



APPROVED

by Editor-in-chief of the journal

"Tula Scientific Bulletin.

History. Linguistics"

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Requirements for scientific articles submitted to the journal "Tula Scientific Bulletin. History. Linguistics"

These "Requirements for scientific articles submitted to the journal "Tula Scientific Bulletin. History. Linguistics" determine the electronic format, content structure and manuscript design rules for the articles, which are sent to the journal "Tula Scientific Bulletin. History. Linguistics" (hereinafter referred to as "Journal").

General Requirements

1. Articles for publication in the Journal should be submitted in Russian or English. The total volume of the manuscript in one text file (including the title, abstract in Russian and English, keywords in Russian and English, the main text, notes, references and information about the author(s)) should not exceed 1 printed sheet (40,000 characters, including spaces) and should not be less than 0.5 printed sheet (20,000 characters, including spaces). For scholars with a doctoral degree, an article can include the volume of 1.5 printed sheet (60,000 characters, including spaces).
2. The following technical requirements are set for the entire manuscript of the article:
 - the text of the manuscript should be submitted in Microsoft Word format with the extension *.rtf; font size - 14, font - Times New Roman, paragraph indent - 1.25;
 - the manuscript should be proofread and dated;
 - pages of the manuscript should NOT be numbered;
 - margins of all pages 2 cm on each side;
 - line spacing for the whole document is 1 pt (single spacing);
 - word hyphenation is not allowed.
3. The manuscript of an article in a single text file should include the following elements:
 - UDC indices;
 - title(s) of the article in Russian and English;
 - information about the author(s) in Russian and English;
 - abstract in English and Russian;
 - keywords in English and Russian;
 - acknowledgements in Russian and English (if any);
 - the main text of the article;
 - notes (if any);
 - list of sources and references;
 - references in English (if any in the list of references in Cyrillic alphabet);
 - appendices, illustrations (if any).

Paper structure

1. UDC

The Universal Decimal Classification (UDC) sign is indicated before the title of the article. It is placed at the top left without paragraph indentation with left alignment.

2. Title of the article

The title of the article should fully reflect its content (in Russian and English). It should be typed in lowercase letters in bold font without paragraph indentation with alignment in the center.

3. Information about the author(s)

Information about the author(s) to publish:

- surname, first name, patronymic of the author (in full) in Russian and English;
- academic title and academic degree of the author (if any) in Russian and English;
- position in Russian and English;
- affiliation: name of the organization, its department, where the author works or studies (without indicating its organizational and legal form: FSBI, FSBI HE, PAO (PJSC), JSC, etc.) in Russian and English;
- address of the organization, its department, where the author works or studies (city and country) in Russian and English;
- author's e-mail;
- open identifier of the scholar - ORCID (if any).

If there are two or more authors and they are employees of different organizations, please indicate the organizations and their addresses for each co-author separately. If all the co-authors belong to the same organization, its name and address are indicated only once.

4. Abstract

The abstract should contain a compact, clearly formulated statement of the purpose, main provisions and results of the work (and not the process of obtaining them). The author(s) should not duplicate the title of the work in the abstract. When mentioning geographical objects, it is necessary to indicate their binding to a large region in parentheses (for example, European Russia, Northern Kazakhstan, etc.). The text of the abstract should be informative. It should not exaggerate or contain material missing from the main part of the article.

The abstract should be written in 200 - 250 words.

5. Keywords

Keywords are designed to expand the possibilities of finding an article by means of information search engines, therefore they should disclose the following aspects of the work: region, chronology, subject matter, special terminology. If possible, do not use the terms of the title. The words (phrases) defining the subject area should be quoted from the text of the article. The required number of keywords (phrases) include from 5 up to 15 words (phrases).

6. Acknowledgements (if any)

Acknowledgements can be given to organizations (institutions), scientific supervisors and other persons who assisted in the preparation of the article, information about grants, funding for the preparation and publication of the article.

7. The main text of the article

The main text of the article should be structured. The Editorial Board recommends marking out the following sections:

- Introduction (topics, purpose of the work);
- Materials and methods;
- Results;
- Discussion of results / Discussion;
- Conclusion.

It is allowed to divide the main text of the article into thematic headings and subheadings.

8. Notes (if any)

The main text of the article may contain notes that do not duplicate the main text of the paper in meaning and fact, but only supplement it. Notes are automatically referenced by a footnote and numbered in Arabic numerals.

9. References

The list of sources and scientific literature used by the author should contain at least 15 entries.

