

Instruction for an Author

1. An author must log into the system of the journal.
2. On the page “For Authors” it is necessary to familiarize with the requirements to articles arrangement.
3. In the text editor MS Word the author should format a manuscript in compliance with the requirements to articles arrangement and save the file in DOC or DOCX format.
4. Enter the page "User’s Folder" and click the link [new submission].

5 STEPS TO SUBMITTING AN ARTICLE TO THE JOURNAL

Step 1. The beginning of submission. Select the section of the journal and the language of submission, and then verify the implementation of all the “technical requirements” with a tick.

Step 2: Uploading the submission. Download the file with the manuscript, using the button [Browse ...], and press [Upload].

Click the button [Save and Continue].

Step 3. Entering the metadata. The author must provide the basic information about his or her article (title, abstract, keywords bibliographical list for the article), completing in detail the appropriate fields. After filling the form in Ukrainian - choose English from the list of languages and enter the information in English, then do the similar action for the Russian language. This will enable the system to operate the data automatically and will ensure indexing by scientific-metric databases.

Fields should be filled as follows: Place of work – university and academic department should be noted; Biography - specify the degree, academic title; In the field for patronymic - the first letter and a full stop; Surname, name and patronymic in Latin characters - according to the rules of transliteration set out in the Resolution of the Cabinet of Ministers “On regulation of Latin transliteration of Ukrainian alphabet.”

The stated additional requirements concerning the abstract and bibliography are dictated by mandatory requirements of the world abstract databases. When submitting articles to the editorial board mandatory are: 1. Abstract to an Article in English; 2. Bibliography in English; the Abstract must be: - informative (it should not contain common words) - Original (it not to be a calque of an annotation in the Russian language); - Content-rich (it should reflect the main content of the article and research results); - Structured (it should follow the logic of description of the results in the article); - Compact (be packed in volume from 100 to 250 words). The abstract must include: - subject, topic, purpose of work; - Method or methodology of work; - Results of the work; - The field of use of the results; - Conclusions.

Bibliographic lists for articles should be arranged in accordance with State Standards of Ukraine, GOST 7.1: 2006 “Bibliographic record. Bibliographic description. General requirements and rules of drafting (GOST 7.1-2003, IDT)”, valid since 01.07.2007.

Step 4. Uploading the author's agreement. Download the file of author’s agreements using the button [Browse ...], and press [Upload].

Click the link << Back to accompanying files.

Step 5. Confirmation. The Author is completing the submission process by selecting [Confirm submission].

STATUS OF THE SUBMISSION

To check at what stage your submission is in the editorial and publishing process, the author must do the following: “User’s Folder” → “Author” → “X Active” → Status

Possible variants of status: in progress - the author did not complete the submission process, and, to continue click on the name of the submission. Submissions awaiting acceptance – formatting check is expected. Reviewed – the file of the manuscript is sent to an editor or reviewer. Is edited - the manuscript was accepted and its publication is expected. Archived – the manuscript was rejected.

RETURN A FINALIZED ARTICLE

To return into the system the article which was finalized after the editor’s comments, following steps should be taken: User’s Folder → Author → in the status field press “Reviewed” → field “Unload the author’s version” → [Browse ...], [Unload]. Please, inform the editor about submission of a new version!