Article guidelines in English
(updated 15.04.2024)

CONTENTS

I. General information on manuscripts submitted for publication

1. *Languages*: papers in the Russian, Tatar, and English languages can be published in the journal.

2. *Format*: manuscripts are accepted in electronic format as MS Word DOC or DOCX files.

3. *Size*: articles containing minimum 30,000 up to 50,000 characters (with spaces) shall be accepted. Publications for the section "New books" and "Research life chronicles" may contain up to 11,000 characters (with spaces).

II. Article format

1. Block 1: is written in the language of the article (English).
Title of the article (centre alignment, capitalised). Author(s): (initials, surname), left-aligned.
Author's information: (affiliation(s), city, country, e-mail).
Abstract 200-250 words.
Key words (6-8 words).
For citation: bibliographic description of the article.

If the article has two or more authors, the name of the contact person, who is going to reply the editorial staff's emails, should be marked with a star before the author's last name.

2. Block 2: is written in Russian.
Title of the article (centre alignment, capitalised).
Author(s) (initials, surname), left-aligned.
Abstract 200–250 words.
Key words (6–8 words, separated with commas).
For citation: bibliographic description of the article.

3. Блок 3: The article text.
 Phrases in English and Russian: "The authors declare no relevant conflict of interests."
Sources (may not be present in all articles)
References

About the author in English: full name, academic degree, job title, affiliation(s), postal address(es), affiliation(s) (building, street, city, zip code, country); ORCID (in the format: http://orcid/....), e-mail.

About the author in Russian: full name, academic degree, job title, affiliation(s), postal address(es), affiliation(s) (zip code, street, building, city, country); ORCID (in the format: http://orcid/....), e-mail.

Acknowledgement

For articles in English: Block 2 is mandatory and should be written in Russian.

The journal is intended for Russian-speaking readers, therefore, the editors ask authors to include Block 2 in Russian. If there is no opportunity to make the Russian translation, the journal editorial office can provide assistance in translating this section.

5. Links to references, analytical reports and articles in scientific publications are to be given in the format of in-text bibliographic references in parentheses with indication of authors' last names, the year of publication, and pages. For example, (Khakimov, 2016: 244). If the bibliographic description does not contain information about authorship, the in-text reference should provide its title (a long title can be confined to an ellipsis; in the after-text list of bibliographic references all titles are to be given fully). When an article or a book written by two authors is referred to in the text, both authors are to be indicated. For example, (Mirgaleev, Pashaoglu, 2014). When referring to articles or books written by three or more authors, the last name of the first author is specified with the phrase "et al." For example, (Petrov et al. 2012: 403). When works of the same author published in the same year are referred to in the text, the letters a,b,c should be added to the year of publication. For example, (Khakimov, 1993a: 23; Khakimov, 1993b: 32).

III. Bibliography guidelines

General guidelines

1. All bibliographic lists are to include only the books and materials which are referred to in the text of the article.

2. The lists in the sections "Sources and Materials" and "References" are presented in the alphabetic order without numeration. The materials written in Cyrillic alphabet (Russian, Serbian, Ukrainian, etc.) come first, the ones written in Latin alphabet (in English, French, etc.) come afterwards.

3. Printer's imprint of books is specified fully (city: publisher, year). The total number of pages is not specified.

4. For articles the first and last pages of the publication in a journal or collected papers are to be specified.

5. For collection of academic papers the publication editor/publication editors or the compiler/compilers are to be specified.

6. Indicating DOI indexes (if available) is recommended.

7. Titles of journals and other periodicals should be given without contractions.

8. The double slash mark // cannot be used to separate the title of an article and a journal name.

Sources list guidelines

1. The list 'Sources and Materials' should include archive and field data materials, non-academic publications (fiction, publicistic works, newspaper materials, legislative acts, etc.), online publications (except for online versions of academic journals), video materials, etc.

2. References from the list 'Sources' should be cited as a 'prefix' (see below), which is indicated in parentheses.

3. The list is presented using a prefix and a standard bibliographic description of a source.

4. Prefix guidelines:

- The name of the author or publication editor (compiler, translator) should be specified in the prefix, if available.

