

Rules of submission, review and publication

REQUIREMENTS TO SCIENTIFIC ARTICLES

General rules. An article of 4-15 pages (A-4 format) must be typed in a text editor MS-Word 97-2003 * .doc (the version MS-Word 2007 * .docx, * .docm is not accepted !!!) or RTF and called by the author's surname, is submitted to the editorial board in electronic form, identical to the printed version, one file and on A4 paper. The text should be printed in Times New Roman font, 14 pt, single line spacing **with no hyphenation. Spaces and tabulation at the beginning of a paragraph are unacceptable!** Document parameters are the following: the top margin – 25 mm, the bottom margin – 25 mm, the right margin – 25 mm, the left margin – 25 mm.

The paper must include the universal decimal classification (UDC), the initials and the surname of the author(s), the title of the article, the abstract (40-50 words), keywords (5-6 words), bibliography (References), no more than 10 sources. There should be no more than 30 sources in the article-review. All information is provided in **Russian** and **English**. The information about the author(s) – degree, academic status, position, department, institution, electronic address and telephone number (no abbreviations) are placed in the beginning of the article after the names of the author(s). **Important! Copyright is issued by enumeration of all authors' names, which are separated by commas.**

Formulae and special symbols (for example, Greek letters) in the article are typed in text (the menu item “Insert – Symbol – Symbol”), size 10 pt. For complex formulae, use the formula editor Math-type 5.0 and below. The length of the formula along with the number should not exceed 8 cm. **Tables** in the text are typed by standard MS-Word tools (menu item “Table – Add Table”). The table should have a title and a reference in the text of the article. The width of the table is 82 or 170 mm, the font in the table is 9 pt.

Illustrations. Each drawing should be presented as a separate file (formats: *.tif, *.jpg, *.pdf, *.eps, *.ai). **Do not insert in MS-Word!** Figures and graphs should have a clear image and be sustained in black and white. Graphs containing gray fillings should be replaced by shading or a black / white fill. Graphs, schemes and diagrams should be in MS-Excel (*.doc) and MS-Word (*.xls) format. Also a vector graphics editor is suitable for graphs, schemes and diagrams: Adobe Illustrator (*.ai). Inscriptions in figures should be in Times New Roman font 8 pt. The thickness of the lines in figures should be at least 0.5 pt. The width of the graph, schemes or diagrams is 82 or 170 mm.

Images taken from a digital camera and other bitmap images that do not contain any text are represented as *.tif or *.jpg files without compression (resolution is not less than 300 dpi). Captions to figures are placed in the text of the article. All figures must be numbered and have titles.

Illustrations made in the Paint graphics editor are not accepted, because this editor does not provide the required quality after saving the file.

It is forbidden to insert scanned figures (graphs, diagrams) into the article!

If these requirements for illustrations are not complied with, the editors reserve the right to remove or reject the article.

References and endnotes are made in accordance with GOST 7.1-2003 “Bibliography recording. The bibliographic description. General requirements and rules” and GOST 7.0.5-2008. In the list all the papers are given in the alphabetical order: first, domestic authors (or foreign, published in Russian), and then foreign authors. The authors’ names mentioned in the text should be preceded by initials (the names of foreign authors in this case are given in the original script). In the text of the article the bibliographic references are given in Arabic numerals in square brackets. Bibliographic lists should be translated into English.

The order of arranging the list: a) the author(s) of the book or the article, b) the name of the book or the article, c) the imprint. In case of the group of authors consisting of 4 people all authors are mentioned (with initials after the names); in

case of the large groups of authors the three first authors are mentioned and “et al” is added. If the authors of books are their editors or compilers, “ed.” should be put in the brackets after the name of the last one.

The structure of the bibliographic description of a book is the following: its title, the city (where it was published), after the colon – the name of the publishing house, after a point – the year of the publication. If referring to a chapter in a book, first it is necessary to mention the authors and the title of the chapter, after a point – with a capital letter comes “In”:, and the name(s) of the author(s) or editor(s), then the title of the book and its imprint.

The structure of the bibliographic description of an article from a journal is the following: its title, the title of the journal, the year of the publication (there is no punctuation between them), after a semicolon – the number of the domestic journal (the volume number – for foreign journals), after the capital letter “P” with a dot, the first and last (through a dash) pages are placed, and a dot is placed.

At the end of the article there must be an inscription ‘The article is published for the first time’, the date and the signature of the author (authors) are put. The author’s signature is scanned, saved in * .tif or * .jpg format and inserted into the file.

The author(s) is responsible for mistakes and inaccuracies of the scientific and factual nature. The materials submitted to the Editorial board will not be returned.

An article, which has a low-quality translation, and / or a translation made through an electronic translator, will be rejected.

The Editorial office does not translate.

Articles of those who have no scientific degree are assured by their scientific supervisors and the seal of the organization.

The Editorial Board reserves the right to abridge and edit articles. Articles that are not designed in accordance with these requirements shall be returned to the authors without review.

Peer review

1. All scientific articles submitted to the editorial Board of journal “Scientific notes of Orel state University” a subject of obligatory peer-review.

2. If papers conform to the journals’ criteria, the editor-in-chief appoints a referee who is a specialist in the scientific profile of the papers under peer-review.

The articles are peer-reviewed for a period of 3-4 weeks.

3. The article has to undergo a “double-blind” reviewing.

4. The referee assesses the urgency and scientific novelty of the results of research submitted for publication, their theoretical and practical significance, references to data in other papers.

The referee makes a conclusion based on the analysis of the article:

a) the article is recommended for publication;

b) the article needs corrections in accordance with referee’s comments;

c) the article is rejected (the reasons are formulated).

5. If the review contains recommendations for the correction of the article, the editorial board sends the author the text of the review with a suggestion taking them into account in preparing a new version of the article or refusing them with arguments. The refined article is sent for a recurrent review.

6. The list of referee’s comments, which are subject to unconditional acceptance by the author:

– the lack of references;

– duplication of material (publication of the material or its major part in other publications);

– the absence or unreliability of conclusions;

– no abstract, key words and other obligatory parts within the structure of the article.

7. The negative review with appropriate reasoning part is necessarily sent to the author by e-mail.

8. The editorial board sends to the authors of the provided material the copies of reviews or a reasoned refusal and it is also obliged to send the copies of reviews to the Ministry of education and science of the Russian Federation in case the editorial board receives such a request.

9. The final decision on publication is made by editorial board based on the recommendations of referees, scientific value of the work and its correspondence to subject of the journal. The article rejected by the editorial board is not to be re-reviewed.

10. After the editorial board makes a decision on publication the Executive Secretary of the editorial board informs the author about it and specifies publication terms.

11. Signed peer-reviews on paper or in electronic form (scan) are kept by the journal's editorial board for 5 (five) years.

The procedure of appeal against the decision of the editorial board

The author has the right to appeal the decision of the editorial board to reject the article or to correct the text taking into account the referee's instructions. In this case the author should send a claim with a statement of the problem and proof of his/her position to the editor-in-chief. The editor-in-chief or his/her deputy, after reviewing the claim, sends the article for additional reviewing within 2-3 weeks, or informs the author about the fairness of the referee's comments and the need of correcting the article.

In the case of proven evidence of plagiarism or falsification of data, the article is rejected without the right of being resubmitted.