

AUTHOR GUIDELINES
for Submission of Manuscripts to the Editorial Office of the Scientific Journal “Social Area”

The Journal publishes original theoretical and experimental articles which correspond to the remit of the Journal. The manuscript should be of no less than 12 pages (22 characters with spaces). The maximum length of the paper submitted to publication is 25 pages (50,000 characters with spaces). Book reviews, information on scientific conferences, scientific chronicles are also submitted to publication. The papers should contain research findings of completed and methodologically proper works.

The decision for publication is made by the Journal’s editorial staff on the basis of the reviewer’s report. The novelty, scientific importance and relevance of submitted material are also taken into consideration. Articles rejected by the editorial staff will not be re-considered.

Requirements to the package of materials submitted

The following materials are submitted to the editorial office in printed form:

1. The article signed by the author on the first page. For students, postgraduate students and degree-seeking candidates a notarized signature of the supervisor is also required, the seal must be clear.

2. Full information about the author on a separate page: full name, academic degree and title, place of work and position, contact information (postal address, telephone, e-mail – if available) arranged according to the sample (Appendix 1).

3. Written commitment of the author that the article is not (will not be) published in other printed and/or electronic editions prior to its publication in the Journal (Appendix 2).

The materials in printed form are sent to the address: 56A, Gorky Street, Vologda, 160014, to the editorial office of the scientific journal “Social Area”.

The following materials are submitted to the editorial office in electronic form:

1. A file containing the article in a Microsoft Word document, format .doc or .docx. The name of the file is typed in the Roman characters and reflects the author’s last name (e.g.: Ivanova.doc).

2. Scanned copy of the commitment of the author not to publish the article in other publications.

3. Table containing the information about the author.

4. A color photo of the author in the .jpeg / .jpg format of no less than 1 MB.

The package of materials is to be sent to the e-mail address: sa@volnc.ru.

Requirements to the content and structure of articles.

All scientific articles submitted to the editorial staff should substantially meet the following requirements. In its introductory part, the article contains a clearly defined goal, substantiates scientific novelty and significance of the work, and contains an analysis of the contemporary literature available on the subject (monographs, articles, methodological recommendations, etc. published as a rule in the latest 3–5 years). It is expected that this analysis is of a problematic nature, i.e. the article does not just enumerate existing works on the subject, but provides the author's vision of the research already conducted by other scientists, the advantages and disadvantages of these papers as connected to the subject of the research conducted by the author and reflected in the article, so that the scientific novelty of the author's work is clearly seen.

The article is polemical and debatable, that is, the material is presented in such a way that readers (specialized scientists, employees of public authorities, etc.) would like to participate in the discussion of the issues raised, and express their opinion*.

In its final part, the article contains a detailed, reasoned substantiation of importance of scientific research conducted and reflected in the work. The author specifies what kind of contribution to the development of theoretical and applied science his work makes.

The list of references includes key relevant fundamental studies of major domestic and foreign scientists, and works reflecting the current state of science on the subject of the research.

In case the article contains the results of sociological studies, the following data are to be included: methodology and method information; date, place (territory) and organization that carried out research; finite population structure; sample type, sample volume, sample error; description of method for data acquisition and analysis. This information is presented in one of the following ways: in the special section (paragraph) of the article; directly in the text; in a footnote. When drawing up tables it is important to clarify, how the percentage is calculated: of the number of the respondents to this question, or of the total number of respondents.

Text design requirements.

1. Margins.

Right – 1 cm, others – 2 cm.

* An example of an article, the content of which is polemical, and debatable, is the work of Doctor of Economics, Professor S.S. Gubanov "Neo-Industrial Development Model and Its System Algorithm", published in the journal "Economic and Social Changes: Facts, Trends, Forecast", 2014, issue No. 3 (33).

2.Font.

Font size of the article's text – 14, type – Times New Roman (in case a special type font is needed, when typing Greek, Arab, etc. words, Windows default fonts are to be used). In case the paper contains seldom used fonts, they (font family) are to be submitted along with the file.

3.Indent – 1.25. Made automatically in MS Word.

4.Numbering.

Page numbers are placed in the lower right corner of the page automatically with the use of MS Word tools.

5.First page of the article.

In the upper right corner, the UDC is placed, under it, after the 1.5 spacing – the LBC, then – the symbol ©, indent (spacing), and the name and initials of the author in semi-bold. After the 2-spacing indent, the title of the article is given. Central alignment is used for the title of the article given in semi-bold. The abstract and key words are given below, after the 2-spacing indent, without a paragraph indent, in italics and aligned by width. Then, after the 2-spacing indent, the text of the article is placed.