10. References (in English)

11. Information about the contribution of each author

Information about the contribution of each author is provided if the article has co-authors. After the author's surname and initials, his/her personal contribution to the writing of the article is briefly described (For example, Co-author 1 – idea, data collecting, data processing, writing of the article; Co-author 2 – scientific editing of the text, etc.).

12. Appendices (if any)

The article may have an appendix(-ces). These can be texts, tables, diagrams, maps, illustrations. Each appendix is published with its own title and should contain information about the original sources of information. If there are two or more appendices, each of them should be numbered.

Requirements for the article layout

1. All words within a paragraph are separated by only one space. Initials in the text are separated by spaces. Dashes (–) and hyphens (-) must be clearly distinguished when typing. Abbreviations, acronyms and symbols (notation keys) must be decoded in the text at the first mention.

2. Examples from artistic, journalistic, etc. the works are given without quotation marks in italics, the author and the title of the text are indicated in parentheses. For example: “*My uncle has most honest principles...*” (“Eugene Onegin” by A.S. Pushkin). The meanings of language units are given in semantic quotation marks ' '.

Requirements for references (in Russian)

1. The list of sources and literature is compiled in alphabetically numbered order. It should be issued in accordance with GOST R 7.0.5-2008 with the indication of the mandatory information of the bibliographic description (for example: Yartsev S.V. Severnoye Prichernomor'ye v rimskiy period i problema gotskoy ekspansii [Northern Black Sea region in the Roman period and the problem of Gothic expansion]. Tula, Izdatel'stvo Tul'skogo gosudarstvennogo pedagogicheskogo universiteta im L.N. Tolstogo publ., 2014. 741 p.).

2. Historical sources (published and unpublished) are not singled out separately, but are listed together with the other references in alphabetical order. When describing archival documents, the author must indicate the name of the archive, its fund number, its inventory number, its file number

(for example: The State Institution "State Archive of the Tula Region" (hereinafter - GU GATO). Fund 396. Inventory 1. File 3593).

3. Bibliographic references should be issued with the indication in the main text line in square brackets of the serial number of the publication or document from the list of references and comma-separated numbers of the corresponding pages or sheets (for example: [1, p. 15]).

Requirements for tables

1. The main requirements for the content and design of tables are materiality, completeness of indicators characterizing the process, subject or phenomenon, preciseness and clarity of presentation, economy, uniformity. Table references in the text are mandatory and must be given in the text of the article before the table itself. The table reference in the text should not repeat the thematic title of the table.

2. Tables should be made in a text editor, centered without text wrapping and necessarily provided with titles in Russian and English. The titles of the tables are typed in *italics* (centered without paragraph indentation) and placed through the row to the table. In front of the table inscription on the right the designation and the number of the table are placed (*Table 1*).

3. Tables should contain information about the sources of information on the basis of which they are compiled. Information about these sources is given immediately after the table (for example, Compiled by: ...).

Requirements for illustrations

1. An illustration must be placed on the same page as the in-text reference to it, or on the following page. Illustrations are embedded in the text with alignment in the center of the page without paragraph indentation.

2. The recommended size of the illustration in height is up to 10–15 cm. The sizes of the inscriptions and digital symbols in the figure should correspond to the font size used in the text of the article, i.e. not less than 10 and not more than 14 pt.

3. Illustrations embedded in the text must be made in one of the formats: TIFF, JPEG, with a resolution of at least 300 *dpi* for dashed images (diagrams, drawings, graphs) and at least 600 *dpi* for halftone (photographs, etc.).

4. All alphabetic or numeric designations shown in the illustrations are necessarily explained either in the main text or in the caption. Captions are typed in the text editor in the same way as the main text, a line after the illustration in *italics*, aligned in the center of the page without paragraph indentation. The caption begins with the designation and number of the picture (*Figure 1*), the in-text reference to the figure is given in the form of an abbreviation – Fig. 1. After the caption, the text of the article continues to be typed after skipping one line.

Requirements for references (in English)

1. References are listed according to the international bibliographic *Harvard* style.

2. Authors should use the following algorithms for the layout of references:

2.1. Printed book

2.1.1. Book with one author

Author's Surname, Initials Year of publication, Title of the book or transliteration of the title in italics (Translation of the title into English), Publisher, Location.

2.1.2. Two or more authors (& is placed before the last-mentioned author, no comma is placed before &)

Surname of author 1, Initials & Surname of author 2, Initials Year of publication, *Title of the book in italics*, Publisher, Location.

