**Requirements for the design of articles**

The editorial staff of the «Vestnik NTsBZhD» magazine asks the authors to carefully read the design rules and the requirements for manuscripts of articles listed below. Only manuscripts fully compliant with the rules are allowed for review.

1. The editor used for typing articles - MS Word with the extension .doc.

2. The volume of the article for publication in the journal is 6-12 pages (at least 20,000 characters).

3. The main font of the article is Times New Roman, size - 14 pt, line spacing - minimum 18 pt. Fields: 2 cm to the left, 2 cm from above, 2 cm from the right, 2 cm from below; from the edge to the top footer - 1.5 cm, bottom - 1.5 cm. Letter spacing is normal. Interword space - one character.

4. The title of the article is typed in capital letters, using bold text, as well as centering, and should be presented in separate paragraphs in Russian and English:

• UDC, aligned to the left (put by the author);

• authors' surnames and initials, academic degree, academic title, position, place of work, city, country, e-mail in italics.

5. Avoid titles in the form of interrogative sentences, as well as titles, the meaning of which can be read ambiguously.

6. At the beginning of the article there is an abstract in Russian and English in the volume from 50 to 100 words. The abstract should include a description of the main topic, the problems facing the author, the goals of the work, the methodology and its results. Annotations should not contain formulas, references to bibliographic sources and abbreviations (if possible). It is not recommended to quote the text of the article. The text of the abstract in English is designed for international audience. It should be written in a good-shaped language and be original (not a direct word-by-word translation of the Russian version of the abstract).

7. Keywords are given in the amount of 8-10 words in Russian and English.

8. Information about grants and acknowledgement is given in the form of a footnote at the end of the first page of the article.

9. For text selection, italics and bold are used. You should not use for these purposes discharge and a set of capital letters, underscores.

10. It is not allowed to use spaces and tabs for formatting paragraph indent (“red line”) and alignment other than left or middle; endnotes. The text should not have double spaces and double paragraphs (blank lines).

11. It is not allowed to use automatic word wrap. Presence of trailing articles, prepositions, conjunctions, as well as illogical hyphenation is not allowed.

12. The point is not put after: UDC, article titles, full names of authors, addresses, headings and subtitles, table names, dimensions (с - second, g - gram, min - minute, day - day, degree - degree).

13. The point is put after: footnotes (including in the tables), notes to the table, captions to the figures, brief annotations, abbreviations (month - month, year - year, million - million, t. Pl. - melting point) , but is NOT placed in subscripts (Tpl - melting point).

14. All terms and definitions must be scientifically reliable, their writing (both Russian and Latin) must correspond to general or special dictionaries and reference books. In addition to the generally accepted abbreviations of units of measurement, financial and economic, geographical, physical, chemical and mathematical values and terms, abbreviations of phrases often repeated in the text are allowed. All alphabetic characters and abbreviations entered by the author should be spelled out in the text when they are first used, with the exception of generally accepted abbreviations and terms. Abbreviations of simple words are not allowed, even if they are repeated often.

15. The article should be written in a language that is understandable not only to specialists in this field, but also to a wide circle of readers interested in discussing the topic. The "Introduction" should clearly explain the motivation of the authors, which prompted them to perform study. It is necessary to give a brief but informative review in which the essence and significance of the problem and possible solutions were determined (mention the work carried out by other authors, identify the shortcomings of previous studies, if any; it is recommended not to mention only domestic, but also foreign studies on the topic under study).

From the text of the article it should be clear what exactly the scientific novelty of this work is, what part of the statement relates to the previously known facts, and what part the actual subject of this article represents. Please note that the manuscript proposed for publication should be written in the form of a scientific article, and not a report, a dissertation author's abstract, etc. The article should contain detailed information about the work performed and allow the reader to reproduce the results.

In the "Conclusion" the author should analyze the results obtained in the work, compare them with similar results obtained by other authors, and consider the scientific perspectives which are opened with the results obtained in the work.

The list of references to the article should contain links to current publications in international scientific journals on the subject of the article. If such publications are not available, this should be specifically noted in the “Introduction”.

