
7. **Key words.** Each article should have key words (up to eight words or word combinations). Key words should reflect the content of the manuscript to the fullest extent. The number of words within a phrase should not exceed three.

8. **Tables.** The caption of the table and its number (if present) are given in normal font, without highlighting. The caption runs in bold and is center aligned. Tables are inserted; drawing tools and AutoShapes are not allowed; column and cell alignment using spaces or tabs is not allowed. MS WORD table editor is used for tables. Each piece of data of the stub and head of the table correspond to discrete cell. Only editor standard tools are applied for creating and formatting tables, no pilcrows, spaces and extra blank lines for semantic breakdown and line adjustment are allowed.

9. **Figures (schemes, graphs, diagrams).** The caption and its number are placed below the figure. The word “Figure” is in normal font (without highlighting). The caption runs in bold, center alignment, singlespaced.

MS EXCEL is to be used for creating charts, MS WORD, MS VISIO – for flow charts, MS Equation for formulas. Figures and charts, created in MS WORD are to be grouped within one single object.

Graphic materials that are scanned, exported, or taken from the Internet are not allowed in the article.

10. **Bibliographic description of the sources under tables and figures.** Write: either “Source”, or “Compiled with the use of”, or “Calculated with the use of”, etc., after that – information about the source.

11. **Page footnotes.** Page footnotes are executed according to GOST R 7.0.5 – 2008.

12. **References.** The list of should contain references to the scientific works used by the author when preparing the article. It is obligatory that the author provides links to all the sources from the list of references in the body of the article. References to Russianlanguage sources are given in accordance with GOST R 7.0.5 – 2008. References to Englishlanguage sources are given in accordance with a modified Harvard standard. The sources are arranged alphabetically. In case the paper has a DOI, it obligatory that the authors provides it in the References.

In accordance with international publishing standards, the recommended number of sources in the References should be at least 20, of which at least 30% should be foreign sources. The number of links to the author’s works should not exceed 10% of the total number of references given in the list. A reference to the bibliographic source in the body of the article is given in parentheses indicating the author’s surname and the year of publication. It is possible to make reference to multiple sources from the list, which should be separated by a semicolon (for example: (Ivanov, 2020), (Ivanov, 2020; Petrov, 2018), etc.).

Articles that do not have the complete package of accompanying documents and articles that do not conform to the editor’s requirements are not accepted.

SUBSCRIPTION INFORMATION

Dear readers, you can subscribe to the journal:

- 1) via the integrated catalog “Press of Russia”, the journal’s subscription index is 41319;
- 2) at the website <http://www.akc.ru>;
- 3) by contacting the journal’s editorial office (contact person – Anna S. Artamonova, phone: 8 (8172) 597832, email: esc@volnc.ru).