2.1.3. No author

Title of the book Year of publication, serial number of the publication (if indicated, for example: 5th edn), Publisher, Location.

2.1.4. Translated / revised edition of the book

Author's Surname, Initials Year of publication, *Title of the book in italics*, trans. Translator's Initials Surname, rev. Reviser's Initials Surname, Publisher, Location.

2.1.5. One editor

Editor's Surname, Initials (ed.) Year of publication, *Title of the book in italics*, Publisher, Location.

2.1.6. Two or more editors (& is placed before the last-mentioned editor, no comma is placed before &)

Surname of editor 1, Initials & Surname of editor 2, Initials (eds.) Year of publication, *Title of the book in italics*, Publisher, Location.

2.1.7. For books in a series: The title of the series is mentioned after the title of the book and before the publisher.

Author's Surname, Initials Year of publication of the book, *Title of the book or transliteration of the title in italics* (Translation of the title into English), Title of the series, Publisher, Location.

2.1.8. Book in multi-volume edition

Author's Surname, Initials Year of publication, *Title of the book or transliteration of the title in italics* (Translation of the title into English), vol. __, Volume title, Publisher, Location.

2.1.9. Dictionary (indicating the author(s)/compiler(s))

Surname of author 1, Initials & Surname of author 2, Initials (eds.) Year of publication, *Title of the dictionary in italics*, 2nd edn rev, Publisher, Location.

2.1.10. Dictionary entry (no author)

'Name of dictionary entry' Year of publication *Name of the dictionary in italics*, Publisher, Location.

2.2. E-book ('e-book' is added to the description before the publisher, the date of access (viewed) after the location and a link to the book)

Author's Surname, Initials Year of publication, *Title of the book or transliteration of the title in italics* (Translation of the title into English), 2nd edn, e-book, Publisher, Location, viewed Date in day-month-year format (10 January 2022), <http://...>

2.2.1. Chapter in e-book

Author's Surname, Initials Year of book publication, 'Book chapter title', in Initials Editor's Surname (ed.), *Book title or title transliteration in italics* (English translation of title), 2nd edn, e-

book, Publisher, Location, viewed Date in day-month-year format (10 January 2022), pp. 41-66, <http://...>

2.2.2. Electronic dictionary (one author or more)

Dictionary author's Surname, Initials Year of publication, *Title of the dictionary or transliteration of the title in italics* (Translation of the title into English), 2nd edn, e-book, Publisher, Location, viewed Date in day-month-year format (10 January 2022), <http://...>

2.3. Article in a journal/periodical (printed version)

Surname of author 1, Initials, Surname of author 2, Initials & Surname of author 3, Initials Year of publication, 'Title of the article or transliteration of the title' (English translation of the title), *Transliteration of the title of the journal or its official title in English in italics*, (followed by volume number, issue number and page range) vol. 24, no. 3, pp. 153-168.

2.3.1. Journal article (no author)

'Title of article or transliteration of title' (Translation of title into English) Year of publication of the journal, *Transliteration of the title of the journal or its official title in English in italics*, (followed by volume, number and page range) vol. 24, no. 3, pp. 153-168.

2.3.2. Newspaper article

Author's Surname, Initials Year of publication, 'Title of the article or transliteration of the title' (English translation of the title), *Transliteration of the name of the newspaper or official title in English in italics*, Date of publication in a day-month format (10 January), p. 15.

2.3.3. Newspaper article (no author)

'Article title or title transliteration' (English translation of title) Year of newspaper publication, *Transliteration of newspaper title or official title in English with the definite article in italics*, Date of publication in day-month format (10 January), p. 15.

2.4. Article in journals/periodicals (electronic version)

Surname of author 1, Initials, Surname of author 2, Initials & Surname of author 3, Initials Year of publication, 'Title of the article or transliteration of the title' (English translation of the title), *Transliteration of the title of the journal or its official title in English in italics*, (followed by volume, number and page range) vol. 24, no. 3, pp. 153-168, viewed Date in day-month-year format (10 January 2022), <http://...>

2.5. Database article

Surname of the first author, Initials, Surname of the second author, Initials & Surname of the third (last) author, Initials Year of publication of the journal, 'Title of the article or transliteration of the title' (English translation of the title), *Transliteration of the title of the journal or its official title in English in italics*, (followed by volume, number and page range) vol. 24, no. 3, pp. 153-168, (online Database Name)

2.6. Article with doi

Surname of author 1, Initials, Surname of author 2, Initials & Surname of author 3, Initials Year of publication, 'Title of the article or transliteration of the title' (English translation of the title), *Transliteration of the title of the journal or its official title in English in italics*, (followed by volume, number and page range) vol. 24, no. 3, pp. 153-168 doi: ...

