

RULES OF THE DIRECTION, REVIEWING AND PUBLICATION OF SCIENTIFIC ARTICLES

1. General rules of registration

1.1. Article is written in Russian.

1.2. Article is prepared in the MS Word editor. To keep article in the file only in the *.doc format (Word) or in the *.rtf format. Formats of the Word version (*.docm, *.docx), and other formats – not to use. The file is saved under the name of "IvanovII Article Automation 190412.doc", where Ivanov – a surname of the author (only the original author, if them a little), Automation – the first (first) the word (words) in the name of article, 190412 – date of submission of article on the publication.

1.3. Setting up page: A4 paper, orientation – book, weeding on 20 mm from all directions, not to apply cover of 0 cm, headlines.

1.4. The text is written with the black Times new Roman font, a size 14 points, a line spacing – unary. The text is justified on page width.

1.5. Formatting of paragraphs: intervals before and after – 0 points, spaces at the left and on the right – 0 cm, the first (red) line – a space on 1,00 cm.

1.6. The recommended article 5 volume – 7 pages. Maximum volume of article 8 of pages.

1.7. Automatic arrangement of transfers isn't allowed. Words are written only integral, without transfers.

1.8. Application of specialsymbols "soft transfer" isn't allowed.

1.9. Not to apply automatic numbering of lists. To number manually (as points in this text are numbered).

1.10. Not to apply the automatic marked lists. Lists to create manually application of a dash "–" (not to confuse to a hyphen "-"), for example:

- first transfer;
- second transfer;
- third transfer.

To pay attention: transfers are one offer therefore are written from a small letter on sense and come to an end with a semicolon. The last transfer comes to an end with a point. Transfers are written without space.

1.11. In the text of article replacement of the letter "ë" by the letter "e" isn't allowed.

1.12. In the text of article not to apply an italic font and underlining, except cases of use of italics for designation of positions in drawings and caption inscriptions.

1.13. In the text of article not to apply office symbols of gaps ("a rupture of the page", "a rupture of the section").

1.14. In the text of article not to apply subpage footnotes.

1.15. In the text of article to pay attention that in disyllables there was a hyphen, and in punctuation marks – there was only a dash "-".

1.16. In the text of article it isn't allowed to place more than one gap between words.

1.17. The text of article has to be under construction so that it was clear why the author wrote this article, and what conclusions he draws, i.e. the first paragraph of article has to open questions of relevance of a subject, and the last paragraph has to be summarizing. At will, the text of article can be subdivided into subsections (Introduction, the Problem definition, the Decision, Conclusions), thus it is possible to entitle each subsection. Headings of subsections are written by rules of item 4.4.

2. Registration of heading of article

2.1. In the first line, before heading of article the Universal decimal classification (UDC) code is specified.

2.2. After the UDC code the heading is written. Article heading: the Times new Roman font, semiboldface, a size 14 points, a line spacing – unary, is written with capital letters, alignment on the center. At the end of heading not to put an end. Not to apply a paragraph space to a line of heading.

2.3. After heading, the surname and the author's initials, an academic degree, a position is specified in the next line. A font – Times new Roman, a size 14 points, a line spacing – unary, alignment on the right edge to italicize.

2.4. After a line with the author, the work place is specified in the next line. A font – Times new Roman, a size 14 points, a line spacing – unary, alignment on the right edge to italicize.

2.5. If there are some authors, on the subsequent authors of a line according to items 2.3 and 2.4 to repeat.

2.6. Further the summary of article of 5 - 8 lines, with one integral paragraph in Russian is written.

2.7. After the summary keywords (phrases) in Russian are written.

2.8. Further data according to item 2.2 are provided. – 2.8 in English.

2.9. The main text of article is given below.

2.10. After all text of article, and also after lists of bibliographic sources (according to item 4), data on the author are provided: full First name, middle initial, last name author, academic degree, academic status, position, work place, postal address, E-mail, phone. The specified data are provided in the Russian and English languages and will be published. At the request of the author contact phone is allowed be not to specified.

