

# GUIDE FOR AUTHORS

## MANUSCRIPT STRUCTURE AND STYLE REQUIREMENTS

### 1. General requirements to the contents of articles

**1.1** Articles presenting results of original scientific research are accepted for publication in the journal, as well as reviews, scientific reports and bibliographical reviews on the latest Russian and international studies in history and political science.

**1.2** The journal publishes only original research papers not previously published elsewhere and not containing any incorrect or excessive citation.

**1.3** Submitted articles should correspond to the subject matter of the journal in the following key areas:

- History
- Political Science

**1.4** Submitted materials should be characterized by academic novelty and integrity. This presupposes that an article contains a historiographical overview.

- Per international standards of publication, a reference list should include no less than 20 sources, where international editions amount to one third of the total number of publications.

- Most of the references should be from Scopus, Web of Science, with DOI and URL.

- Excessive self-citation should be avoided (references to the author's works should not exceed 10 % of overall number of references).

**1.5** Manuscripts, which do not correspond to the subject matter of the journal or do not meet the style requirements, will not be considered for publication.

### 2. General style requirements

**2.1** Manuscripts should be in the format of .doc (Word 1997-2002) or .docx.

**2.2** The recommended volume of an article is one publication base sheet (40 000 characters with spaces).

**2.3** Page parameters: 210 x 297 mm (A4 format), portrait orientation. Page margin: all 20 mm. Normal font, TimesNewRoman. Font size: 12 point in the main text, 10 point in footnotes. Line spacing: one and a half. The text should be without automatic hyphenation at the end of the line. The title of the article: bold font, center aligned. Page numeration: right bottom.

**2.4** The text of the manuscript should be in a single file. Provisionally, the manuscript is divided into two parts: the first one contains UDC, information about the author, an abstract, key words, the text of the article and a list of references; the second one should be entirely in English and includes information about the author, an abstract (not mandatory), key words (not mandatory), a list of references.

### 3. Composition and presentation rules for the section in the Russian language

**3.1.** Information about the author of the article: last name, first name and patronymic (if applicable) of the author in full, degree/s (if any), title (if any), position, affiliation (name of the organization, place of work/study (in full), city, country, author's contact details: telephone number and email address.

**3.2.** UDC and the title of the article.

**3.3.** An abstract of **400-600 characters**, which must be informative and informative (it should briefly reflect the content of the article as close as possible, as well as its structure and conclusions).

**3.4.** Key words (8–10).

**3.5.** The text of the article. The article should have the following structural elements:

- a) Introduction;
- b) Main body;
- c) Conclusion.

**3.6.** List of references.

### 4. Rules on graphic presentation data

**4.1.** Drawings, tables, diagrams, charts, etc. are to be numbered, the sources are to be provided and printed within the margins of the page.

**4.2.** All highlights in the text of the article must be only in italics (not in bold or underlined).

**4.3.** Depending on the complexity of graphic materials, the Editorial Board retains the right to remove them from the text.

### 5. References in the text and in footnotes

All footnotes are given per page in 10-point size. (*Author*. Title. Place of publication (without publisher's name), year of publication. Pages) at the bottom of each page.

When referring to an electronic resource, a full and accurate link to the Internet resource and the date of retrieval are to be added at the end of the footnote.

In case the source is an archive document, the name of an archive in full without abbreviation is to be given first followed by an abbreviation in brackets. Fund. Series. Record. Sheet. When referring to documents from the same archive, only abbreviation is used for its name.

#### **Examples:**

*Glebov S.* Evraziistvo mezhdru imperiei i modernom. Istoriia v dokumentakh [Eurasianism between Empire and Art Nouveau]. M., 2009. P. 27.

*Starostina T.* Posleblokadnyi tranzit. Dnevnik [Transit after the blockade. Diary] // Sever. 2005. No. 5–6. Pp. 127–133.

*Lazarev G.* Frantsuzy ukhodiut iz Mali [The French leave Mali] // *Gazeta.ru*. 06.02.2013. URL: [http://www.gazeta.ru/politics/2013/02/06\\_a\\_4954773.shtml](http://www.gazeta.ru/politics/2013/02/06_a_4954773.shtml) (retrieved: 22.02.2014).

The State Archive of Vologda region (SAVR). F. 366. S. 1. R. 1188. L.3. (when referred for the first time)

SAVR. F. 3105. S. 1. R. 3. L. 1 verso. (when referred for the second time)

*Vysochaishe utverzhdennoe Polozhenie o gubernskikh i uezdnykh zemskikh uchrezhdeniakh ot 1 ianvaria 1864 g.* [Statute on governorate and district institutions approved by the Imperial, dated 1 January 1864] // *PSZ*. S. 2. Dep. 1 V. XXXIX. St.-P., 1867. N 40457. Pp. 18–20.

