

Authors' Guidelines for the journal "Vestnik of Saint Petersburg University "

Vestnik of Saint Petersburg University is the official scientific periodical journal of *Saint Petersburg State University*.

I. Submissions Principles

1.1. Manuscripts submitted for publication must be original and previously unpublished. The recommended size of a submission is between 17-32,000 characters, including spaces. Authors should send manuscripts in a format that corresponds with the journal's requirements by e-mail, regular post or transmitted in person to the series secretary. The decision to accept or reject a submission is taken by the editorial board of the series after a process of review and discussion. The decision of the editorial board is recorded in the meeting's minutes.

1.2. The submission will be refereed in accordance with our Referee and Review Policy.

1.3. No fee is charged for manuscript submissions from post-graduate students.

II. Manuscript Guidelines

2.1. The main elements of a paper must include:

- a UDC (Universal Decimal Classification) index, which should reflect in detail the research area (see: <http://www.naukapro.ru/metod.htm>);
- complete names of the author and co-authors with full information about places of employment, institutional affiliation and contact information (especially email) in Russian and English;
- the title of article in English;
- an abstract and keywords in English (the volume of the abstract should be about 100-200 words and must not exceed 250 words);
- references (references provided in oriental languages should be submitted also in Roman alphabet).

2.2. Text formatting:

- the manuscript should be prepared in an A4 paper size (210x297mm) and in a 1.5-spaced, 12-point Times New Roman font;
- margin sizes must be: right = 25 mm, left = 25 mm, top = 25 mm, bottom = 25 mm. Emphasis are marked by italic, bold italic, bold line. Underlined text is not preferred;
- all manuscripts are accepted only in the Rich Text Format (.rtf);
- if both electronic and paper versions of the same text are submitted, they must be identical unless they include a marked copy from a member of the editorial staff;
- the practice of correcting, adding, and in any way altering a manuscript after submission without the knowledge and consent of the editorial staff is unacceptable;
- all pages must be numbered on the right side of the page header;
- running titles are not accepted and will be removed.

2.3. Figures:

- figures should have titles and legends if necessary;
- all figures must be referred to in the text of the article;
- the word "Figure" and its serial number, the title and legends must be organised directly under the figure;

- figures must be numerated in Arabic numerals. If a submission has only one figure, it need not be numerated;
- drawings, graphs, charts and diagrams should be made in accordance with standards of the Unified System for Design Documentation (USDD). Figures should be presented by separate graphic images;
- figures should be prepared with adequate resolution (300 dpi minimum) and in one of the following formats: JPG or TIF with a RGB/grayscale (100 × 100 mm minimum). Dashed figures (drawings, graphs, charts, diagrams) should be submitted in a black-and-white AI, EPS or CDR format;
- legends in figures should be 9-point Times New Roman or Symbol. Greek symbols should be in plain text, Roman symbols should be in italics.

2.4. Tables

- tables must be titled in a manner that sufficiently describes their contents and include a detailed legend immediately following the title;
- each column in a table should have a heading;
- the table should be placed directly after the paragraph which refers to it;
- tables with a large number of rows may jump to the subsequent page;
- column titles are recorded in parallel rows in the table according to convention. If necessary, they can be located perpendicularly to the column titles;
- the text format in tables should be 9-point Times New Roman or Symbol. Greek symbols should be in plain text and Roman in italics;
- tables are not required to be submitted in separate documents.

2.5. Formulas and Equations

- equations and formulas should be submitted in a regular MS Word plug-in, via MathType, or in the Equation Editor in OpenOffice Math;
- equations and formulas should be placed on a separate line. Above and below each formula or equation should be left at least one free line. If the equation does not fit on one line, it should be moved after the equal sign (=) or after the plus sign (+), minus (-), multiplication (×), division (:) or other mathematical signs, and the sign is repeated at the beginning of the following line.
- an explanation of the symbols and numerical values of coefficients should be placed directly under the formula in the same sequence in which they were presented in the formula.
- formulas in the report should be numerated by ordinal numbering within the entire report with the help of Arabic numerals in parentheses at the far right side on the line.

For example

$$A = a: b \text{ (1)}$$

$$B = C E. \text{ (2)}$$

The text's references to the serial numbers of the formulas must be given in parentheses. For example - ... in the formula (1).

The order of presentation of equations in article is the same as for the formulas.

2.6. Footnotes, links and references.

- footnotes are located at the bottom of the page. The numeration is sequential throughout the text, by order of mention.

The text should be presented as:

Perotti suggests that in all these examples $\gamma\lambda\alpha\upsilon\kappa\acute{o}\varsigma$ means "brilliant" and refers not only to the

leaves, but also the fruits of the olive tree.¹

And as a footnote:

¹ The epithet of sea γλαυκός we'll leave without translation, as it is its meaning we'll try to clarify in this paper.