2.11. In the separate file the demand for the publication is written. The file is saved under the name of "Demand IvanovII Automation.Doc", where Ivanov – a surname of the author (only the original author, if them a little), Automation – the first (first) the word (words) in the name of article. From the demand only the data specified in the column "area of scientific interests", other data provided in the demand can be published - aren't published.

3. Reductions and terminology

3.1. Often repeated terms in the text of article have to be replaced with abbreviations. For this purpose the first time in the text the term is written completely

and in brackets its abbreviation is given. After that in the further text only the abbreviation is applied.

For example: "One of types of the software (S) are the operating systems (OS). The most widespread OS are Windows and Linux. In general OS solve the following problems ...".

4. Links to sources and literature

4.1. It is allowed to specify links only on officially published and public (including in libraries) sources: books, magazines, master's and doctoral dissertations, electronic resources. The motivated indication of links to the unpublished, but being in open access and registered in accordance with the established procedure sources (the charter of the organization, the catalog of production, the operation manual, etc.) – according to item 4.9 is in exceptional cases allowed. present recommendations.

4.2. It isn't allowed to specify the link to the sources which aren't in open access, for example, to abstracts of lectures, theses, master theses.

4.3. In the text of article on each given source the reference in square brackets has to be once given at least.

4.4. The list of printing literature is provided after the main text and "Bibliography" is entitled. To apply the Times new Roman font, a size to heading 14 points, semiboldface, the first letter – header, a line spacing – an unary, paragraph space of 0 cm, alignment on the center. After the heading "Bibliography" the end isn't put.

4.5. The list of printing literature is provided after the heading "Bibliography" according to GOST P 7.05-2008. The general requirements and rules of drawing up" in the following format:

- the Times new Roman font, a size 14 points, a space at the left 0,63 cm, the first line – a ledge on 0,63 cm;

- numbering – manual; after figure of number the end and one symbol of tabulation is put;

- for books: at first the Surname and name and patronymic of the author, the name of the book, the city of the edition and publishing house, year of the edition is specified;

- for articles: at first the Surname and name and patronymic of the author, then through two virgules (slash) the name of the magazine, year, number, and numbers of pages on which article is placed is specified.

4.6. The list of resources of the Internet network is provided after the list of references and the "Internet resources" is entitled, after heading the end isn't put.

4.7. Internet sources are given after the heading "Internet resources" in the following format:

- the Times new Roman font, a size 14 points, a space at the left 0,63 cm, the first line – a ledge on 0,63 cm;

- numbering – manual; after figure of number the end and one symbol of tabulation is put;

– First name, middle initial, last name the author (if is), the name of article, a virgule, the name of an Internet resource, a point. After a point the phrase "The access mode is specified:", the full address of a resource from a line of the browser, a point. Further in parentheses "It is actual on" and date of relevance in figures. At the end the end is put. It is possible to specify only the direct address. The address shouldn't be transformed to the hyperlink element.

For example:

4. Tishchenko G.I. Modeling of business processes of the enterprise. / Portal of technologies of corporate management. Access mode: http://www.iteam.ru/publications/it/section_51/article_1335. (It is actual on 08.12.2011).

4.8. If the Internet resource has official registration as periodic mass media (has ISSN), the reference to such source is given in the section "Bibliography" by rules of item 4.5. with the obligatory instruction after the name of the magazine "[An electronic resource]".

4.9. The list of unpublished sources is provided after the heading "Unpublished Sources". To apply the Times new Roman font, a size to heading 14 points, semiboldface, the first letter – header, a line spacing – an unary, paragraph space of 0 cm, alignment on the center. After heading the end isn't put. Unpublished sources are given in the following format:

– the Times new Roman font, a size 14 points, a space at the left 0,63 cm, the first line – a ledge on 0,63 cm;

– numbering – manual; after figure of number the end and one symbol of tabulation is put;

– authors of a source (if is), its name, identification data and signs, the name of the let-out organization, its locations, year of establishment, registration data are specified (if is).

4.10. The list of printing literature, the list the Internet of resources and the list of unpublished literature have to have uniform through numbering.

