

APPROVED BY
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TERMS AND CONDITIONS OF PUBLISHING IN THE PERIODICAL “PRIVOLZHISKY SCIENTIFIC JOURNAL”

1. List of documents required for publishing a scientific article

1.1. The author (authors) should prepare materials of a scientific article: the manuscript and accompanying documents in accordance with the following requirements. The journal is a bilingual periodical, and materials may be submitted either in Russian or in English (here the main text of the manuscript is meant, because part of the submitted documents should be bilingual).

1.2. The manuscript is to be submitted in 2 copies on A4 size paper (see Section 2) and in an electronic form (see Section 3). ***The printed and electronic versions should be identical.***

1.3. The accompanying documents of the manuscript should include:

1.3.1. A covering letter in 2 copies printed out on A4 size paper ***according to the approved form*** available on the journal’s website: <http://www.pnj.nngasu.ru>. The letter is to be signed by the head of the organization (legal entity) from where the manuscript is originated. If the author is not an employee of any organization, post-graduate or doctorate student, and an applicant for an academic degree, the covering letter is to be signed personally by the author (in this case a document confirming the status of unemployed should be attached to the letter). For NNGASU staff, as well as for the post-graduate or doctorate students, and applicants for an academic degree studying at NNGASU the covering letter is not necessary.

1.3.2. An extract from the minutes of meeting of the chair (department, scientific council or another qualified body) recommending publishing the article in the Privolzhsky Scientific Journal in 2 copies printed out on A4 size paper. If the article is submitted by a natural person but not a legal entity, a recommendation for publishing signed by a scientist with an academic degree in the same specialty (according to the List of scientific specialties approved by the Ministry of education and science of Russia) is provided instead of the extract.

1.3.3. An expert conclusion that the article may be published in public media in 2 copies printed out on A4 size paper. This document is prepared according to the form approved by the organization of the manuscript’s origin. The form of the expert conclusion developed by NNGASU is available on the journal’s website: <http://www.pnj.nngasu.ru> (for NNGASU staff, as well as for the post-graduate or doctorate students, and applicants for an academic degree studying at NNGASU this document is to be issued by the De-

partment of Intellectual Property and Technologies Transfer (bldg II, office 213-a, tel.: (831) 430-19-34)).

If there is no approved form of expert conclusion in the organization where the author works or studies, the NNGASU's form may be used (in this case the author should alter positions and names of the authorized persons accordingly). If the manuscript is submitted by a natural person but not on behalf of a legal entity, an expert conclusion that the article may be published in public media is not required.

1.3.4. A document (a copy of subscription form) confirming subscription of 2 (two) or more issues of the Privolzhsky Scientific Journal (index 80382 in the catalogue of the Rospechat (Роспечать)). Both, a natural person and a legal entity may subscribe. The requirement to subscribe the Privolzhsky Scientific Journal **does not apply** to the following categories of people: 1) post-graduate students (the status should be confirmed by a certificate issued by the organization where the student studies); 2) NNGASU employees; 3) members of the editorial board of the Privolzhsky Scientific Journal. *Note:* if a co-author does not belong to any of the above categories, the requirement to subscribe the journal remains valid.

1.4. In case the article's co-authors are affiliated to different legal entities the accompanying documents are prepared by one of the organizations (at discretion of the authors), other organizations should provide extracts from the minutes of meeting of the chairs (departments, scientific councils or other qualified bodies) with the recommendation to publish the article. The extracts should bear the signature of the head and the stamp of the organizations.

2. Rules for preparing a manuscript printout

2.1. The manuscript (when the main text of the article is presented **in Russian**) should include the following:

- UDC (Universal Decimal Classification) index;
- surnames, initials of the authors **in Russian**;
- academic degree and academic status of the authors **in Russian** (except for non-governmental academies of sciences);
- positions of the authors (main job and additional job (if any)) **in Russian** (if the author is a post-graduate or doctoral student or an applicant for an academic degree, the name of the chair where the person studies should be mentioned);
- title of the article **in Russian**;
- full name of the organization (legal entity) where the author works (main job and additional job (if any)) **in Russian**;
- contact information for correspondence (main job and additional job (if any)) **in Russian**: mail address of the organization (with the postal code); phone number, fax number (with the area code), e-mail;
- key words **in Russian** (3 to 5 words and/or word combinations);
- abstract of the article **in Russian** (0.3 page max.);
- main text of the article **in Russian**;
- references **in Russian** (at least three sources);
- full surnames, names, father's names of the authors **in English**;
- academic degree and academic status of the authors **in English** (except for non-governmental academies of sciences);

- positions of the authors (main job and additional job (if any)) *in English* (if the author is a post-graduate or doctoral student or an applicant for an academic degree, the name of the chair where the person studies should be mentioned);
- title of the article *in English*;
- full name of the organization (legal entity) where the author works (main job and additional job (if any)) *in English*;
- contact information for correspondence (main job and additional job (if any)) *in English*: mail address of the organization (with the postal code); phone number, fax number (with the area code), e-mail;
- key words *in English* (3 to 5 words and/or word combinations);
- abstract of the article *in English* (0.3 page max.);
- references *in English* (at least three sources);
- copyright sign (the encircled capital letter C) followed by the surnames and initials of the authors *in Russian*, year of sending the article for publication.