References:

- the bibliography is to be placed after the text of the manuscript. Each item is to be numbered according to its first mention in the text;
- references are linked to the bibliography by an inline citation which consists of the number of the item in the bibliography placed in square brackets after the item cited. If the link leads to a specific page or pages of the citation, the number of the source in the bibliography and the page or pages of the source should be indicated. They are separated by commas:

The text should be presented as:

He then used this as a pretext for progressive development 'for the reduction of poverty among the peasantry' [10] or [10, p.81].

Examples of formalisation of references (according to GOST R 7.0.5-2008)

1. Economics and politics of Russia and the CIS countries: the Analyt. Review. April. 2007 / Ros. Acad. Sciences, Institute of World Economy and Intern. relationships. M.: IWEIR, 2007. 39 p.
2. Valukin M.E. Evolution of movements in men's classical dance. M.: GITIS, 2006. 251 p.
3. Woks V.A., Gluhov V.P. Psycholinguistics: the theory of speech activity: book for students of pedagogical institutes. Moscow: AST, Tver: AST, 2006. 319 p. (High School).
4. The content and technology of adult education: the problem of advanced education: scientific proceedings / Institute of Adult Education Ros. Acad. Education, ed. A.E. Maron. M.: JOB, 2007. 118 p.
5. Efimova T.N., Kusakin A.V. Protection and sustainable use of wetlands in the Republic of Mari-El // Problems of regional ecology. 2007. N 1. P. 80-86.
6. Bondarko L. Clinical aspects of retinolamina, oftalamina and other peptide bio-regulators: thesis of Dr. biol. Science. L., 1969. 127 p.
7. Fedulina I., Lastovicka J. Effect of forbush decreases of cosmic ray flux on ozone at higher middle latitudes // Adv. Space Res. 2001. Vol. 27, N 12. P. 2003-2006.

If references have five or more authors they should be presented as:

8. Thermodynamics of systems "ionic cross-linked polyelectrolyte water" / Krylov E.A., Rabinovich I.B., Faminskii L.A., Ivanov L.A., Petrov I.K. // Proc. of XIV Intern. Conf. of Chemical Thermodynamics. St. Petersburg, 2002. P. 176.

References may also cite electronic resources. References must be presented both for electronic resources in general (electronic documents, databases, portals, websites, web pages, forums, etc.), and for sections of electronic resources (sections and parts of electronic documents, portals, web sites, web pages, published in electronic serial publications, messages in forums, etc.);

- a stable link to the resource including, but not limited to, its Uniform Resource Locator (URL) is to be placed in parentheses after principal bibliographic data. This is followed by the indication of the day, month and year on which the electronic resource was used after the words 'date accessed';

¹ The epithet of sea γλαυκός we'll leave without translation, as it is its meaning we'll try to clarify in this paper.

25. Chliyants D. Creating a TV // QRZ.RU: Russian radio server. 2004. URL: <http://www.qrz.ru/articles/article260.html> (date accessed: 21.02.2006).
45. Animal Encyclopedia of Cyril and Methodius. M.: Cyril and Methodius: New media generation, 2006. 1st electron. wholesale. Disc (DVD-ROM).
176. Parinov S.I., Lyapunov V.M., Puzyrev R.L. Socionet as a platform for the development of scientific information resources and online services // Electron. libraries. 2003. V. 6, no. 1. URL: <http://www.elbib.ru/index.phtml?page=elbib/rus/journal/2003/part1/PLP/> (date accessed: 25.11.2006).

References and citations to literature in Arabic, Chinese and other languages not employing Cyrillic or Roman writing systems should be presented in Roman transliteration. Citations that use Roman script marked with diacritics should employ standard use Unicode encoding.

2.7. Manuscript submission format

2.7.1. The text of the manuscript should be submitted in printed and electronic forms on a CD-ROM or flash drive with a separate file in both RTF and PDF formats. The file title is the name of the first author + "Art." For example, "Ivanov Art.rtf."

2.7.2. The abstract and keywords should be submitted in Russian and English in printed and electronic forms in a single file. File title is the name of the first author + "Abs". For example, "Ivanov Abs.rtf."

2.7.3. Figures should also be submitted in printed and electronic forms. One file for each figure in JPG, TIF (for grayscale images) or AI, FH *, CDR, EPS (for vector images) formats. The file title is the name of the first author + "Fig". For example, "Ivanov Figure 1.jpg", "Ivanov Figure 2.eps", "Ivanov Figure 3.ai".

2.7.4. Fonts should be enclosed to the manuscript too.

2.7.5. Authors information (full name, work place, scientific degrees, e-mail, phone number with area and country code) also should be submitted in a single file. File title is the name of the first author + "Inf." For example, "Ivanov Inf.rtf."

2.7.6. In the case of delivery of the manuscript by email the printed copies are not required, however both RTF and PDF versions of all textual materials are required as well as the above formats for visual materials.