5. Drawings

5.1. If in the text drawings are applied, on each of them in the text the reference is given.

5.2. Drawings are carried out in:

– the vector editor of drawings who is built in Word;

– any graphic editor with preservation of drawing in the *.tiff or *.jpg format.

5.3. Permission of raster drawing has to be not less than 300 dpi.

5.4. Drawings have to be inserted into the text in an unmovable way, i.e. application of the framing framework isn't allowed.

5.5. The drawings executed in the vector editor of drawings who is built in Word are carried out as follows:

– in the Insert menu to select the Object item, and in it – "Drawing Microsoft Word". The field in which it is possible to create the vector or combined drawing will

open. All elements of vector drawings need to be united in a macrocell, having applied action "group".

5.6. The drawings executed in the raster graphic editor are inserted into the text of article (in the Insert menu to select the Object item, in it – "Drawing Microsoft Word", – the field into which it is necessary to insert raster drawing will open) and put separately in the form of the "Name Article_drawing_number drawing*.jpg" file. The file size – no more than 100 Kб.

5.7. Under drawing the caption inscription with through numbering is placed. The caption inscription is carried out by a body type of article, but without paragraph space and with alignment on the center. The end after an inscription isn't put. If in drawing there are designations (position), they have to be deciphered in a caption inscription, thus after the name of drawing the colon is put and designations in drawing are listed. Designations are numbered by the Arab figures in the italics both in drawing, and in a caption inscription. Other symbols – not inclined font.

5.8. All inscriptions in drawings and caption inscriptions are carried out in Russian.

5.9. Drawings have to be high-contrast. Preferably – black-and-white, bit. Use of color drawings is allowed, on condition of high contrast. Pale colors aren't allowed – it must be kept in mind that at the black-and-white press low-contrast images aren't reproduced, pale tone aren't printed, and dark – are printed black. Instead of color allocation of elements of drawing it is necessary to use different types of shading, numbering and designations of elements of drawing, various geometrical forms in black-and-white option.

5.10. Screenshots of interfaces and windows of software products have to be processed in the graphic editor and are brought to the maximum contrast and clearness.

5.11. Thickness of lines in drawings (schemes) has to be not less than 1 mm.

6. Tables

6.1. If in article tables are used, they have to have the name "Table" with through numbering, alignment on the right edge. On the next line the name of the table – alignment on the center, without paragraph space is specified. In names, designations of tables and their contents the body type is applied (Times new Roman, a size 14 points, a line spacing – unary).

6.2. To paint cells of tables with color filling it isn't allowed. In cells of tables not to use paragraph spaces. Headings of columns of tables are aligned.

6.3. In properties of the table to establish thickness of lines of borders 1,5 points.

6.4. In the text of article on the table the reference, for example surely has to be given: "... the received results are given in tab. 1". In the text of article reduction of "tab." is applied to the link to data in the table.

7. Formulas

7.1. If in article formulas are applied, they are gathered in the Microsoft Equation 3.0 editor, through the Insert menu - "Object" - "Microsoft Equation 3.0".

7.2. All mathematical elements and explanations are carried out in the italics by a roman type.

7.3. The formula, in the same line is more right, its serial number in the text of article is specified in parentheses. The line with a formula shouldn't have a paragraph space and is aligned to the right. The formula settles down so that it took a place visually on the center of the page, for this purpose between a formula and its number the necessary quantity of signs of tabulation is inserted. Formulas of intermediate transformations on which in the text there are no links, it is allowed not to number. All designations entering a formula have to be deciphered. At the indication of physical quantities also their dimension is specified in system of SI.

8. Examination and reviewing

8.1. Reviewing.

8.1.1. The review is put to article: 1 pieces – the paper original, and in the scanned view in the file with the *.pdf expansion.

8.1.2. In the review it has to be reflected: relevance degree, novelty degree, degree of practical usefulness (importance), scientific level, literacy of a statement, final opinion of the reviewer.

8.1.3. The review has to be signed by the reviewer and is certified by the press.

8.1.4. The employee of the same division in whom the author of article works or studies, the head or subordinated the author, and also the coauthor of other publications of the author can't be the reviewer.

