

Information for the authors of scientific articles for publication in the journal "Municipal Academy"

The journal publishes the articles in economy, management of territories, development of civil society as well as adjacent problems of public and municipal administration. The articles offered by the authors to the publication should represent original, competent text containing important scientific results of independent researches at theoretical or empirical level.

The article is accepted to publication corrected by scientific editor and literary proofreader; there should not be actual, grammatical, syntactic, stylistic mistakes, unfounded interpretation and unreasoned judgments in the article.

1. The volume of the article received from graduate students makes 10-12 thousand symbols with gaps; as for people working for doctor's degree it should be 20-22 thousand characters with spaces; for Doctors of Science – 10 thousand symbols with gaps. The volume of articles with all coauthors should be total. For example, if the first coauthor is a graduate student, and the second one has a degree of Doctor, the volume of the article is 20 – 24 thousand symbols with gaps.

2. The text of the article includes:

- full name, position, regalia (degree, rank), a place of employment or study (in Russian and English), e-mail address;
- title of the article (in Russian and English);
- annotation of the article (up to 100 words) (in Russian and English); - keywords (5-10) (in Russian and English);
- the text itself (only in Russian);
- list of references of the article (only in Russian).

The file with the article should be called like this: "Surname and initials, article". For example: Fedorov I.I., article

3. Title of the article (no more than 100 symbols with gaps) and the last paragraph in the article should correlate with the regulations submitted for defence (the main results). According to the requirements of Higher Attestation Commission the main results of the research should be published in the articles (which are represented as the regulations submitted for defence and have novelty)

4. The main text of the article may be divided into introduction, data on research technique, experimental part and conclusion. These sections are not to be marked in the text. The logic of data presentation in the article ought to be approached to the mentioned structure.

5. Paper-based original of the review with a stamp certifying a reviewer's signature. A chair of the department or an adviser cannot be a reviewer. The

third-party specialist in definite scientific direction ought to be a reviewer. For example, it should be a psychologist for psychologists, an economist for economists. For graduate students - Candidate or Doctor of Science, for people working for doctor's degree – Doctor of Science in similar field. The novelty of main published results of the research is specified in the review. The review volume should be about a half or full sheet A4.

6. Together with the article the author is to send a completed questionnaire by e-mail (i.e. there have to be two separate files: the article and the questionnaire). Those authors who sent the questionnaire earlier do not send it repeatedly provided that there are no changes in it.

The file with the questionnaire should be called like this: "Surname and initials, questionnaire". For example: Fedorov I.I., questionnaire.

Technical requirements to the publication

1. Article formatting: A4 sheet, indents for all sides – 2,0 cm, font: Times New Roman, size 10, width-aligning (central heading, listing on the left edge), indent 0,6; line spacing 1; do not number the pages, without running titles.
2. Figures, tables, schedules should be proved and analyzed in the text of the article carefully and in detail. If there is no link to figures, tables, schedules in the text of the article it is automatically deleted during the layout.
3. Figures should be grouped obligatory. Tables, figures, schedules should not be beyond a page format. **Tables, figures, schedules should have sequence numbering.**

If there is one figure or table in the article, they are not numbered. The text of the article should contain references to tables, figures and schedules.

Interlinear and other notes are not allowed in the article.

4. Literature. The list of references is formed according to the State Standard Specification 7.1-2003 or GOST P 7.0.5-2008. We **STRONGLY RECOMMEND** to USE: SNOSKA.INFO - an online resource by means of which it is possible to quickly form the main types of sources according to the State Standard Specification. In the text links are numbered in square brackets, the number indicates a source in the list of references. In the article it is recommended to use no more than 10 references.