16. The content and structure of the text of the article must be built in a certain logical sequence, which involves the inclusion of the following elements (the number and title may vary depending on the subject of the article):

• scientific exposition, which aims to introduce the problem;

• problem statement and analysis of existing approaches to its solution;

• identification of the object and subject areas of analysis, hypotheses and assumptions,

• analysis of existing methodological approaches to solving this problem;

• research part and its scientific interpretation;

• evidence system and scientific reasoning;

• formulation of the main theoretical conclusions and their argumentation;

• research results;

• specific recommendations for specialists in the relevant field;

• conclusions / conclusion (should be a logical conclusion of the scientific work performed);

• bibliography and References.

17. Authors are responsible for the selection and accuracy of the facts, quotes, statistics, proper names and other information, for errors, typos and inaccuracies in the text of the article.

18. **Requirements for drawings**. In the text, all the illustrations (photographs, charts, diagrams, graphs, etc.) are referred to as drawings. All pictures in the text should be referenced. Figures should be placed immediately after the text in which they are first mentioned, placed in the center and numbered in Arabic numerals sequentially in the order in which they are mentioned in the text (for example, Fig. 1). In the image you should use the font Times New Roman 14 size without italics. The size of letters, numbers and icons should provide an opportunity for their unambiguous understanding. All figures should have headings and be clear without reference to the text of the article. The captions under the pictures should describe all the symbols.

The colors of lines and objects should be chosen in such a way that they exclude any possible loss of information provision. It is recommended to print such illustrations on a black and white printer to check the visibility and distinguishability of colors. It is advisable to mark colored lines of graphs with symbols, numbers or special characters, or to make different types of lines for each color. With a large number of color areas in similar color tones, it is desirable to additionally designate the area with symbols or hatching.

Captions to the figures should contain an exhaustive commentary on the image. If the picture consists of several parts (for example, a, b, c), they must have a common title and separate signatures for each part.

When borrowing a picture from any source, a reference to this source is given - the corresponding number from the list of references.

19**. Requirements for tables**. The tables allow a brief and clear presentation of the available data in all necessary details, without reference to the text of the article itself. Summarizing the results in the form of tables can significantly reduce the amount of text. Tables can be given in the text, without putting them on separate pages. References to the tables are given in the text of the article.

Tables are numbered in Arabic numerals sequentially in the order of their first mention in the text. From the top right, you need to designate the number of the table (if there are several tables), its name is given below. Captions to the tables are written in Times New Roman 14 without italics. Each table should have a heading that will allow the reader to understand what data is presented in it, without reading the text of the article. All columns and rows of the side should be entitled. If abbreviations are used, they are spelled out in a sub-note. All explanations are given there. For footnotes, it is recommended to use uppercase asterisks (\*). The figures in the tables should be carefully verified by the author and should not diverge from the text of the article.

When borrowing a table from any source, a link to this source should be given - the corresponding number from the list of references.

20. **Requirements for mathematical formulas**. Mathematical formulas are drawn up through the “MathType” formula editor, and their numbering is put in parentheses on the left side. Variables should be italicized. If a statistical software package is used for data processing, its name and version should be indicated.

21. Notes are issued as footnotes at the end of the page. The numbering of footnotes on each page starts from one.

22. Intra-text, subscript, text-by-text bibliographic references are made out in accordance with GOST 7.05-2008.

23. References to the literature are given in the text in square brackets: [1]; if several references are indicated at once, then [1, 3-8]; if the page is specified - [1, p. 254-256]. It is necessary to make sure that for all sources cited in the list of references there are references in the text (and vice versa). It is not allowed to include links that are not used in the text.

24. **References and References**. The correct description of the sources used in the reference lists is a guarantee that the cited publication will be taken into account when evaluating the scientific activities of its authors and the organizations that they represent. **The author is responsible for the correctness of the bibliographic data.**

In the journal «Vestnik NTsBZhD», the Harvard citation style is used: in the list of references, the references are numbered alphabetically.

