# Guidelines for english-speaking authors

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**Guidelines for submission**

Articles should be submitted electronically in Microsoft Word (version 2003 or earlier) as a Rich Text File (rtf). The file should be named after the surname of the author (or the first coauthor).

Page Parameters. Please use A4 page size with 2 cm margins on each side with 1.25 cm to headers and footers.

The title of your contribution should be placed centrally in capital letters and in bold type.

The main text of your contribution should be typed in Normal style: Times New Roman, 11 pt, interval — 1, paragraph spacing — 1 cm. Articles should aim for a target length of 20 000 to 40 000 characters with spaces. You may use **boldface** or *italics*. Special symbols should be introduced by means of Symbol fonts. Please make sure that the distinctions between O (the letter) and 0 (zero); 1 (one), I (Roman figure) and l (Latin letter); intra-word hyphen (-) and dash (—) are observed. Centuries are written with Roman figures (e.g. XIX century). Recommended quotation marks are «…»; inside the quotations please use a different type of quotation marks (e.g. «…”…”…»).

Headings of the main sections of your contribution should be done in one style. Please do not use automatic lists. Numbered lists are done manually.

Tables should be signed as follows «Тable 1. Name of Table». Words in tables should not be contracted. Full stop should not be used at the end of headings and in table cells.

Pictures should be placed in the text as embedded objects. Captions are to be placed under the pictures (e.g. «Pic. 1. Name of the picture»). Full stop should not be used at the end of headings and captions to pictures.

Formulas should be done in Microsoft Word Equation, version 3.0 and earlier.

References should be presented as follows. Number of the source is indicated in square brackets: [1] for one source, [3; 5; 7-10] for several sources. If a quotation is included, the page of the source should also be mentioned (e.g. [1, p. 81] or [1, p. 81-82]). Each source is to be mentioned in the list of references only once. Repeated references in the text should be indicated by the same number in the list of references. Please do not unite several sources in the list of references under one number. The list of references should only contain the sources cited in the text. All the sources cited in the text should be included in the list of references. Please provide Russian or English translation to non-Russian Cyrillic references.

Please do not use footnotes. You may only use a footnote to indicate a **project, scholarship** or **foundation**, which supported your research.

Your contribution should be accompanied by

* the index of the Universal Decimal Classification;
* abstract of 500-600 characters with spaces;
* key words (up to 15);
* information about the author: surname and first name, place of work and position, academic degree, academic title, mail address (with postal code) for your author’s copy to be sent to; phone number and e-mail address;
* reference letter of the academic supervisor (for doctorate students).

Please take notice that submissions received by the Editorial Board are not returned to the authors. The editors may edit the text of the contribution and make minor amendments, which do not change the general meaning of the text, without the author’s consent. Opinions of the Editorial Board may not coincide with the opinion of the author.

Submissions should be sent to the e-mail address of the *Bulletin*: [fsf-vestnik@yandex.ru](mailto:fsf-vestnik@yandex.ru)

The date when the Editorial Board receives the manuscript is considered to be the date of the submission receipt.

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**Submission deadlines in 2014**

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| **Submission deadlines** | **Planned date of publication** |
| No 1 (17) February 1 | March 31 |
| No 2 (18) May 1 | June 30 |
| No 3 (19) August 1 | September 30 |
| No 4 (20) October 1 | December 26 |

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