The arrangement and format of the above parts of a manuscript should correspond to the example of a scientific article for publication given on the journal's website: <http://www.pnj.nngasu.ru>.

2.2. The manuscript (when the main text of the article is presented *in English*) should include the same elements as mentioned in Paragraph 2.1. In this case the Russian text is changed into English and English one – into Russian.

2.3. The manuscript should meet the following requirements:

2.3.1. The manuscript text should be in Microsoft Word format and printed out on A4 size paper on one side. Use good quality paper of 80 g/m². Margins should be set as follows: top 25 mm, bottom 25 mm, left 25 mm, right 25 mm. Page numbering is to be arranged in the bottom right-hand corner.

2.3.2. The manuscript should be in Times New Roman (Cyr). Single-spaced text of 14 pt should be used for: UDC index, author's name, author's academic degree and academic status, author's position, title of the article. Font size 14 pt with 1.5 line space is to be used for the body text and copyright sign. Font size 12 pt with a single line space is to be used for the name of the organization (of the author's work), contact information for correspondence (address of organization, etc.), abstract, key words, references.

2.3.3. Cyrillic and Greece letters (including indices) as well as numerals (including indices) should be typed in regular font, while Latin letters – in italic. Abbreviations and standard functions (Re, sin, cos, etc.) and symbols of chemical elements should be typed in regular font.

2.3.4. The article may contain equations which should be typed with the ***use of the Microsoft Word equation editor only***. In this case equation editor "Math Type 6" or "Microsoft Equation 3.0" should be used. If the "Microsoft Word, Office-2010" is used, the equation editor should not be opened by the command "Insert-Formula" (the button "π" on the fast access bar). In this version in the menu "Insert" the button "Object" should be pressed, and in the pulldown box the type of the inserted object – "Microsoft Equation 3.0" should be selected. Equation characters should correspond to the requirements of the body text (see above). The article should contain just the necessary minimum of equations. All minor and intermediate mathematical manipulations may be presented in a supplement to the article, if required (as an additional explanation for a reviewer).

2.3.5. The article may contain tables, graphs, pictures, photographs, etc. They must be numbered, have captions and in-text references. They should appear in the text as close after their mention as possible. Table font size should correspond to the requirements of the body text (see above). Figure captions should be in Times New Roman (Cyr), font size 12 pt, line space 1.0 (single). Should the article contains colour figures or photographs, they are to be grouped on even number of pages – either on 2 or 4 separate pages (but not more than 4 pages). All figures should have captions and in-text references. The usage of colour figures should be justified (when they cannot be replaced by black-and-white analogues).

2.3.6. References should conform to GOST P 7.0.5-2008 (adjusted to the latest versions). List of references should be numbered consecutively as they appear in the text. When referring to a reference item in the text, use the reference number in square brackets. The list of references should include just those articles (documents) that have been published at the moment of the manuscript submission. The quantity of listed references should be at least 3. As cited sources, scientific articles published during the last 5 years in Russian and foreign peer-viewed scientific periodicals should be used. Textbooks, teaching aids, and popular scientific literature should not be used as references, unless they are a subject of research. Russian references in an English version should be transliterated in Roman letters. In addition, titles of articles and names of journals should be translated into English and typed in square brackets. References to English publications should be given as they are.

2.3.7. The volume of a manuscript (including black-and-white and colour figures) prepared in conformity with the above requirements **should not exceed**: a) 11 (eleven) pages provided there are at least 3 figures in the text; b) 8 (eight) pages in all other cases.

2.4. The manuscript should be edited and signed by all the co-authors on the reversed side of the last page with the date of the manuscript submission to the editorial board (day, month, year).

3. Rules for preparing manuscript in electronic format

3.1. The article should be presented in a doc., docx. or rtf. file (Microsoft Word). The file should include a manuscript (prepared in accordance with Paragraph 2) with figures (if any). The name of the file should include the author's name. The file should be written on a CD-R or CD-RW disc.