2.7. Article from an online newspaper

Author's Surname, Initials Year of publication, 'Title of the article or transliteration of the title' (English translation of the title), *Transliteration of the name of the newspaper or official title in*

English in italics, Date of publication in day-month format (10 January), p. 15, viewed Date in day-month-year format (10 January 2022), [http://...](#)

2.8. Website

Author's Surname, Initials Year of publication, 'Title of article or transliteration of title' (English translation of title), *Transliteration of site title or official title in English in italics*, viewed Date of access in day-month-year format (10 January 2022), [http://...](#)

2.9. Article (abstracts) in the printed collection of articles, conference proceedings

Author's Surname, Initials Year of publication, 'Title of the article or transliteration of the title' (Translation of the title into English) in Editor's Initials Surname (ed.), *Transliteration of the name of the conference (collection of articles) or its official title in English in italics*, Date of the conference, Conference location, Publisher, Location (City of Publication), pp. 153-168.

2.10. Article (abstracts) in the online collection of articles, conference proceedings

Author's Surname, Initials Year of publication, 'Title of the article or transliteration of the title' (Translation of the title into English) in Editor's Initials Surname (ed.), *Transliteration of the name of the conference (collection of articles) or its official title in English in italics*, Date of the conference, Conference location, viewed Date of access in the format day-month-year (10 January 2022), [http://...](#)

2.11. Thesis (printed version)

Author's Surname, Initials Year, Title of work without quotation marks and italics, type of thesis (doctoral thesis/PhD thesis/honours thesis/Master's thesis), Name of organization/university, Location.

2.12. Thesis (electronic version, link to the site)

Author's Surname, Initials Year, Title of work without quotation marks and italics, type of thesis (doctoral thesis/PhD thesis/honours thesis/Master's thesis), Name of organization/university, Location, viewed Date of access in day-month-year format (January 10, 2022), [http://...](#)

2.13. Thesis (electronic version, database)

Author's Surname, Initials Year, Title of work without quotation marks and italics, type of thesis (doctoral thesis/PhD thesis/honours thesis/Master's thesis), Name of organization/university, Location, (online Database name)

2.14. Archive

Archive name (abbreviation in brackets, if available), (official English translation of the archive name, if available), fund number, inventory number, file number, sheet number. (In Russ.)

Ф. (фонд) - fund

Оп. (опись) - inventory

Д. (дело) - file

Л. (лист(ы)) - sheet(s)

об. (оборот) - page back

Examples

1. Lyublinskiy, PI 1923, Borba s prestupnostyu v detskom i yunosheskom vozraste (sotsialno-pravovyye ocherki) (The fight against crime of children and adolescents (social and legal essays)), Yuridicheskoye izdatelstvo Narkomyusta publ, Moscow. (In Russ.)

2. Melerovich, AM & Mokiienko, VM 2008, 'Semanticheskaya struktura frazeologicheskikh yedinitsov sovremennogo russkogo yazyka' (Semantic structure of phraseological units of the modern Russian language), Kostroma State University publ, Kostroma. (in Russ.)
3. Evgenieva, AP (ed.) 1999, Slovar russkogo yazyka (Dictionary of the Russian language), in 4 vols, Russkiy yazyk Publ., Poligrafresursy Publ., Moscow. (In Russ.)
4. Potebnja, AA 1990, 'Iz lektsiy po teorii slovesnosti. Basnya. Poslovitsa. Pogovorka' (From Lectures on the Theory of Literature: The Fable, the Adage, the Proverb), in Teoreticheskaya poetika (Theoretical Poetics), Vysshaya shkola publ, Moscow, pp. 55–110. (in Russ.)
5. Tret'yakova, IYu 2006, 'K voprosu ob okkazional'nom modelirovanii paremiy' (On occasional modeling of proverbs), in V.I. Dal' v paradigme idey sovremennoy nauki (V. I. Dahl in the paradigm of ideas of modern science): 3d All-Russian Scientific Conference, Ivanovo, pp. 108–114. (in Russ.)
6. Gosudarstvennyy arkhiv Rossiyskoy Federatsii (GARF) (State Archive of the Russian Federation), fund 5207, inventory 1, file 17, sheet 18. (In Russ.)