- If the author of the cited material is unknown, the first or two first words of the title may be specified. For example, (Concept of Upbringing 2015).
- When citing archive materials, it is recommended that commonly-accepted abbreviation of the cited archive is used (HAEU, NARA, etc.).
- If the date of the materials is established, the year should be specified in the prefix.

IV. Guidelines for writing and article text

1. Size of font – 14.
2. Font type – Times New Roman.
3. Style – normal.
4. Interval – single space.
5. Margins – 2 cm.
6. Indentation – 0.8.
7. Notes, if needed, are placed in footnotes with new numeration on each page.
8. Typographic quotes are used.
9. Contractions and abbreviations: It is recommended that at first citation in the text, the full name of institutions, countries, regions should be provided; when mentioning them again, an abbreviated variant (abbreviation) is appropriate. For instance, the Department of Manuscripts of the Russian National Library (hereafter – DM RNL).

V. Bibliography guidelines

General guidelines
1. All bibliographic lists are to include **only** the books and materials, which are referred to in the text of the article.
2. Regulatory documents, statistical data and materials in which authors surnames are not indicated, as well as newspaper articles, web-pages are to be cited on page-by-page notes with indication of the access date.
3. The lists in the sections 'Sources' and 'References' are presented in alphabetic order without numeration. The materials written in Cyrillic alphabet (Russian, Serbian, Ukrainian, etc.) come first, the ones written in Latin alphabet (in English, French, etc.) come afterwards.
4. Printer's imprint of books is specified fully (city: publisher, year). The total number of pages is not specified.
5. For articles the first and last pages of the publication in a journal or collected papers are to be specified.
6. For collection of academic papers the publication editor/publication editors or the compiler/compilers are to be specified.
7. Titles of journals and other periodicals should be given without contractions.
8. The double slash mark // cannot be used to separate the title of an article and a journal name.
9. In case of submitting for publication an analytical scientific review of a topic, a full bibliographical list of references is required.
10. For publication in the section 'New Books', full publisher's imprint of the book, which is under review, must be included in the list 'References'. Besides the imprint of the reviewed book, materials for the sections 'Documents' and 'New Books' may not contain a list of references.
11. It is recommended to include no more than 50 sources in total in both lists. Self-citations in the list must not exceed 10%.
12. Insufficient list of references (less than five academic literature references) may become a reason for rejection of publishing a manuscript.

Guidelines for the list of Sources
1. The list 'Sources' should include archive and field data materials.

2. References from the list "Sources" should be cited as a 'prefix' (see below), which is indicated in parentheses.

3. The list is presented using a 'prefix' and a standard bibliographic description of a source.

4. Guidelines for the Prefix:

- When citing archive materials, it is recommended that the commonly-accepted abbreviation of the cited archive is used (HAEU, NARA, etc.). The key to abbreviations should be given after the article in the special section 'List of Abbreviations' before the section 'Sources'.

- The name of the archive, fund, series, issue, sheet (MD NLR: F. 316. Ser. 1. I. 161. Sh. 37–38) are to be specified in the text.

- When referring to the author's field data, it is recommended that the abbreviation AFD and the year of collecting the data is indicated. For example, (AFD 2000).

- If the date of the materials is established, the year should be specified in the prefix.

Examples of references from the list of Sources

Description of archive documents

MD NLR. F. 316. Ser. 1. I. 161.

Citation in the text: (MD NLR: F. 316. Ser. 1. Sh. 37–38), if with a reverse (MD NLR: F. 316. Ser. 1. Sh. 37–38 rev.)

If it is necessary to cite different issues of the same fund, the following description is acceptable:

MD NLR. F. 316.

Citation in the text: (MD NLR: F. 316. Оп. 1. I. 161. Sh. 37–38)

Description of family archives

Gubaydullin A.G. Diary (Manuscript). In: *The archive of the Gubaydullins family*. Kazan (accessed: 08.08.2018).

Citation in the text: (Gubaydullin, 2018: 14).

Description of field data

AFD 2018 – Field data of the author's expedition to the villages of Vysokogorskiy District of the Republic of Tatarstan, June 2018 (notebooks 1, 2).

Citation in the text: (AFD, 2018: Ivanova), where Ivanova is the informant.

Guidelines for the list of References

1. The list 'References' is to include only academic publications (monographs, collections of academic papers, articles, and reviews in scientific/academic publications).

