

AUTHOR GUIDELINES
**for Submission of Manuscripts to the Editor of the Scientific Journal “Economic
and Social Changes: Facts, Trends, Forecast”**

The Journal publishes original theoretical and experimental articles that fall within the scope of the journal. The manuscript should be of no less than 16 pages (30,000 characters with spaces). The maximum length of the paper submitted to publication is 25 pages (approximately 50,000 characters with spaces). Book reviews, information on scientific conferences, scientific chronicles are also submitted to publication. The papers should contain research findings of completed and methodologically proper works.

The decision for publication is made by the Journal’s Editorial Staff on the basis of the reviewer’s report. The novelty, scientific importance and relevance of submitted material are also taken into consideration. Articles rejected by the Editorial Staff will not be reconsidered.

Requirements to the package of materials submitted

The following materials are submitted to the editorial office in electronic form:

1. A file containing the article in a Microsoft Word document, format .docx. The name of the file is typed in the Roman characters and reflects the author’s last name (e.g.: Ivanova.docx).
2. Full information about the author on a separate page: full name, academic degree and title, place of work and position, contact information (postal address, telephone, e-mail – if available), ORCID, Researcher ID. The information should be arranged in a table.
3. Scanned copy of the commitment of the author not to publish the article in other publications.
4. A color photo of the author in the .jpeg / .jpg format of no less than 1 MB.

The package of materials is to be sent to the editor’s email address: common@vscc.ac.ru.

Text design requirements

1. Margins

Right – 1 cm, others – 2 cm.

2. Font

Font size of the article’s text – 14, type – Times New Roman (in case a special type font is needed, when typing Greek, Arab, etc. words, Windows default fonts are to be used). In case the paper contains seldom used fonts, they (font family) are to be submitted along with the file. Line interval – 1,5.

3. Indent – 1.25. Made automatically in MS Word.

4. Numbering

Page numbers are placed in the lower right corner of the page automatically with the use of MS Word tools.

5. First page of the article

In the upper right corner, the UDC is placed, under it, after the 1.5 spacing – the LBC, then – the symbol ©, indent (spacing), and the name and initials of the author in semi-bold. After the 2-spacing indent, the title of the article is given. Central alignment is used for the title of the article given in semi-bold. The abstract and key words are given below, after the 2-spacing indent, without a paragraph indent, in italics and aligned by width. Then, after the 2-spacing indent, the text of the article is placed.

6. Abstract

The abstract contains from 250 to 300 words. The abstract states the purpose of the research, points out its undoubted scientific novelty and its differences from similar works of other scientists; contains the methods used by the author and the main results of the work performed; identifies areas of application of the results of the study; briefly formulates the prospects for further research in this area.

Examples of good abstracts for different types of articles (reviews, scientific articles, conceptual articles, application articles) are available at: <http://www.emeraldinsight.com/authors/guides/write/abstracts.htm?part=2&PHPSESSID=hdac5rtkb73ae013ofk4g8nrv1>.

7. Key words

There should be not more than eight words or word combinations. Key words should reflect the content of the manuscript to the fullest extent. The number of words within a phrase should not exceed three.

8. Tables

The caption of the table and its number (if present) are given in normal font, without highlighting. The caption runs in bold and is center aligned.

Tables are inserted; drawing tools and AutoShapes are not allowed; column and cell alignment using spaces or tabs is not allowed. MS WORD table editor is used for tables. Each piece of data of the stub and head of the table correspond to discrete cell. Only editor standard tools are applied for creating and formatting tables, no pilcrows, spaces and extra blank lines for semantic breakdown and line adjustment are allowed.

9. Figures (schemes, graphs, diagrams)

The caption and its number are placed below the figure. The word “Figure” is in normal font (without highlighting). The caption runs in bold, center alignment, single-spaced.

MS EXCEL is to be used for creating charts, MS WORD, MS VISIO – for flow charts, MS Equation for formulas.

Figures and charts, created in MS WORD are to be grouped within one single object. No scanned, exported or taken from the Internet graphic materials are allowed in the article.

Algorithm of charts insertion from MS EXCEL to MS WORD:

1) in MS EXCEL select the chart, using the mouse, right click and select “copy” from the list of options;

2) in MS WORD right-click, select “paste” from the list of options, click on “paste special”, “Microsoft Excel chart”.

The title of the figure and its number are placed below the figure. The word “Fig.” is in common type face. The caption is given in bold and is center aligned.

10. Bibliographic description of the sources under tables and figures

Write: either “Source”, or “Compiled with the use of”, or “Calculated with the use of”, etc., after that – information about the source.

11. Page footnotes

Page footnotes are executed according to GOST R 7.0.5.– 2008.

12. References

The word “References” is given after a 1.5 spacing after the body of the article in lower-case letters, semi-bold italics, center alignment. Then, the list of references is given after the 1.5 spacing.

The sources are given in alphabetical order (first – Russian-language sources, arranged alphabetically, then – foreign sources, also arranged alphabetically).

References to Russian-language sources are given in accordance with GOST 7.1 – 2003. References to English-language sources are given in accordance with the Harvard standard¹.

The list of references contains links to scientific works used by the author in the preparation of the article. It is obligatory that the author provides links to all the sources from the list of references in the body of the article.

In accordance with international publishing standards, the recommended number of sources in the References should be at least 20, of which at least 30% should be foreign sources.

The number of links to the author’s works should not exceed 10% of the total number of references given in the list.

It is not recommended to include the following sources in the list of references:

- 1) articles from any non-scientific magazines and newspapers;
- 2) regulatory and legislative acts;
- 3) statistical compilations and archival materials;
- 4) sources without attribution of the author (for example, collections under someone’s editorship);
- 5) dictionaries, encyclopedias, other reference books;
- 6) reports, records, memos, protocols;
- 7) textbooks, etc. It is recommended to provide the corresponding page footnotes for these sources.

¹ Information about the modified Harvard standard is given in the book: Kirillova O.V. *Redaktsionnaya podgotovka nauchnykh zhurnalov po mezhdunarodnym standartam: rekomendatsii eksperta BD Scopus* [Editorial Preparation of Scientific Journals according to International Standards: Recommendations of a Scopus Expert]. Moscow, 2013. Part 1. 90 p.

It is recommended to include the following sources in the list of references:

- 1) articles from printed scientific journals (or electronic versions of printed scientific journals);
- 2) books;
- 3) monographs;
- 4) published conference proceedings;
- 5) patents.

A reference to the bibliographic source in the body of the article is given in square brackets indicating the ordinal number of the source from the references and page number referenced by the author. It is possible to make reference to multiple sources from the list, the ordinal numbers of these links are separated by a semicolon (for example: [26, p. 10], [26, p. 10; 37, p. 57], [28], [28; 47], etc.).

Articles that do not have the complete package of accompanying documents and articles that do not conform to the editor's requirements are not accepted.