

## **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 which correspond to the remit 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 (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 editor on the basis of the reviewer's report. The novelty, scientific importance and relevance of submitted materials are also taken into consideration. Articles rejected by the editor will not be re-considered.

#### **Requirements to the package of materials submitted**

The following materials are submitted to the editor in electronic form:

1. A file with an article in the Microsoft Word format with .docx. The name of the file must be written in Latin with the author's name (e.g., Ivanova.docx).
2. A separate page with the full information about the author: full name, academic degree and title, place of work and position, contact information (postal address, telephone, e-mail – if available), ORCHID ID, Researcher ID arranged according to the sample (Appendix 1).
3. A scanned copy of the commitment of the author not to publish the article in other publications. (Appendix 2).
4. A color photo of the author in the .jpeg / .jpg format of no less than 1 MB.

The materials in electronic form are sent to the e-mail address of the editor (common@vscc.ac.ru).

#### **Requirements to the content and structure of articles.**

All scientific articles submitted to the editor should substantially meet the following requirements. The structure of the articles must correspond to the international IMRAD standard, i.e. it must contain the following sections: introduction, description of research methodology and

its justification, research results description, analysis and explanation of the obtained research results, discussion of research results<sup>1</sup>.

The introductory part contains a clearly defined research purpose, substantiates scientific novelty and significance of the research, and contains analysis of contemporary literature available on the subject (monographs, articles, methodological recommendations, etc. published as a rule in the latest 3–5 years). It is expected that this analysis is of a problematic nature, i.e. the article does not just enumerate the existing works on the subject, but provides the author's vision of the research already conducted by other scientists, the advantages and disadvantages of these papers as connected to the subject of the research conducted by the author and reflected in the article, so that the scientific novelty of the author's work is clearly seen.

The article should be polemical and debatable, that is, the material is presented in such a way that the readers (specialized scientists, employees of public authorities, etc.) would like to participate in the discussion of the issues raised, and express their opinion<sup>2</sup>.

The final part should contain a detailed, reasoned substantiation of the importance of the conducted scientific research and reflected in the work. The author should specify what kind of contribution to the development of theoretical and applied science their work makes.

The list of references includes key relevant fundamental studies of major domestic and foreign scientists, as well as works reflecting the current status of science on this research subject.

The title of the article must correspond to its content and be of problematic nature. It must reflect the subject category and contain basic key words.

The title of the article must be brief and informative: it must clearly reflect its content in few words. Use of abstract words such as “research”, “study”, “observation”, “important”, “significant” etc. is not recommended. It is also not recommended to include terms which are not used in international scientific research (including author's terms), as well as abbreviations (except for the generally accepted ones) and formulas.

In case the article contains the results of sociological studies, the following data are to be included: methodology and method information; date, place (territory) and organization that carried out the research; finite population structure; sample type, sample volume, sample error; description of method for data acquisition and analysis. This information is presented in one of

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<sup>1</sup> O.V. Kirillova (Ed.). Metodicheskie rekomendatsii po podgotovke i oformleniyu nauchnykh statei v zhurnalakh, indeksiruemyykh v mezhdunarodnykh naukometricheskikh bazakh dannykh [Guidelines for preparation and design of scientific articles in journals indexed in international scientometrics databases]. *Assotsiatsiya nauchnykh redaktorov i izdatelei* [Association of science editors and publishers]. Moscow, 2017. 144 p. (App.).

<sup>2</sup> An example of an article whose content is polemical and debatable is the work by Doctor of Economics, Professor S.S. Gubanov “Neo-Industrial Development Model and Its System Algorithm” published in the journal *Economic and Social Changes: Facts, Trends, Forecast*, 2014, issue 3 (33).

the following ways: in a special section (paragraph) of the article; directly in the text; in a footnote. When drawing up tables it is important to clarify how percentage is calculated: of the number of respondents to this question or of the total number of respondents.

The authors must be registered in ORCHID system and have relevant ids. Guidelines for using ORCHID system are available at: <http://esc.loc/files/journal/ORCID-ISED.T.pdf>

### **Text design requirements.**

#### 1. Margins.

Right – 1 cm, others – 2 cm.

#### 2. Font.

Font size – 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 space – 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 lowercase letters 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 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=hdac5rtkb73ae013ofk4g8nr1>.

#### 7. Key words.

Each article must contain key words (up to 8 words or phrases). They must fully reflect the content of the article. The maximum number of words within a key phrase – 3.

#### 8. Tables.

In the title of the table, the word “Table” and its number are not highlighted in bold. The headline is given in bold, and is center aligned. The 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 (Office 2003, 2007) 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 (Appendix 4).

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:

- select the chart in MS EXCEL using the mouse, right click and select “copy” from the list of options;
- in MS WORD right-click, select “paste” from the list of options, click on “paste special”, “Microsoft Excel chart”.

#### 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 (Appendix 3).

#### 11. Page footnotes.

Page footnotes are executed according to GOST P 7.0.5.– 2008 (Appendix 6).

#### 12. References.

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

The sources are not arranged alphabetically, but they are given in the same order as they appear in the body of the article (Vancouver style is used).

In case the paper has a DOI, it is given in the References.

All references to Russian-language sources are given in accordance with GOST 7.0.5 – 2008. References to English-language sources are given according to the Harvard standard<sup>3</sup> (Appendix 5).

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.

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.).