2. Bibiliographical description of resources: author (in Italics), title of a publication, printer's imprint. DOI is a mandatory element of a bibliographical description.

Examples from the list of References

Description of a monograph

Tajfel H., Turner J.C. (1986) The Social Identity Theory of Intergroup Behavior. In: Worchel S., Austin W.G. (eds) *Psychology of Intergroup Relations*. Chicago: Nelson-Hall: 7–24.

Etzkowitz H. (2008) *The Triple Helix: University-Industry-Government Innovation in Action*. New York: Routledge. Available at: URL: http://mguntur.id/files/ebook/ebook_1605608206_ cf742d707b4e0bf22bf3.pdf (accessed: 16.02.2023).

Description of a journal article

Yurchak A. (2000) Privatise your name: symbolic work in a Post-Soviet linguistic market. *Journal of Sociolinguistics*. No. 4 (3): 406–434. (In Russ.)

VI. Abstract guidelines[1]

The main scope and objectives of the abstract.
An abstract is a short summary of a larger paper. It will be published on the journal website in detachment from the main body of the text, therefore, it is expected to be comprehensible without addressing the publication itself. The article abstract is the main source of information about the paper in Russian and foreign information systems and databases which index the journal.
Structure, content, and size of the abstract.

- it is preferred that the abstract structure mirrors the structure of the paper and includes the following sections: introduction, aims and objectives, methods, results/discussion, conclusion/findings.

- results of the work must be described with compelling clarity and precision. The main theoretical and experimental results and factual evidence must be outlines, discovered correlations and patterns must be indicated. Preference should be given to new scholarly findings and the data of practical importance from the author's point view.

- conclusions can be accompanied with recommendations, assessment, proposals, hypotheses described in the article.

- information from the article title must not be repeated in the abstract text.

- the abstract text should include significant words from the article body. The text must be concise and explicit, devoid of irrelevant information, unnecessary parenthetical words, general wording without substance.

VII.   Illustrative material

1.   The article may include black-and-white and coloured illustrations of high quality. Illustrations are to be provided as separate files in TIF, JPG formats with resolution of at least 300 dpi. A maximum of 5 illustrations will be accepted.

2.   Authors can indicate their preferences on the placement of the illustrations in the article text. In order to do that, it can be indicated in the text: HERE ILLUSTRATION 1, HERE ILLUSTRATION 2, etc. (advisably in the spaces between paragraphs).

3.   Each illustration must be accompanied with an informative caption and specification of the source / author, the time when the illustration was created, or the time that it captures. Captions should be submitted as a list in a separate file and be sent to the editorial staff alongside the article. Captions submitted as a graphic file are not accepted.

4.   Any illustrations (except the author's own photos) attached to the article must be provided with an **official written permission to republish** from their owner or the current copyright holder:

- when using illustrations copied from the originals or the ones that are kept in state or personal archives, or museums, a permission to republish from a respective institution or an individual must be obtained. State museums and archives may have their own permission form templates. If there is no such form, the author can use the template of a permission to republish illustrations from an individual, which is available on the journal website in the section "For authors".

- when using photographs of exhibits from a museum, a permission to publish such images must be obtained from the given institution.

- when using illustrations copied from a published book, journal, other printed or online media outlet, permission to reproduce the given material must be sought: a) from their author or current copyright holder; b) from a respective print media outlet (usually a publishing house).

- responsibility on establishing the authorship of illustrations or their current copyright holder, and obtaining a written permission to republish them rests with the author.

- unidentified illustrations and images without an accompanying permission to republish are not accepted.

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[1] Kirillova O.V. Editorial instructions on preparation of research journals for including into foreign citation indexes. URL: **http://www.library.fa.ru/files/Kirillova.pdf** (accessed: 19.07.2023). (In Russ.)

VIII. Graphic material

Tables, graphs, diagrams are inserted in the text after they have been refereed to in the article. For example, (table 1). The title of the table, graph, or diagram must be stated with specification of measurement units (%, rouble, etc.) and the timing of the material (century, year).

A template:

Table 1

Attitude to inter-ethnic marriages in the Republic of Tatarstan, 2014, %

Answer options	City	Village
Approve	87	70
Indifferent	10	28
Cannot say	3	2