**Requirements for the design of a scientific article**

The Editorial Board of the scientific peer-reviewed journal “Herald of the MACI” accepts articles on topical issues of economic and legal sciences, as well as on topical issues of computer science, computer technology and management in socio-economic systems.

Scientific articles submitted to the editorial office of the journal should contain the following elements–

- statement of the problem in general, justification of its connection with the most important scientific or practical tasks;

- analysis of the latest research and publications (including foreign ones) on the topic under study;

- formulation of the objectives of the article, statement of tasks;

- presentation of the main material with full justification of the obtained scientific results;

- conclusions from the study and prospects for further research in this direction.

A necessary element of the article is a bibliographic list. It is recommended to use links to official sources (normative legal acts, statistical data, etc.), to the used scientific literature. Links to your own publications are incorrect.

The author of the article is responsible for the accuracy of this information. The author guarantees that he has exclusive rights to the submitted work (article).

The number of authors in the article should not exceed three people.

The editorial board reserves the right to make the necessary editorial corrections and abbreviations, to decide on the thematic inconsistency of the material proposed for publication.

Articles sent to the editorial office that meet the rules of registration are checked for the degree of independence (the Antiplagiat Internet service is used) and are reviewed. The term of reviewing articles is 1 month.

Articles are submitted to the responsible editors of the journal within the time limits set by the schedule for the publication of issues of the journal.

**Submission Deadlines of “Herald of the MACI”**

|  |  |  |
| --- | --- | --- |
| **Issue №** | **Final Date for Submission** | **Date of Publication** |
| 1 | 1st of February | March |
| 2 | May 15 th | June |
| 3 | July 15th | September |
| 4 | 1st of November | December |

**Requirements for the content and structure of the text**

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| ***Structure and its sequence*** | ***Note*** |
| UDC | On-line resources are used to assign the UDC (Universal Decimal Classification), http://teacode.com/online/udc/ |
| Title of the article | In Russian and English |
| Initials and surname of the author(s) | In Russian and English |
| [Abstract](http://intellekt-izdanie.osu.ru/files/primery-annotacij.docx) | In Russian and English.  It should contain brief information about the article and must have a clear structure: goals, research methods, relevance, main results. Volume – 100-250 words |
| Key words | In Russian and English.  4-7 most common words in the article that reflect its content |
| The text of the article | 10-15 pages, designed in accordance with the rules below |
| Bibliographic list | In accordance with State standard R 7.0.5-2008 |
| Detailed information about the author(s):  - surname, first name, patronymic  – academic degree, academic title (if any)  - position and place of work  - email address | All information is provided in full, without abbreviations in Russian and English |
| Other | No more than one paragraph: words of thanks; notes on grants, within which the research is carried out, etc. |

**Rules for the design of the text of a scientific article**

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| ***Name of the characteristic*** | ***Rules of registration*** |
| Form of presentation of materials | Electronic, Microsoft Word, \*.doс или \*.docx |
| The name of the files being sent | Electronic versions of the text of the scientific article and the author's questionnaire are sent as separate files. The file names must contain the surname of the first author and a note about the type of document  (example: Ivanov\_Article.doc, Ivanov\_ Questionnaire.doc ) |
| Page format | А4 |
| Fields | All – 2 cm . |
| Text alignment | By width |
| Font | Times New Roman |
| Font Size | 14 |
| Line spacing | 1,5 |
| Paragraph indentation | 1 cm |
| Formulas and equations | Formulas and equations should preferably be typed in the Word editor in ordinary letters and symbols.  The use of the formula editor built into Microsoft Word is allowed only when typing the most complex formulas.  You should not use the equation editor built into Microsoft Word.  Formulas and equations in the form of images and scans are not allowed.  It is recommended to use only standard size pins in the "Size" menu when typing formulas and equations. |
| Graphic material (drawings, diagrams, graphs, diagrams) | It is presented in black and white  All figures found in the text should be numbered and have a name (example: Figure 1. Dynamics of the consumer price index), which is placed after the figure itself, highlighted in bold and aligned in the center.  All the explication (captions) in the picture field must be Times New Roman, font size - 12 or 14  References to drawings are required in the text of the article |
| Tables | All tables found in the text should be numbered and have a name (example: Table 1. BCG Matrix), which is located in front of the table and divided into two lines: in the first line, the word "Table" is written in italics indicating its number (alignment - on the right edge), in the second line - the name of the table in bold (alignment in the center).  The font text in the columns of the table is 12 or 14.  References to tables are required in the text of the article |
| Photo | If there are photos in the article, they must be duplicated as a separate file in \*.tiff or \*.jpg formats with a resolution of at least 300 dpi |
| Number of figures and tables | No more than five |
| References to sources and literature | References in the text are enclosed in square brackets indicating the number from the bibliographic list - [5] or [5, p. 67]. If the link includes several editions, then they are listed, separated by a semicolon: [5, p. 67; 8; 10, p. 204-208] |
| Bibliographic list | Bibliographic descriptions of publications – both Russian and foreign - are given in accordance with GOST R 7.0.5-2008 (see examples below).  The bibliographic description is given in the language in which the publication was published.  If there are regulatory legal acts among the sources, they are indicated at the beginning of the list before other publications.  Publications in foreign languages are indicated at the end of the list. |
| The volume of the article | 10-15 pages |

Attention! In case of non-compliance with the requirements for the rules of registration of scientific articles, the editorial board has the right to reject the submitted material.

**Rules for the design of the bibliographic list**

The share of self-citation is no more than 5%.

Textbooks, educational and teaching aids are not allowed in the bibliographic list.

Bibliographic lists are drawn up in accordance with the requirements of State standard R 7.0.5.-2008

The editorial board of the scientific peer-reviewed journal “Herald of the MACI” informs the authors that the publisher of the journal has concluded an agreement on the transfer to NEB LLC (RSCI) of non-exclusive rights to use the journal “Herald of the MACI” as a whole, and the works (articles) of the authors by creating their electronic copies and distributing them in any way, including by posting in an integrated information resource in the Russian Internet zone of NEB, without paying the author and other persons remuneration. In this case, each copy of the work (article) will contain the name of the author of the work (article).

Subscription is carried out according to the catalog of JSC “Agency Rospechat” (subscription index E66012).

**Articles should be sent to the address:**

117342, Moscow, 1A Vvedenskogo str., office 8.25 to the

editor of scientific publications D.A. Semenova.

Tel. 499-979-00-99, ext. 1134

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