8.1.5. As reviewers of articles coming for the publication to the magazine the famous experts in this subject domain having an academic degree are attracted. Associate editors of the magazine can become reviewers.

8.1.6. In the review of article the associate editor of the magazine is obliged to define: article profile according to a rubrication of the magazine; scientific level and novelty (originality) of the results represented for the publication, their practical importance; merits and demerits according to the contents and a form of a statement of material; concrete recommendations about completion or reduction of material of article if those arise; opportunity (or impossibility) publications of article in the magazine.

8.1.7. The review of the associate editor of the magazine in the form of the paper copy is submitted within editorial office of the magazine within the terms established by edition.

8.1.8. At receipt in editorial office of the magazine positive (or negative) reviews of the considered article one of associate editors supervising a heading in which the publication of this article or the editor-in-chief is supposed meets her and makes the decision on possibility of its publication or a deviation.

8.1.9. Further work with article adopted to the publication is carried out by edition according to technological process of preparation of number.

8.1.10. All reviews of article, both positive, and negative, go to authors of article for acquaintance. Anonymity of reviewers is guaranteed by editorial office of the magazine.

8.1.11. Articles which are subject to completion go edition to authors together with the text of the review of the associate editor of the magazine containing concrete recommendations about completion of article.

8.1.12. Articles, arrived after completion, together with the answer of authors if necessary goes to the reviewer from associate editors of the magazine for acquaintance and additional reviewing. The reviewer has to present (to the stipulated terms) in edition the repeated review on the basis of which the decision on reception of article or a deviation is made.

8.1.13. According to the manuscripts of articles rejected at an editorial board meeting, edition sends to authors the notice with the formulation: "It is rejected according to the solution of an editorial board of the magazine" with short justification, for example, "article doesn't correspond to a profile of the magazine, didn't pass on competition, etc."

8.1.14. Reviews are stored in publishing house and in editorial office of the magazine within 5 years.

8.1.15. Editorial office of the magazine sends to the copy of reviews to the Ministry of Education and Science of the Russian Federation at receipt in editorial office of the magazine of the corresponding inquiry.

8.2. Examination.

8.2.1. The act of examination is put to article: 1 pieces – the paper original, and in the scanned view in the file with the *.pdf expansion.

8.2.2. In the act of examination it has to be reflected: existence in article of the data containing trade, state or military secret; the data which aren't subject to the open press; the data violating property, author's or other rights of the third parties or the organizations. The act of examination has to draw the conclusion about opportunity and a form of the publication of article.

8.3.3. The employee of the same division in whom the author of article works or studies, the head or subordinated the author, and also the coauthor of other publications of the author can't be the expert.

9. In article it isn't allowed:

9.1. Use of loans from works of other authors without indication of the corresponding links.

9.2. Use of the borrowed graphics without receiving on that of the written permission of their owners.

10. Direction and publication of article

10.1. In edition article is submitted in electronic form on any carrier or by e-mail issued on these rules of item 1-9.

10.2. All articles planned to the publication in the magazine undergo procedure of reviewing and are approved by an editorial board.

10.3. By results of reviewing article can be accepted for printing, sent to the author to completion or is rejected. Edition reserves the right to report to the author about results of reviewing without providing the review.

10.4. Except article in electronic form it is necessary to present its listing issued on these rules of item 1-9.

10.5. The materials which aren't corresponding to these rules of item 1-9 to the publication aren't accepted, aren't reviewed and to authors don't come back.

10.6. Presenting article to edition, the author transfers to the publisher the right for its publication in the magazine. The direction in edition of the works published earlier or planned to the publication in other editions isn't allowed.

10.7. Providing articles in edition for the publication, authors express consent to that: article can be translated and published in English; article can be published in the specialized collection; after the publication in the magazine article can be posted online; the royalties aren't paid for the publication of article.

10.8. Edition doesn't provide author's copies of the magazine, but can send at the request of the author electronic version of article with `rashireniyem.pdf`. If authors wish to receive the magazine with the article, they need to subscribe on this number.

10.9. The publication of articles in the magazine is free for all authors on condition of absolute execution of all requirements of these rules.