

**Vestnik article Formatting**  
**(This document specifies correct settings for article submission)**

**1. General Formatting**

- 1.1 Set paper size at A4 210x297mm
- 1.2 Set all margins to 25 mm.
- 1.3 Set justification to full.
- 1.4 Set line spacing for all text to 1.5.
- 1.5 Font/typeface: Times New Roman, size: 12 point.
- 1.6 Set page numbering.
- 1.7 Recommended volume of a paper: 16 pages (review papers – unlimited, short messages – 5 pages)
- 1.8 Full papers should be composed as follows:
  - 1) index;
  - 2) title;
  - 3) authors' initials and surnames (only in this order);
  - 4) affiliation, e-mail (if several institutions, then names and affiliation are indexed accordingly);
  - 5) abstract;
  - 6) keywords (no more than 6);
  - 7) structurized text of the article: introduction, methods and approaches, results and discussion, conclusions;
  - 8) references should not exceed 20 titles, with the priority of publications for the last 3 years (short messages – 10 titles, review papers – unlimited));
  - 9) figures no more than 6 (short messages – 3, review papers – no more than 10);
  - 10) tables no more than two (review papers – up to 5);
  - 11) captions to the figures and tables.

**2. Manuscript title, authors and affiliations**

- 2.1 Only the manuscript title, authors and affiliations appear centered between margins.
- 2.2 Title appears in bold (do not use CAPS LOCK), size 12 point.
- 2.3 Authors provide their e-mail or email of organization.

**3. Abstract**

- 3.1 Abstract starts under the title up to 1500 characters with spaces. It should include: timeliness, object of study, subject of study (methods or approaches), results of study.

**4. Main text, titles and layout**

- 4.1 Abbreviations are not allowed except standard.
- 4.2 Subtitles are typed in bold.
- 4.3 The text is recommended to highlight in italic or bold type.
- 4.4 The fragment of the text, on which the author would like to focus attention (for example, acknowledgements), is italicized.

**5. References and citations**

- 5.1. References in the text consist of the author's last name (or the first word of the title) and the year. If there are several publications of one author and one year, then a letter is added after the year in accordance with the order in the bibliography, for example (Johnson, 1999b; Collection..., 2003). Try to avoid a large number of links in one place of publication.
- 5.2 Literature references are collated at the end of the main text body, listed in the alphabetical order of appearance. Literature referrals in the text are sequentially numbered in order of first appearance, using square brackets.
- 5.3 Example of references:

Books: Surnames N. P. Book title. City: Publishing house, Year of publishing, ??? p.

Articles: Surnames N. P. Article title. Journal title, Year of publishing, Volume, pp.??-??.

Internet resources: Title [Title of the source from which the material is taken] URL: <http://something-site.com/content/html-page> (date of access 01/01/2021)

Link to archival materials: Surname I. O. Title of archival material. Archive title. Fund number. File number.

Reference to patents: RF Patent No. ?????????

Instead of links to dissertation materials and abstracts, it is recommended to refer to original articles on the topic of the dissertation work, since printed sources are easier to find.

5.4 Citations and foreign text should be thoroughly checked by the author.

## **6. Units and measures, greek characters and special symbols**

6.1 Use only SI units.

6.2 For special symbols like Greek letters, degree, multiplication, etc, use the standard character set provided by Word [Insert | Symbol]

6.3 Use non-breaking spaces and dashes when necessary.

6.4 Geographical names should be checked according to international standards.

6.5 Terms and complex words should be checked according to the newest academic dictionaries. In case of rare specific terms, please refer to leading periodicals in the topic.

## **7. Mathematical equations and formulae**

7.1 Equations appear in plain print and are indented from the left margin. Microsoft Word built-in formula editor is recommended for complex formulae.

7.2 Hyphenation of equations are not recommended.

## **8. Tables**

8.1 Tables should be formatted uniformly.

8.2 Tables are numbered in the order of their appearance in the text.

8.3 All dimensions are given in the stub and heading of the table.

8.4 All columns in the stub and heading should be filled with text.

8.5 The main and independent headings in columns are written with a capital letter, subordinates — with lower case.

8.6 Repeated text in the tables are replaced with the combination of symbols: --/-. .

## **9. Artwork: images, graphs, diagrams**

9.1. Figures in the text are referred to as "Fig." with the number (Fig. 1).

9.2. Graphics should be prepared in EPS, PSD, TIF or JPG formats and presented as separate files. The vector format CDR (Corel Draw to 14 version) is allowed. File extensions must match their type.

9.3. Each figure and diagram must be accompanied by a caption.

9.4. Pay attention to the resolution of the image! For example, color and grayscale images should have a resolution 300 dpi, dashed patterns - 600 dpi.

9.5. Excel charts, drawings inserted in Word documents, as well as scanned from other editions, with unreadable or poorly visible inscriptions and lines are not accepted.

9.6. Graphic files should be named in such a way that it was clear to which article they belong and in what order should be located.

9.7. It is preferable to fit a figure or a table into one column (width 85 mm). All elements and symbols in the figure should be distinguishable when printing (unnecessary to remove, make it readable and close in size). In extreme cases, drawings and tables are allowed for 2 columns wide. In the total volume of the article, the graph should not be more than 1/3. All the symbols in the figures must be decoded in the signatures or in the text of the article.

9.8. In such figures as maps, sections and microphotographs, a scale should be indicated graphically (as a ruler). It is necessary to avoid technical information that is not of interest to the readers or already given in the text.

The Editorial Board reserves the right to reject articles formatted with violation of the rules (notifying the contact person about this decision).