**Please note that the articles that do not have the complete package of accompanying documents and the articles that do not conform with the publisher's requirements are not accepted.**

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<sup>3</sup> 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

Table 1. Information about the author

Full name	
Age	
Education	
Place of residence (city, town, etc.)	
Country	
ORCHID ID	
Researcher ID	
Academic degree	
Academic rank	
Full name of organization – place of employment	
Position	
Phone/ Fax (work)	
Phone/ Fax (personal)	
E-mail (work)	
E-mail (personal)	
Mailing address (workplace)	
Mailing address (place of residence)	

OBLIGATION

I, \_\_\_\_\_,  
full name, position and place of employment

hereby certify that the article

“ \_\_\_\_\_ ”  
title of the article

has never been published and is not currently being considered by any publishing house or editor. I agree not to submit this article for publication in other periodicals or collections of articles prior to its publication in the journal *Economic and Social Changes: Facts, Trends, Forecast*.

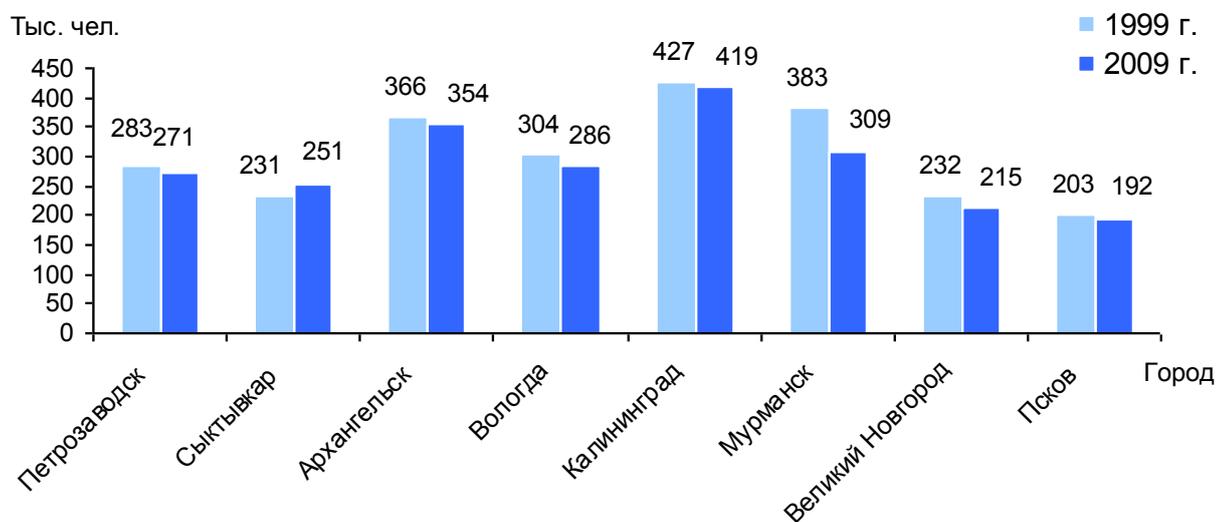
Date

Signature

**Table 1. Dynamics of the projected growth of GRP of  
Russia's economic regions up to 2020 (by 2007, %)**

<b>Economic regions</b>	<b>2010</b>	<b>2015</b>	<b>2020</b>
Central	123	167	227
Central Black Earth	120	149	190
Northwestern	125	172	236
Northern	119	157	215
Southern	124	160-170	210-250
Volga	117	157	210-230
Urals	116	143-145	180-190
West Siberian	123	174	241
East Siberian	120	142-150	175-200
Far Eastern	123	158-162	212-240

Based on: Long-term concept of the socio-economic development of the Russian Federation. Moscow, 2008. – P. 145–165.



**Figure 1. Population dynamics of regional centers of the Northwestern Federal District in the 1999–2009 period**

Source: *Russian regions. Basic socio-economic indicators of cities. 2010: statistical digest*. Rosstat. Moscow, 2010. Pp. 100-142.

## References

### Serial publications

Portes A., Zhou M. The New Second Generation: Segmented Assimilation and Its Variants. *Annals of the American Academy of Political and Social Science*, 1993, vol. 530, pp. 74-96

### Books. Single-volume publications

Luhmann N. *Risk: A Sociological Theory*. New York, 1993. 236 p.

Portes A., Rumbaut R.G. *Legacies: The Story of the Immigrant Second Generation*. Berkeley: University of California Press, 2001. 430 p.

Sassen S. *The Mobility of Labor and Capital: A Study in International Investment and Labor Flow*. Cambridge: Cambridge University Press, 1988. 240 p.

Schiller N.G., Basch L., Blanc-Szanton C. *Towards a Transnational Perspective on Migration: Race, Class, Ethnicity and Nationalism Reconsidered*. New York, 1992. 259 p.

### Internet sources

*Paths to Performance in State and Local Government. Government Performance Project. Maxwell School of Syracuse University. Available at: <http://www.maxwell.syr.edu>*

In the whole country, the number of urban population for the 1999–2009 period decreased by 4348 thousand people (4%), of rural population – by 1277 thousand people (3%), wherefore the experts believe that it is not the investments, but the people that is to be the subject of inter-city competition in the near future. When annual reduction in the number of the country’s population makes up hundreds of thousands, and man is considered “a scarce resource”, tough competition for him/her will be inevitable, due to his/her knowledge, professional skills, experience, creative abilities<sup>4</sup>.

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<sup>4</sup> *Gorodskoy Almanakh*. Moscow: Fond “Institut ekonomiki goroda”, 2008. Issue 3. P. 10.