6.Abstract.

The abstract contains from 200 to 250 words. The abstract states the purpose of the research, points out its undoubted scientific novelty and its differences from similar works of other scientists; contains the methods used by the author and the main results of the work performed; identifies areas of application of the results of the study; briefly formulates the prospects for further research in this area.

Examples of good abstracts for different types of articles (reviews, scientific articles, conceptual articles, application articles) are available at: <http://www.emeraldinsight.com/authors/guides/write/abstracts.htm?part=2&PHPSESSID=hdac5rtkb73ae013ofk4g8nrv1>.

7.Key words.

There should be not more than 8 words.

8. Tables.

Tables are inserted; drawing tools and AutoShapes are not allowed; column and cell alignment using spaces or tabs is not allowed. MS WORD table editor (Office 2003, 2007) is used for tables. Each piece of data of the stub and head of the table correspond to discrete cell. Only editor standard tools are applied for creating and formatting tables, no pilcrows, spaces and extra blank lines for semantic breakdown and line adjustment are allowed. In the title, the word “Table” and its number are given in common type face, the headline is given in bold, and is center aligned.

9. Figures (schemes, graphs, diagrams).

The caption and its number are placed below the figure. The word “Figure” is in normal font, without highlighting). The caption runs in bold, center alignment, single-spaced (Appendix 4).

MS EXCEL is to be used for creating charts, MS WORD, MS VISIO – for flow charts, MS Equation for formulas.

Figures and charts, created in MS WORD are to be grouped within one single object. No scanned, exported or taken from the Internet graphic materials are allowed in the article.

Algorithm of charts insertion from MS EXCEL to MS WORD:

- in MS EXCEL select the chart, using the mouse, right click and select “copy” from the list of options;
- in MS WORD right-click, select “paste” from the list of options, click on “paste special”, “Microsoft Excel chart”.

The title of the figure and its number are placed below the figure. The word “Fig.” is in common type face. The caption is given in bold and is center aligned.

10. Bibliographic description of the sources under tables and figures.

Write: either “Source”, or “Compiled with the use of”, or “Calculated with the use of”, etc., after that – information about the source (Appendix 3).

11. Page footnotes.

Page footnotes are executed according to GOST P 7.0.5.– 2008 (Appendix 6).

12. References.

The word “References” is given after a 1.5 spacing after the body of the article in lowercase letters, semi-bold italics, center alignment. Then, the numbered list of references is given after the 1.5 spacing.

The sources are not arranged alphabetically, but they are given in the same order as they appear in the body of the article (Vancouver style is used).

In case the paper has a DOI, it is given in the References.

References to Russian-language sources are given in accordance with GOST 7.0.5 – 2008. References to English-language sources are given according to the Harvard standard (Information about the modified Harvard standard is given in the book: Kirillova O.V. *Redaktsionnaya podgotovka nauchnykh zhurnalov po mezhdunarodnym standartam: rekomendatsii eksperta BD Scopus* [Editorial Preparation of Scientific Journals according to International Standards: Recommendations of a Scopus Expert]. Moscow, 2013. Part 1. 90 p.) (see [Appendix 5](#)).

The list of references contains links to scientific works used by the author in the preparation of the article. It is obligatory that the author provides links to all the sources from the list of references in the body of the article.

In accordance with international publishing standards, the recommended number of sources in the References should be at least 20, of which at least 30% should be foreign sources.

The number of references to the author's works should not exceed 10% of the total number of references given in the list.

It is not recommended to include the following sources in the list of references:

1. articles from any non-scientific magazines and newspapers;
2. regulatory and legislative acts;
3. statistical compilations and archival materials;
4. sources without attribution of the author (for example, collections under someone's editorship);
5. dictionaries, encyclopedias, other reference books;
6. reports, records, memos, protocols;
7. textbooks, etc.

It is recommended to provide the corresponding page footnotes for these sources.

It is recommended to include the following sources in the list of references:

1. articles from printed scientific journals (or electronic versions of printed scientific journals);
2. books;
3. monographs;
4. published conference proceedings;
5. patents.

A reference to the bibliographic source in the body of the article is given in square brackets indicating the ordinal number of the source from the references and page number referenced by the author. It is possible to make reference to multiple sources from the list, the ordinal numbers of these links are separated by a semicolon (for example: [26, p. 10], [26, p. 10; 37, p. 57], [28], [28; 47], etc.).

Articles that do not have the complete package of accompanying documents and articles that do not conform to the publisher's requirements are not accepted.