*Stocking M.K.* (ed.) *The Journals of Claire Clairmont. 1814–1827.* Cambridge, 1968. P. 325.

*Boisbouvier Ch.* Mali : le retour de la Françafrique? // *RFI.fr*. 23.07.2013. URL: <http://www.rfi.fr/afrique/20130722-mali-presidentielle-francafrique-hollande-fabius-traore-tiebile-drame> (retrieved: 26.02.2014).

## 6. Rules for arranging the list of references

6.1. The list is to be numbered in alphabetical order.

6.2. The list is to include only scientific works.

6.3. **All references to sources should be given as footnotes and not included in the list of references at the end.**

6.4. **Monographs** should be presented as follows:

- *Last name, first name and patronymic (if applicable) of the author/s;*
- Title of the book;
- Information about the book in the following order: place of publication, publishing house, year of publication. Pages.

### *Examples:*

*Potemkina M.N.* Evakuatsiia v gody Velikoi Otechestvennoi voiny: liudi i sud'by [Evacuation in the years of the Great Patriotic War]. Magnitogorsk: MaGU, 2002. 264 p.

*Cross A.G.* 'By the banks of the Neva': chapters from the lives and careers of the British in 18<sup>th</sup> – century Russia. Cambridge: Cambridge University Press, 1997. 474 p.

6.5. **Dissertations and published summaries of dissertations:**

*Arslanova Ch.R.* Evakuirovannoe i deportirovannoe v Bashkirskuiu ASSR naseleenie v gody Velikoi Otechestvennoi voiny (1941–1945) [Population evacuated and deported to Bashkirskaya ASSR in the years of the Great Patriotic War]: published summary of dissertation. Ufa, 2006. 25 p.

*Iskhakova G.R.* Sotsial'naia politika Sovetskogo gosudarstva v gody Velikoi Otechestvennoi voiny (na materialakh Bashkortostana) [Social policy of the Soviet State in the years of the Great Patriotic War]: PhD dissertation. Ufa, 2002. 147 p.

6.6. **Articles in journals / collections of articles** are to be presented as follows:

- Last name, first name and patronymic (if applicable) of the author/s;
- Title of the article // Title of the collection of articles/journal;
- Publisher's imprint in the following order: Year of publication. Number. Pages. DOI index (if available)

**Examples:**

*Kumanev G.A.* Voina i evakuatsiia v SSSR. 1941–1942 gody [The war and evacuation in the USSR in 1941-1942] // *Novaia i noveishaia istoriia*. 2006. No. 6. Pp. 7–27.

*Solodyankina O. Y.* European widows as governesses in the 18<sup>th</sup> – and 19th-century Russia // *Women's History Magazine*. 2010. Issue. 63. Pp. 19–26.

6.7. **References to electronic resources** are to be provided in a similar manner, as in the previous sections, but at the very end of the reference the exact link to the internet resource and the retrieval date are to be added.

**Example:**

*Stansfield G.* Iraqi Kurdistan: political development and emergent democracy. Taylor & Francis e-library, 2003. URL: [https://www.academia.edu/3271178/Iraqi\\_Kurdistan\\_Political\\_development\\_and\\_emergent\\_democracy](https://www.academia.edu/3271178/Iraqi_Kurdistan_Political_development_and_emergent_democracy) (retrieved: 04.10. 2014).

6.8. When reference is made to an electronic publication (articles or monographs), the full name of the site is to be provided.

## 7. Composition and presentation rules for the section in the English language

7.1. Information about the author of the article:

- Last name, first name and patronymic (if applicable) in full, transliteration (for automatic transliteration we recommend using the site <http://translit.net/>; **it is essential to select LC standard** in the main menu of the site, in the 'Options...' section), degree (if applicable), title (if applicable), position, author's email address;
- Affiliation (name of the organization, place of work/study in full (full official name of the organization in English, post code, country, city, street (in transliteration), building).

7.2. The title of the article – English translation.

7.3. Not mandatory: Abstract in English, **between 400-600 characters in volume** (must be written using commonly used terms and expressions in the field, must constitute an independent text, be informative and rich in contents, as far as possible reflecting the contents, structure and conclusions of the article).

7.4. Not mandatory: key words in English (8–10 words or word combinations).

7.5. References.

## 8. Presentation rules for 'References' section

8.1. The structure of references to publications is to be totally identical to the list of references in Russian.

8.2. In the 'References' section, as in the list of used literature, only scientific articles and monographs are to be included.

