

## FOR AUTHORS

### The main requirements, terms and conditions for submission of materials submitted to "Electronic Scientific Edition Almanac Space and Time"

1. "Electronic Scientific Edition Almanac Space and Time" is multidisciplinary scientific edition. It accepts articles on spatial and temporal problems in philosophy, history, political science, sociology, cultural studies, architecture, philology, pedagogy, psychology, economics, law, ecology, geology, geography, biology, medicine, mechanics, and experimental physics. **e-Almanac does not accept articles on mathematics, chemistry, theoretical physics and engineering sciences.**

Editorial Group accepts for publishing (i) original scientific articles and reviews; (ii) formerly published (not less than 70 years ago) rare documents and articles of great scientific and(or) education significance, accompanied by comments; (iii) proprietary methodologies and programs for courses of study.

The editorial opinion is not necessarily the same as authors' one.

2. **The content of all articles should be of scientific interest**, written in accordance with the norms of academic language; article titles should correspond to their content.

3. Articles should be no more than 100,000 characters (including spaces), clearly state the research objectives and scientific reasoning, provide an abstract and keywords, as well as a bibliography, containing no fewer than 15 sources is provided to the Editor by electronic mail.

If article is more than 100,000 characters (including spaces) the Editorial Group may publish it by piecemeals. In this case, Editorial Group has the right to reject one or another parts) by the results of peer-reviewing.

4. **Please send us the material as several separate files. Each file name should start with author's second name.**

4.1. **The main file** (Microsoft Word, \*.doc, \*.docx) **should contain the text of the article and have the following structure:**

- title of the article;
- the surname and initials of all authors: if there are two or more authors, their names should be marked with a corresponding number of asterisks;
- brief information about the author(s) of the article (see application form below); if the number of authors is two or more their details should be marked by asterisks in accordance with the same numbering used to denote the authors' names;
- abstract of no less than 150 words in good academic English (automatic translation is not allowed) in the first person using the active voice ('I examined', 'I have shown', 'we discussed', 'we conclude').

The abstract should be structured as follows:

**Relevance — the subject of study — research methods — research results — conclusions.**

- keywords that characterize the content of the article (from 5 to 10 words or phrases, in the nominative, lower case letters, separated by commas or semicolons);
- full article (12 pt, Times New Roman font, justified alignment, single-line spacing, paragraph indent the first line 0.6 cm) with an inline link in square brackets with the name of the quoted author, year of publication of their work and, if necessary, page number for quotations (see reference design examples below).  
All of the tables, formulas and illustrations (graphics and multimedia) should be sequentially numbered. All graphics and captions, as well as formulas to be created in specially created table cells.
- the reference list should be in alphabetical order, issued in accordance with MLA7.

For all references listed in the bibliography all authors for every publication must be specified, regardless of the number of names; 'et al.' is not permitted.

#### Examples of correct referencing:

##### For normative legal acts:

[Resolution of UN S/RES/679(1990) of 30 Nov. 1990]  
[*Constitution of the Republic of Ghana* 1992]  
[Education Act 1996, Section 509: Provision of Transport etc., (B).]

##### For archival documents and reference books:

[*Archivio di Stato di Genova*, Sala San Giorgio, Sala 34, 1226, Massaria Caffae 1381]  
[*OED Add. Ser.* 1993, volume 2]

##### For publications without authors, including media and electronic resources

["Obama, Hollande Urge Against Escalation..." 2015]

**For two or more authors:**

[Smith, Chang 2011, p. 39] —two authors

[Smith et al. 1976] —for the writing team of three or more authors the first surname is indicated in the list)

**For only one author:**

[Smith Web., n.d.] — for undated foreign internet sources

[Smith J. 2008; Smith P. 2011] — for namesakes

[Smith 2010.a, 2010.b] — for work from the same author published in the same year in different sources. In this case, the in-text references contain the same letter (a, b) as noted in the end text reference list.

**Please take into account following requirements:**

- A4 page size, margins of 3 cm on all sides, numbering pages sequentially;
- **Footnotes are made only by using the function ‘Insert Footnote’;**
- **All hyperlinks in the text, footnotes and the references should be removed;**
- All figures should be numbered; numbers and legends should be below the figure;
- Each table should be titled and numbered; the number and title of table should be over it;
- Width of the table should not exceed the width of the text block;
- Formulas should be in Microsoft Equation 3.0 (normal character 12 pt, large index of 7 pi, small index 5 pt). If there are few formulas in the article, they should be numbered consecutively;
- Please, do not use:
  - Spaces and tabs to indent a new line;
  - The forced separation of lines within a paragraph;
  - The forced separation of the text on the page;
  - Forced hyphenation in words;
  - Partition borders

Editorial Board has the right to edit the drafting article.

**4.2. The following should be submitted in separate files:**

- copies of all graphics presented in the materials for publication: charts, graphs, diagrams, drawings, photographs (in JPEG or TIFF format, minimum resolution 300 dpi), and tables (Microsoft Word, \*.doc, \*.docx);
- captions (in a single file \*.doc, \*.docx);
- a photograph of the author(s) (JPEG or TIFF, resolution of at least 300 dpi)

**4.3 The ‘paper application’ file (Microsoft Word, format \*.doc, \*.docx):**

**Article application form**

<b>Author 1 (in full)</b>	
<b>Academic degree</b>	
<b>Academic rank</b>	
<b>Organization</b>	
<b>Personal position</b>	
<b>Additional information currently at the Author’s request</b>	
<b>ORCID</b>	
<b>Country, city</b>	
<b>E-mail</b>	
<b>Postal Address</b>	
<b>Author 2 (if applicable)</b>	
etc., the same information as for first author	
<b>Title of article</b>	
<b>Abstract</b> <b>Attention!</b> The abstract of no less than 150 words should be written in good academic English (automatic translation is not allowed) in the first person using the active voice ('I examined', 'I have shown', 'we discussed', 'we conclude'). <b>The abstract should be structured as follows:</b> <b>Relevance - the subject of study - research methods – research results – conclusions</b>	
<b>Keywords</b>	
<b>References in MLA7</b> For all references listed in the bibliography all authors for every publication must be specified, regardless of the number of names; ‘et al.’ is not permitted.	

Fees are not paid to authors.

By editorial decision, it may to charge a fee from authors for article editing in event that text, figures or graphs are fail to meet the requirements of e-Almanac.

**Address for correspondence:**

Academician Volgin Street, 15 – 2 – 12.  
117485, Moscow,  
Russian Federation.

**Website:** <http://j-spacetime.com>

**Email:** [ucg.ltd@list.ru](mailto:ucg.ltd@list.ru); [olga-n-tynyanova@j-spacetime.com](mailto:olga-n-tynyanova@j-spacetime.com).