

## Instruction for Authors

Articles submitted to SFI academic journal must comply with the following publication design guidelines. If inconsistent with these rules, the submitted paper will be returned to the authors for revision.

1. Article length should be 20 000 to 60 000 characters.
2. The article should be accompanied by the following information about the author: last name, first name, patronymic (written in full); e-mail address; (lecturers are also required to provide information about their academic degree and title, place of work and position).
3. The article must be accompanied by a short abstract in Russian (500-700 characters); a list of key words in Russian (5-7); the author's English translation of the title of the article; the English spelling of the author's first and last names; an abstract in English and Russian; a list of key words in English and Russian.
4. Reference list and bibliography are arranged alphabetically at the end of the article. If a large amount of sources is used in the article, these can be presented in a separate list. Works in foreign languages are listed after works in Russian.
5. Reference list must be organised in accordance with the All-Union State Standard R 7.05-2008. (When making a reference list it is recommended to consult the guidelines set out by SFI "How to Make Reference List, Citations and Bibliography in Student Papers"). Note that the total number of pages must be specified for each position in the list (in case of articles from collections or periodicals, provide the full range of pages of the article), the location (city) and the name of the publishing house.
6. When placing references within text, use square brackets indicating two items: the shortened version of the title, then separated by a comma, page number(s). The shortened version of the title are the words which stand first in the bibliographic description, i.e., most often it is the author's last name. If the bibliographic description starts with the title, the reference uses the first or a key word of the title.

For example:

[*Kartashyov*, 48];

[*Introduction*, 60].

Typically, these are the guidelines for making references to works and sources, which are pivotal from the author's point of view, cited and listed at the end of the article. Other references can be set out at bottom of page (footnotes) and not included in the reference list and bibliography; in this case, complete information about the cited edition should be specified in the footnote (see Paragraph 5).

7. All quotations and references to sources and literature must be verified by the author.
8. If there are any non-conventional abbreviations in the text, the author provides a list of such abbreviations with relevant explanations.
9. If containing foreign language words and phrases, including words with accent marks or complex typography, the submitted text must be accompanied by a printout (or a PDF version).
10. The author's remarks within quotations are inserted in parentheses with the author's initials: (*italics* supplied – First Name Initial, Last Name Initial), (*emphasis added* – First Name Initial, Last Name Initial).
11. Larger (multiline) quotes – those starting on a new line and poetic passages – can be structurally emphasised in the main body of the text. In this case, cited passages are not framed with quotation marks but are placed in a separate paragraph, font size with 2 points smaller than the main text (12 or 10 point size, font Times New Roman).
12. Articles are accepted in electronic format doc or rtf (point size 12 or 14, font Times New Roman). For typing texts in ancient languages (or languages with specific characters), Unicode fonts are used. In special cases other fonts can be used (with editors' approval). Words and phrases in the text are emphasised only in *italics* (not underlined, not **put in bold**, not with spacing between characters).

13. All headings and sub-headings of the same level must have the same style (typeface, font, point size). Different levels of headings and sub-headings must have different settings.

14. Quotation marks in the article must be double (guillemets, «French quotation marks»), not "straight quotes". In case of nested quotes, use „double inverted commas” inside «guillemets».

15. Inside the abbreviations «etc.», «i.e.», a nonbreaking space is inserted (select in the Microsoft Word menu: Insert → Symbol → Special Characters → Nonbreaking space, or when typing with the keyboard, press simultaneous Ctrl+Shift+Spacebar).

16. There must be no double spaces in the text (you can remove them by using the AutoCorrect functionality).

17. Paragraph indents in the text must be set using paragraph formatting functions — without using the Tab key on your keyboard and multiple spaces.