References are made in accordance with GOST 7.1-2003 “Bibliographic Record. Bibliographic description. General requirements and rules for drafting” and in accordance with international standards adopted by the editors - References (in the Romanesque alphabet).

The list of references should not exceed 10 sources.

The bibliography should primarily contain, in addition to the fundamental works of the publication over the past 5 years, articles from journals and links to highly cited sources, including those from the Scopus database and the Web of Science.

Links to online sources must be reliable, durable and verifiable. As a minimum, the full URL and the date of the referral should be given when the link was available. You should also indicate any other additional information: digital identifier Digital Object Identifier (DOI), authors' names, dates, references to publication sources, etc. (for articles published after 2013). Check the availability of DOI articles at: http://search.crossref.org.

You should not refer to unpublished, rejected (withdrawn from print) articles. Self-citation without extreme necessity is not acceptable (in these cases - no more than 3-5 links).

Under one number it is permissible to indicate only one source. The list of references for monographs should indicate the total number of pages; for articles, the pages of the article.

In the References block for Russian-speaking sources, the following structure of bibliographic reference transliteration is required: author (s) (after the author's last name put a comma, then initials), book or article title, journal name, output data, indication of the language of publication in brackets (for example, In Russian ).

On the sites http://www.translit.ru/, http://transliteration.ru/gost/ and https://antropophob.ru/translit-bsi, you can translate Russian text into Latin for free (transliteration option according to BSI standard).

**Important!** The names of journals / articles should not be translated independently, you must copy the officially documented translation posted on the journal website / archive or database of eLIBRARY.RU, otherwise the link will be invalid. In any case, the names of foreign authors are not transliterated; they are given only in the original (common) writing.

**Cyrillic transliteration - BSI standard**

а - a к - k х - kh Exceptions: spelling of some surnames (for example, the author sustainably transliterates his surname in a different way or a certain tradition has been formed) and geographical names (we recommend to refer to reference books).

Examples of exceptions:

Vygotsky, Brushlinsky, Petrovsky, Yaroshevsky

Leontiev A.N., Leontiev A.A., Leontiev D.A., Rubinstein

Kazan, Kharkov, Nalchik, Perm, Ryazan, Tver, Yaroslavl etc (the symbol of the soft sign is omitted)

Moscow (not Moskva)

Rostov-on-Don (not Rostov-na-Donu)

St. Petersburg (not Sankt-Peterburg)

Yekaterinburg (not Ekaterinburg)

b - b l - l c - ts

in - v m - m h - ch

g - g n - n sh - sh

d - d o - o y - shch

e - e p - p ъ - ''

e - e p - r s - y

f - zh with - s f - '

h - z t - t er - e

and - i y - u y - yu

i - i f - f i - ya

An electronic version of the article and information about the author (s) is sent to the editors at the email address guncbgd@mail.ru with the obligatory indication in the “Subject” column: “The article «Vestnik NTsBZhD»”. Together with the article, send a scanned version of the statement to the editor, signed by all authors.

The editors' correspondence with the authors is carried out via the email address guncbgd@mail.ru. The editors of the journal do not enter into a substantive discussion of articles, correspondence on the method of writing and formatting scientific articles with the authors and are not engaged in bringing the articles to the required scientific and methodological level.

In case of violation of the above requirements for the design of articles, manuscripts are returned to the authors for revision. Articles with a lot of stylistic errors, grammatical and syntactic errors are not published and are not returned to the authors.

Manuscripts submitted to the editorial staff of «Vestnik NTsBZhD» undergo mandatory testing for the uniqueness of the material and the amount of borrowing in the automated checking system Antiplagiat and the peer review procedure — double-blind (anonymous) reviewing.

Publication in the journal is free. The journal does not charge a fee for processing manuscripts and preparing articles for printing.

Articles that have been reviewed and accepted for publication by the editorial board and the chief editor are accepted for publication.

Requirements for the formulation of articles were reviewed and approved at a meeting of the editorial board (Minutes No. of).

