

## **PROCEDURE**

### **for sending, reviewing and publishing articles directed to the editorial board of the International Scientific and Practical Journal "Vestnik MIRBIS"**

#### **1. Rules for the preparation of manuscripts**

Texts of articles are submitted in electronic and hard copy forms in Russian or English. The Russian version should be accompanied by an English translation of the author's surname (s), article title, annotation, keywords.

Volume of the article: The volume of the article, including tables and figures, should not exceed 1 author's sheet (40 thousand characters, including spaces). Orientation: book.

One article should have no more than three authors. The author has the right to be published once, the second time in co-authorship.

The text editor is Microsoft Word or WordPad. Page parameters: A4 format (210x297 mm), standard fields, standard font, 12 size. Automatic hyphenation is not prohibited, but the text should not contain forced line breaks!

The UDC index is placed in the upper left-hand corner of the sheet, it precedes the title of the article, corresponds to the declared topic.

Below the line follows information about the author (s): Name and surname of the author, academic degree, academic title / position, place of work / place of study, place of residence (city, country), valid e-mail of the author, contact phone (mobile or home), all information in the upper right-hand corner. The name of the article (capital letters) should be placed in the center.

Below the line both the annotation (no more than 8 lines) and keywords (no more than 10) in Russian and English are printed in italics.

The main text of the article is placed in a space from the keywords. Line spacing - single, letter and word spacing - normal, titles should be centered.

Tables and figures in the text or in the appendix should have titles; all tables and figures should be referenced in the text; figures in black and white should include a caption, conventional symbols (legend) are inserted in the caption; if the table is large, it can be placed on a separate page, and in case it is very wide - on a page with landscape orientation.

All distinguishing letters in the figures should be explained in the main text or in the caption. If an article has multiple tables and / or figures, their numbering is required. Figures are consecutively numbered in regular font without quotation marks with center alignment, for example, Fig. 1, can contain a caption, font 11 pt. Captions should not be part of the figure. Figures can be scanned from the original or made with computer graphics. Figures with the resolution of more than 300 dpi and less than 150 dpi are not acceptable.

Bibliographic references are compiled in the original language in accordance with the current requirements for bibliographic description and placed after the main text (GOST R 7.05-2008). References to literary or other sources are made out by numbers enclosed in square brackets, for example, [1]. References should be numbered consecutively.

Notes. Semantic explanations of the main text or additions thereto are made out in the form of in-text notes among the lines of the main text by a special rubric, highlighted in light italics. Notes are separated from the text by a dot (if the notes are singular they are printed in one line with the text of the note). Notes should be numbered consecutively.

If there is a grant, the reference to the grant is placed at the bottom of a page under the main text (a footnote).

#### **2. Requirements for the content of the article**

Content. In the article, it is necessary to define problems, reflect the object of research, the achieved level of research, novelty of the results, the scope of their application. The article should end with a conclusion. The conclusion is typed in a separate paragraph (paragraphs), which emphasizes the novelty of the results, the effectiveness of their use etc.

The article should be:

A) Independent, i.e., to reflect the author's own contribution to the formulation and development of a selected scientific problem (all submitted materials are checked for borrowings from open sources - plagiarism, texts with borrowings of more than 10% cannot be published in the journal).

B) Relevant, i.e., to contain elements of scientific and information novelty.

C) The content of the article should correspond to the subject of the journal.

### **3. The order of receipt of manuscripts and their reviewing**

3.1. In order to publish an original article, the authors must submit the text of the article in printed form (2 copies) or electronically (transmitted on an electronic medium or sent by e-mail to the address: [journal@mirbis.ru](mailto:journal@mirbis.ru)) to the editorial office.

The author and title of the article are indicated in the subject line.

It should be noted that the contact details (electronic and usual address, telephone and fax numbers, place of work (study) should allow the editorial board to contact the authors of the articles quickly. If such connection is impossible, this may lead to a delay in the publication of the article.

The editors strongly recommend that all documents include real, valid and frequently viewed e-mail addresses.

To the printed version of the article, it is necessary to attach information about the author:

- surname, name, patronymic (in full);
- academic degree, rank, position;
- specialty code in accordance with the Nomenclature of scientific specialties in which academic degrees are awarded;
- area of scientific interests;
- place of work, telephone number;
- address for correspondence (for non-residents);
- e-mail.

Fees are not paid. Unpublished articles are not returned to the authors.

3.2. The editorial board of the journal on the relevant research area examines the articles received from the authors, organizes their review and decides whether to publish them or refuse to publish.

The publication reviews all materials coming to the editorial board that are relevant to its subject matter, with a view to their expert evaluation. All reviewers are recognized experts in the subject matter of peer-reviewed materials and have had publications on the subject of the article under review during the last 3 years. The reviews are kept in the publishing house and in the editorial office for 5 years.

The decision of the editorial board is taken by a simple majority of votes. If the votes are equal, the chairman shall have a decisive vote. The meetings of the editorial board are recorded. A quorum for decision-making is 50% of the total number of editorial board members.

The editors of the publication send copies of the reviews or a reasoned refusal to the authors of the submitted materials, and also undertake to send copies of the reviews to Ministry of Education and Science of the Russian Federation upon receipt of the relevant request.

In the case of a paid publication procedure, an article approved by the editorial board with a positive reviews is accepted for publication from the moment the money is received to the personal account of the journal.