Table 1. Information about the author

Full name	
Gender	
Age	
Education	
Type of activity (specialist, manager, student, pensioner, unemployed, comprehensive school student, research associate, lecturer, etc.)	
Academic degree	
Academic rank	
Full name of organization – place of employment	
Position	
Phone/ Fax (work)	
Phone/ Fax (personal)	
E-mail (work)	
E-mail (personal)	
Mailing address (workplace)	
Mailing address (place of residence)	

OBLIGATION

I, _____,

full name, position and place of employment

hereby agree not to submit this article for publication in other periodicals or collections of articles prior to its publication in the journal "Social Area".

Date

Signature

**Table 1. Dynamics of the projected growth of GRP of
Russia's economic regions up to 2020 (by 2007, %)**

Economic regions	2010	2015	2020
Central	123	167	227
Central Black Earth	120	149	190
Northwestern	125	172	236
Northern	119	157	215
Southern	124	160-170	210-250
Volga	117	157	210-230
Urals	116	143-145	180-190
West Siberian	123	174	241
East Siberian	120	142-150	175-200
Far Eastern	123	158-162	212-240
Based on: Long-term concept of the socio-economic development of the Russian Federation. Moscow, 2008. – P. 145–165.			

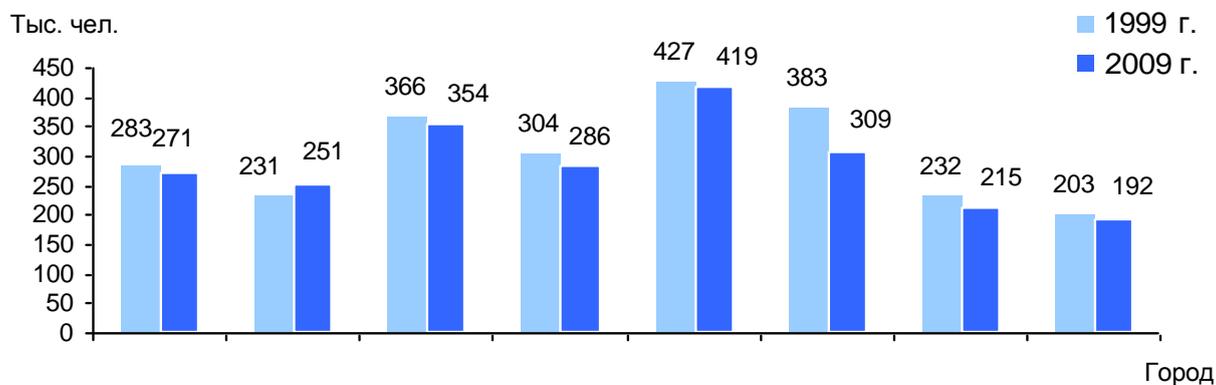


Figure 1. Population dynamics of regional centers of the Northwestern Federal District in the 1999–2009 period

Source: Russian regions. Basic socio-economic indicators of cities. 2010: statistical digest/ Rosstat. Moscow, 2010. – P. 100-142.

References

Serial publications

Portes A., Zhou M. The New Second Generation: Segmented Assimilation and Its Variants. *Annals of the American Academy of Political and Social Science*, 1993, vol. 530, pp. 74-96

Books. Single-volume publications

Luhmann N. *Risk: A Sociological Theory*. New York, 1993. 236 p.

Portes A., Rumbaut R.G. *Legacies: The Story of the Immigrant Second Generation*. Berkeley: University of California Press, 2001. 430 p.

Sassen S. *The Mobility of Labor and Capital: A Study in International Investment and Labor Flow*. Cambridge: Cambridge University Press, 1988. 240 p.

Schiller N.G., Basch L., Blanc-Szanton C. *Towards a Transnational Perspective on Migration: Race, Class, Ethnicity and Nationalism Reconsidered*. New York, 1992. 259 p.

Internet sources

Paths to Performance in State and Local Government. Government Performance Project. Maxwell School of Syracuse University. Available at: <http://www.maxwell.syr.edu>

In the whole country, the number of urban population for the 1999–2009 period decreased by 4348 thousand people (4%), of rural population – by 1277 thousand people (3%), wherefore the experts believe that it is not the investments, but the people that is to be the subject of inter-city competition in the near future. When annual reduction in the number of the country's population makes up hundreds of thousands, and man is considered “a scarce resource”, tough competition for him/her will be inevitable, due to his/her knowledge, professional skills, experience, creative abilities¹.

¹ Gorodskoy Almanakh. M.: Fond «Institut ekonomiki goroda», 2008. – Issue 3. – P. 10.