**Examples of the “References” block**

**Book:**

Semenov, V.V. Philosophy: the result of millennia. Philosophical psychology [Text] / V.V. Semenov; Grew up Acad. Sciences, Pushchin. scientific Center, Institute of Cell Biophysics, Acad. life saving problems. - Pushchino: PNC RAS, 2000. - 64 p.

Agafonova, N. N. Civil law [Text]: studies. manual for universities / N. N. Agafonova, T. V. Bogacheva, L. I. Glushkov; under. total ed. A. G. Kalpina; auth. entry Art. N. N. Polivaev; M-total and prof. Education RF, Mosk. state legal Acad. - 2nd ed. additional - M .: Yurist, 2002. - 542 p.

Myocarditis: modern approaches to diagnosis and treatment [Text]: monograph / V. N. Bykov [et al.]; rep. ed VN Sukhov; M-education Ros. Federation, St. Petersburg state forestry Acad. - 2nd ed., Pererab. and add. / with the participation of T. A. Sukhova. - SPb .: SPPLTA, 2001. - 231 p.

**Dissertations, abstracts:**

Belozerov, I.V. The religious policy of the Golden Horde in Russia in the 13th – 14th centuries. [Text]: dis. ... Cand. ist Sciences: 07.00.02 / Ivan Valentinovich Belozerov; Mosk. state un-t them. M. V. Lomonosov. - M., 2002. - 215 p.

Mindiashvili, DG. Managing the process of the formation of the statokinetic stability of qualified wrestlers: author. dis. ... Cand. ped. Sciences: 13.00.04 / Dmitriy Georgievich Mindiashvili; Krasnoyarsk State ped. un-t - Krasnoyarsk, 1992. - 24 p.

**Periodicals (articles from journals, collections of scientific papers, conference proceedings):**

Dvinyaninova, G.S. Compliment: communicative status or strategy in discourse [Text] / G.S. Dvinyaninova // Social power of language: Coll. scientific tr. / Voronezh. interregion. In-t societies. Sciences, Voronezh. state un-t, Fak. Romano-German. stories. - Voronezh, 2001. - p. 101–106.

Bogolyubov, A. N. On material resonances in a waveguide with inhomogeneous filling [Text] / A. N. Bogolyubov, A. L. Delitsyn, M. D. Malykh // Vestn. Mosk. un-that. Ser. 3. Physics. Astronomy. - 2001. - №5. - pp. 23–25.

**Internet resources:**

Rybakov, S. Yu. The Problem of Spirituality in the Pedagogical Aspect [Electronic resource] / S. Yu. Rybakov // Theory and Practice of Social Development. - 2014. - №16. - URL: http://teoriapractica.ru/rus/files/arhiv\_zhurnala/2014/16/pedagogics/rybakov.pdf (access date: 10.09.2018).

**Legislative materials, GOST, patents**

Russian Federation. Laws. Family Code of the Russian Federation [Text]: [feder. law: adopted by the State. Duma 8 dec. 1995: as of January 3 2001]. - SPb.: Staun-Country, 2001. - 94 p.

GOST R 517721–2001. Household electronic equipment. Input and output parameters and connection types. Technical requirements [Text]. - Enter 2002–01–01. - M .: Standards Publishing House, 2001. - 27 pp., Ill.

Pat 2187888 Russian Federation, MPK7 H 04 B 1/38, H 04 J 13/00. Transceiver device [Text] / Chugayeva V.I .; applicant and patent holder Voronezh. scientific research In-t communication. - № 2000131736/09; declare December 18, 2000; publ. 20.08.02, Byul. Number 23 (II h.). - 3 p.: Il.

**Examples of the block “References”**

**Book:**

Semenov, V. V. Filosofiya: itog tysyacheletii. Filosofskaya psikhologiya [Tekst] / V. V. Semenov; Ros. akad. nauk, pushchin. nauch. tsentr, In-t biofiziki kletki, Akad. problem sokhraneniya zhizni. - Pushchino: PNTs RAN, 2000. - 64 s. (In Russian).

