citation, abbreviations, author's shortenings, information which is not present in the article; describe the research methodology only in case it has novelty or present a particular interest from the point of view of the current research.

Keywords reflect the main provisions, the terminology of the research, the results achieved. The required quantity of keywords (word combinations) – 5-8. Keywords or word combinations should be divided by a comma and should not be long. They are given in Russian and English.

The body of the article must be clearly structured:

Introduction presents the problem, its relevance, importance for further development of the branch of science or practical activity. The literature overview covers the main (latest) publications which serve as the basis for the development of the topic under study, describes the difficulties the researcher faced while working on the subject and the issues which remain unresolved;

Materials and methods describes the object of the research and the methods used, determines the sequence of stages of the research and justification of the applied methods;

Results of the research is the main section where the corresponding argumentation is given, the stages of the cognitive process are explained, the data on which the author relied are justified;

Discussion and conclusions briefly presents the results of the research, as well as recommendations based on the research, and their practical importance is determined.

The body of the article is written in Russian and English.

4. References are given in-text consistent with the Harvard Referencing Style: square brackets with surname and initials of the author, year of publication, page numbers. All elements are divided by commas. E.g.: [Adrien Ch., 2019, p. 20]. In case of several sources, the authors are divided by semicolon.

These references are compiled into References at the end of the article in accordance with the current requirements of the Russian Federation (GOST R 7.0.5–2008 “Standards on information, librarianship and publishing. Reference. General requirements and drafting rules”, approved by the Federal Agency on Technical Regulation and Metrology), mentioning only the sources used in the article.

If citing an edited source, the editor(s) are given, for translations – the translator. If the publication is a translation from English, it is preferable to give the original English title with the year of publication and information of the publisher.

In an original scientific article it is necessary to cite 30-40 author’s sources (including at least 7-10 foreign sources).

Self-citation: not exceeding 20 per cent of all the sources in References.

References do not include: regulatory documents, data books, archival materials, newspaper notes with no author, links to websites without specifying the material used. Such sources are cited in footnotes with continuous numbering. It is inadmissible to cite doubtful websites (e.g. referat.ru), yellow press websites, forums and social networks.

Notes are given as citations in footnotes.

5. Since the journal is printed in one ink, it is recommended:

– to use italics or bold for emphasis but not colour, which will be lost in page make-up;

– to use black and white drawings, graphs, tables, etc.

6. Reference list at the end of the article is a requirement, in Roman alphabet in accordance with the Harvard Referencing Style. English sources are not changed.

Basic structure:

Surname, initials (year of publication), title, publisher, place of publication, journal etc., references.

Punctuation is as follows: for two authors – “and” with no comma; for several authors – **commas**, the last surname joined to the preceding one by “and” **without comma**.

Books in English

Standard Form:

Surname, initials (year), *Title in italics*, no. of publication, publisher, city, country.

Books in Russian

Standard Form:

Surname, initials (year), *Title transliteration in italics* [Title in English], no. of publication, publisher, city, country.

Edited books

Standard Form:

Surname, initials (year), *Title transliteration in italics* [Original title of the book], no. of publication, in Surnames, initials of the editors (ed.), publisher, city, country.

Articles in English

Standard Form:

Surname, initials (year), “Title of the article’, *Title of the publication in italics*, vol. volume number, no. of publication (if applicable), pp. page numbers of the article.

Articles in Russian

Standard Form:

Surname, initials (year), “Translation of the article in English quotation marks”, *Title of the publication transliteration or registered title in English in italics*, vol. volume number, no. of publication (if applicable), pp. page numbers of the article.

Conferences in English

Standard Form:

Surname, initials (year), “Title of the article”, *title of the conference*, city, country, date of the conference, pp. page numbers.

Conferences in Russian

Standard Form:

Surname, initials (year), “Translation of the article title in English quotation marks”, *title of the proceedings of the conference transliteration in italics* [translated title in square brackets], *title of the conference transliteration* [translated title] *or English title for international conferences*, city, country, date of the conference, pp. page numbers.

Thesis and author’s abstracts in Russian

Standard Form:

Surname transliteration, initials (year), “Title in English”, Abstract of academic degree thesis, specialty, university (institute), city, country.

Author’s abstracts:

Abstract of PhD thesis; Abstract of D. Sc. thesis.

Thesis: PhD Thesis; D. Sc. Thesis

All publications in Russian must be translated into English in square brackets. Sources in Russian are transliterated by Translit.net (transliteration system BGN). The following must be transliterated:

- surnames, initials of Russian authors;
- title of the article, journal (even if they have a title in English) or book;
- publisher.

At the end (In Russ.) is given. While translating surnames of foreign authors into English, their original spelling is used (e.g. Nietzsche).

7. In the article there must be reference to monographs or articles (reviews etc.) from global citation index journals (Scopus, Web of Science), e.g. Journal International Private Law, British Journal of Criminology, Journal of Family Issues, Canadian Journal of Law and Jurisprudence etc. References are given to Russian journals on humanitarian and related subjects, which are indexed in Scopus (Appendix 1), as well as journals in English (Appendix 2).

8. In case of an affiliation of the author, it is necessary to separate positions, titles, degrees and the name of the organization. The name of the organization should be accompanied by the city and country where it is situated. For correct indication of the listed elements see the article of O.V. Kirillova in the journal “Scientific editor and publisher”, 2016, no. 1-4, URL <http://www.scieditor.ru/jour/article/view/18>.

Uppercase and lowercase letters in sources in a foreign language and in translations into English:

- all words in works titles are given in lowercase letters (except for the first, proper nouns and the first letter after a colon, even if it is a preposition or an article);

- all words (except for prepositions and articles) in journal titles, publishers, organizations must begin with an uppercase letter.