

**AUTHOR GUIDELINES**  
**for Submission of Manuscripts to the Editorial Office of the Scientific Journal**  
**“Economic and Social Changes: Facts, Trends, Forecast” (in concise form)**

The Journal publishes theoretical and experimental articles that fall within the scope of the journal. 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 (1 page contains approximately 1,800 characters). The maximum length of the paper submitted to publication is 24 pages (approximately 43,000 characters). 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 re-considered.

**Requirements to the package of materials submitted**

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

The article signed by the author on the first page. For students, postgraduate students and degree-seeking candidates a notarized signature of the supervisor is also required, the seal must be clear.

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).

Written commitment of the author that the article is not (will not be) published in other printed and/or electronic editions prior to its publication in the Journal.

The materials are sent to the address: (56A, Gorky Street, Vologda, 160014, to the editorial office of the scientific journal “Economic and Social Changes: Facts, Trends, Forecast”).

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

A file containing the article in a Microsoft Word document, format .doc or .docx. The name of the file is typed in the Roman characters and reflects the author’s last name (e.g.: Ivanova.doc).

Scanned copy of the commitment of the author not to publish the article in other publications.

Table containing the information about the author.

The photo of the author in the .jpeg format of no less than 1 MB.

The package of materials is to be sent to the e-mail address: common@vscc.ac.ru.

### **Text design requirements**

(samples are available at the Journal's website, section "Guidelines for submission of manuscripts...")

#### **Margins.**

Right – 1 cm, others – 2 cm.

#### **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.

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

#### **First page of the article.**

In the upper right corner, the UDC is placed, under it – the LBC, then – the symbol ©, and the name and initials of the author. Central alignment is used for the title of the article. The abstract and key words are given below, without indent, in italics and aligned by width. After that, the text of the article is placed.

#### **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>.

**Key words.**

There should be not more than 8 words.

**Tables.**

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 pilcrow, spaces and extra blank lines for semantic breakdown and line adjustment are allowed. In the title, the word “Table” and its number are given in common type face, the headline is given in bold, and is center aligned.

**Figures** (schemes, graphs, diagrams).

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:

- in MS EXCEL select the chart, 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”.

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.

**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.

### **Page footnotes.**

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

### **References.**

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

All sources are given in accordance with GOST 7.1 – 2003.

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.

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.).

Author guidelines for submission of manuscripts to the editorial office of the scientific journal “Economic and Social Changes: Facts, Trends, Forecast” are available on the Journal's website (<http://esc.vsc.ac.ru>).

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