Agafonova, N.N. Grazhdanskoe pravo [Tekst]: ucheb. posobie dlya vuzov / N.N. Agafonova, T.V. Bogacheva, L. I. Glushkova; pod. obshch. red. A. G. Kalpina; avt. vstup. st. N. N. Polivaev; M-vo obshch. i prof. obrazovaniya RF, Mosk. gos. yurid. akad. - 2nd izd., Znach. dop. - M .: Yurist, 2002. - 542 s. (In Russian).

Miokardity: sovremennye podkhody k diagnostike i lecheniyu [Tekst]: monografiya / V.N. Bykov [i dr.]; otv. red V. N. Sukhov; M-vo obrazovaniya Ros. Federatsii, S.-Peterb. gos. lesotekhn. akad. - 2nd izd., Pererab. i dop. / pri uchastii T. A. Sukhovoi. - SPb. : SPbLTA, 2001. - 231 s. (In Russian).

**Dissertations, abstracts:**

Belozerov, I. V. Religioznaya politika Zolotoi Ordy na Rusi v XIII – XIV vv. [Tekst]: dis. ... kand. ist. nauk: 07.00.02 / Ivan Valentinovich Belozerov; Mosk. gos. un-t im. M. V. Lomonosova. - M., 2002. - 215 s. (In Russian).

Mindiashvili, D. G. Upravlenie protsessom formirovaniya statokineticheskoi ustoichivosti kvalifitsirovannykh bortsov: avtoref. dis. ... kand. ped. nauk: 13.00.04 / Dmitrii Georgievich Mindiashvili; Krasnoyarskii gos. ped. un-t. - Krasnoyarsk, 1992. - 24 s. (In Russian).

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Dvinyaninova, G. S. Kompliment: kommunikativnyi status ili strategiya v diskurse [Tekst] / G. S. Dvinyaninova // Sotsial'naya vlast 'yazyka: sb. nauch. tr. / Voronezh. mezhregion. in-t obshchestv. nauk, Voronezh. gos. un-t, fak. romano-german istorii. - Voronezh, 2001. - S. 101–106. (In Russian).

Bogolyubov, A. N. O veshchestvennykh rezonansakh v volnovode s neodnorodnym zapolneniem [Tekst] / A. N. Bogolyubov, A. L. Delitsyn, M. D. Malykh // Vestn. Mosk. un-ta. Ser. 3. Fizika. Astronomiya. - 2001. - №5. - S. 23-25. (In Russian).

**Internet resources:**

Rybakov, S. Yu. Problema dukhovnosti v pedagogicheskom aspekte [Elektronnyi resurs] / S. Yu. Rybakov // Teoriya i praktika obshchestvennogo razvitiya. - 2014. - № 16. - URL: http://teoriapractica.ru/rus/files/arhiv\_zhurnala/2014/16/pedagogics/rybakov.pdf (accessed: 10.09.2018). (In Russian).

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Rossiiskaya Federatsiya. Zakony. Semeinyi kodeks Rossiiskoi Federatsii [Tekst]: [feder. zakon: prinyat Gos. Dumoi 8 dek. 1995 g .: po sostoyaniyu na 3 yanv. 2001 g.]. - SPb .: Staun-kantri, 2001. - 94 s. (In Russian).

GOST R 517721-2001. Apparatura radioelektronnaya bytovaya. Vkhodnye i vykhodnye parametry i tipy soedinenii. Tekhnicheskie trebovaniya [Tekst]. - Vved. 2002–01–01. - M .: Izd-vo standartov, 2001. - 27 s .: il. (In Russian).

Pat. 2187888 Rossiiskaya Federatsiya, MPK7 H 04 V 1/38, N 04 J 13/00. Priemoperedayushchee ustroistvo [Tekst] / Chugaeva V. I .; zayavitel 'i patentoobladatel' Voronezh. nauch.-isled. in-t svyazi. - № 2000131736/09; zayavl. December 18, 2000; opubl. 08.20.02, Byul. No. 23 (II ch.). - 3 s .: il. (In Russian).