3.2. Every figure (picture, graph, photograph, etc.) should be presented as a separate file, and the name thereof should correspond to the figure numbering (for example: Figure 1). All graphs and other numbered figures should allow alterations; therefore, they should be presented **in the initial format** (for example, pictures created in CorelDraw should be in cdr format. Scans of the figures **are not accepted**. Photographs should be sent as jpg files; the quality of all figures should be at least 300 dpi.

4. Procedure of the scientific article submission

Materials of the scientific article (the article itself and accompanying documents) prepared according to the above mentioned requirements are to be mailed in an A4 size envelope to the following address: *65, Iljinskaya Str., 603950, Nizhny Novgorod, Russia. Nizhny Novgorod State University of Architecture and Civil Engineering, to Dmitry V. Monich, the Executive Secretary of the Privolzhsky Scientific Journal.*

The manuscript may also be delivered by a courier or the author personally or an authorized person to the NNGASU office (65, Iljinskaya Str., Nizhny Novgorod, NNGASU, bldg 1, room 127).

5. Procedure of the scientific article peer-viewing

5.1. Having received the manuscript the Executive Secretary of the journal examines completeness and correctness of the documents. In case they do not conform to the requirements, a message will be e-mailed to the author: “Materials of your scientific article do not conform to the requirements set by the journal’s editorial board”.

5.2. Manuscripts prepared in accordance with the set requirements are registered by the Executive Secretary and handed over to one of the members of the editorial board having an appropriate specialty (according to the List of scientific specialties approved by the Ministry of education and science of Russia) for peer-reviewing. The editor views the manuscript according to the procedure established by the editorial board. The editorial board membership, including scientific specialties of its members, as well as the Procedure of scientific articles peer-viewing can be found on the web-site of the Privolzhsky Scientific Journal: <http://www.pnj.nngasu.ru>

5.3. In case of positive conclusion, the article is put on the list to be published in a respective thematic section of the journal. A copy of the editor’s conclusion (without the editor’s name) with the notice “The article has been included into the publication plan” is mailed and also e-mailed to the author. The time of publication is decided by the editorial board depending on the number of the articles on the waiting list to be published in the given thematic section of the journal. As a rule, the date of article submission for publication in the next issue should be not later than 4 (four) months before publishing (for example, to be published in issue № 1 (March) the article should be submitted not later than November 1 of the previous year). The date of receipt of a positive conclusion on the peer-viewed manuscript by the editorial board is considered the starting point of this period.

5.4. In case revision of the article is required, a copy of the editor’s conclusion with the editor’s remarks (without the editor’s name) with the notice “To be revised” is mailed to the author. The procedure of preparation, submission and viewing revised manuscripts is the same as for the newly submitted articles. Two copies of the document “Replies to the editor’s remarks” printed on A4 paper should be attached to the revised version. Replies given to every remark (pointwise) should be signed at the bottom of the page by all co-authors and should bear the date of the revised article submission (day, month, year). The authors’ signatures should be certified by the organization’s office or personnel department from where the manuscript is originated. The accompanying documents (para 1.3) should be revised only in case of the change of the article’s title and/or authors of the article.

5.5. In case of the editor’s negative conclusion (a conclusion with the editor’s remarks that justify impossibility to publish the article even after revision), a copy of this conclusion (without the editor’s name) with the notice “The article is not recommended for publication” is mailed to the author.

6. General terms and conditions

6.1. The following manuscripts are not accepted for publication: 1) scientific articles that do not comply with the peer-viewed thematic fields of the journal. These fields correspond to the scientific specialties of the members of the journal’s editorial board (according to the List of scientific specialties approved by the Ministry of education and science

of Russia); 2) scientific articles that have been published previously; 3) materials that do not conform to the requirements of the editorial board; 4) advertising materials.

6.2. The editors reserve all rights to modify and remove portions of the manuscripts at their discretion. The editorial board has the right to give extracts or full texts of scientific articles to Russian and foreign organizations providing indices of scientific citation, as well as to present them on the journals website.

6.3. The authors submitting a scientific article to the journal for publication are fully responsible for the infringement of copyright, know how, and other intellectual property laws in accordance with the Russian legislation.

6.4. Each issue of the journal (in whole) is a property of the journal's founder – the Nizhny Novgorod State University of Architecture and Civil Engineering (NNGASU). Reprinting of the Privolzhsky Scientific Journal is not allowed without prior written permission of the editorial board, reference to the journal is obligatory when citing.

6.5. Manuscripts sent to the editors are not returned to the authors. Authors are not entitled to any fees for the publication of their articles.

6.6. The author's payment to the editorial board for peer-viewing is accomplished by the author's subscription of the journal (see para 1.3.4). Scientific articles by post-graduate students are published free of charge.