8.3. All references to sources are to be given as footnotes.

8.4. **Monographs** are to be presented as follows:

- Last name, first name, patronymic (if applicable) – transliteration (for Russian authors), **LC standard**;

- *Title of the book in italics* – transliteration, **LC standard**, if the book is published in Cyrillic characters, followed by the English translation of the title in square brackets;

- Year of publication;

- Information about the publication as follows: location of publishing house, name of the publishing house;

- Pages,

- if the book is in Russian, add (In Russian) at the end.

### **Examples:**

Ter-Minasova S.G. *Rossiia i Zapad: dialog kul'tur* [Russia and West countries: dialogue of cultures]. Moscow: Tsentr po izucheniiu vzaimodeistviia kul'tur, 2000. 320 p. (In Russian)

Bevir M., Rhodes R.A.W. *Interpreting British governance*. London: Routledge, 2003. 150 p.

8.5. Articles **in journals** are to be presented as follows:

- Last name, first name, patronymic (if applicable) of the author/s – transliteration (for Russian authors) **LC standard**;

- Title of the article – transliteration, **LC standard**, if the article is written in Cyrillic characters, followed by the English translation of the title, in square brackets;

- Information about the publication as follows: *Name of the journal (in italics)* – transliteration, **LC standard**, year of publication, number, pages, DOI index (if available);

- if the article is in Russian, add '(In Russian)' at the end.

### **Examples:**

Dunin A. *Guvernery v starinu v pomeschchich'ikh sem'iakh* [Tutors in landowner families in old times]. *Istoricheskii vestnik* [Historical Herald], 1909, vol. 117, July, pp. 185–194. (In Russian)

Cross A.G. An Anglo-Russian Medley: Semen Vorontsov's other son, Charles Cameron's daughter, Grand Duke Alexander Pavlovich's English playmate and not forgetting his English nurse. *The Slavonic and East European Review*, 1992, vol.70, no. 44, pp. 708–721.

*Cross A. English – A Serious Challenge to French in the Reign of Alexander I? The Russian Review*, 2015, vol. 7, no. 1, pp. 57–68. DOI: 10.1111/russ.10756

8.6. Articles **in collection of articles** are to be presented as follows:

- Last name, first name, patronymic (if applicable) – transliteration (for authors whose name is in Cyrillic characters), **LC standard**;
- Title of the article – transliteration, **LC standard**, if the article is written in Cyrillic characters, followed by the English translation of the title, in square brackets;
- Information about the publication of the collection of articles as follows: In last name, first name, patronymic (if applicable) of the editor – transliteration, **LC standard, (ed.)**. *Name of the collection of articles (in italics)* – transliteration, **LC standard**, followed by the English translation of the title (if written in Cyrillic characters), in square brackets; place of publishing: the name of the publishing house in transliteration, year of publication; pages, DOI index (if available);
- if the article is in Russian, add (In Russian) at the end.

**Examples:**

Chudinov A.V. Frantsuzskie gubernery v Rossii kontsa XVIII v.: stereotipy i real'nost [The French tutors in Russia at the end of the 18<sup>th</sup> century: stereotypes and reality]. Karp S.Ia., Mezin S.A. (eds.) *Evropeiskoe prosveshchenie i tsvilizatsiia Rossii* [European Enlightenment and civilization of Russia]. Moscow: Nauka, 2004, pp. 330–334. (In Russian)

Solodyankina O.Yu. Personal transfer of the message and undesirable acquaintance to the addressee: reputation of the governess. Stogova A.V. (ed.) *Incidents and Failures in European epistolary culture*. Moscow: IVI RAN, 2016, pp. 125–154.

8.7. **Links to electronic resources** are to be provided similar to the previous sections, but at the very end of the entry the exact link to the internet resource and the retrieval date is to be added.

**Examples:**

Dabla-Norris E., Minoiu C., Zanna L.-F. 2010. *Business cycle fluctuations, large shocks, and development aid new evidence*. [Washington D.C.], International Monetary Fund. URL: <http://site.ebrari.com/id/10437418> (accessed: 20.06.2014).

Frot E. 2009 *Aid and the financial crisis: Shall we expect development aid to fall?* Stockholm Institute of Transition Economics, Stockholm School of Economics. URL: [http://papers.ssrn.com/so13/papers.cfm?abstract\\_id=1402788](http://papers.ssrn.com/so13/papers.cfm?abstract_id=1402788) (accessed: 28.05.2013).