

## **Rules for sending, reviewing and publishing scientific articles in the journal “Proceedings of the T.I.Vyazemsky Karadag scientific station - Nature Reserve of RAS”**

In scientific journal "Proceedings of the T.I.Vyazemsky Karadag scientific station - Nature Reserve of the Russian Academy of Sciences "(hereinafter" Proceedings") are published scientific articles that cover the results of completed, methodically correct studies, chronicles of major scientific symposiums, conferences and meetings; reviews of the most significant new scientific works and commemorative articles about outstanding scientists. Priority in the publication is given to works related to scientific research on the territory of the Crimean peninsula.

The journal is registered in the bibliographic database of scientific publications of Russian scientists of RSCI (Russian Scientific Citation Index), the articles are placed in the scientific electronic library eLIBRARY.RU.

The journal publishes works according to the following headings:

- study of accessibility and environmental monitoring;
- experimental hydrobiology;
- geographic, geological and paleontological studies;
- historical, archaeological and art studies;
- chronicles;
- reviews.

Only articles that were not previously published or submitted to other journals are allowed for publication (an exception is made for abstract reports and proceedings of conferences, symposiums, meetings, etc.). Presented articles should be written at a high theoretical level, meet the level of latest achievements of world science and practice. Literary norms of language must be followed. Languages of publications are Russian and English.

Publication is free of charge. Articles can be sent to the email address: karadag.trudy@yandex.ru

The editorial office asks the authors to follow the rules set out below when preparing their articles. Articles that are not drawn up according to the rules will be returned to the authors without consideration.

### **1. The order of sending articles to the editorial office for publication in the scientific journal "Proceedings of the T.I.Vyazemsky Karadag scientific station - Nature Reserve of the Russian Academy of Sciences".**

1.1. The minimum volume of the article (text, tables, references, figures) is 7 pages, the maximum - 90 pages. The volume of chronicles and other notes, as well as reviews, is no more than 10 pages.

1.2. The text is typed out on the computer using text editor MicrosoftWordforWindows (\*.doc) with the following parameters: font TimesNewRoman, size 12, interval - 1, without hyphenation. Parameters of page margins: upper - 2 cm, bottom - 2 cm, left - 3 cm, right - 2 cm; the indent of the first line of the paragraph is 1,25cm and is specified by a special mode; page numbering is throughout the document, at the middle of the bottom of the page.

It is allowed to use boldface and italic in the text of the article for meaningful emphasizing, however, underscore should not be used.

The names of programs, projects, grants, funds, etc., within the framework of which the study is completed (if available), are given in a footnote to the title of the article.

Acknowledgments (if any) are given after the text of the article.

1.3. All the materials of the article are arranged in a single summary file and placed in it in the following sequence:

- 1) **UDC** (aligned to the left);
- 2) **Title of the article** (aligned in the center);
- 3) **Surname and initials of the author (s)** (aligned in the center);

4) **Name of the institution** in which the author works, in the nominative case, **city, country**; if there are several authors, each name and corresponding institution has a digital upper index (if all authors of the article work in the same institution, it is mentioned once) (aligned in the center);

5) **E-mail address(es) of the author(s)** – the one responsible for correspondence or all (aligned in the center);

6) **Abstract of the article** (volume 120 - 250 words);

7) **Keywords** (5 - 7 words, separated by a semicolon);

8) **The text of the article with pictures, tables and formulas**;

9) **The list of references** is made in accordance with GOST 7.0.5-2008 Bibliographic reference, General requirements and rules of compilation. GOST 7.82-2001. Bibliographic record. Bibliographic description of electronic resources. (examples of design in Appendix 1);

10) **Information about the author(s)** - Full name in Russian and in transliteration; academic degree, academic title, position; full name of the institution in which the author works, in the nominative case with a mandatory indication of the status of the organization and departmental accessories; city, country, institution address, including postal code; e-mail; phone for contacts with the authors of the article (it is allowed to have one for all authors).

11) **Description of the article in English** - translation into English of paragraphs 2 to 7;

1.4. **The text of the article** should be structured. We recommend the standard division of sections: problem statement (introduction), research methodology, research results, discussion of results, summary (conclusions).

The text of the article should refer to all figures and tables. Figures and tables are numbered in order of mentioning them in the text in Arabic numerals.

The numbering of formulas (continuous throughout the article) is indicated in parentheses (in order of growth) by digits (1, 2, etc.) on the right side (to the right edge of the set).

1.5. **The graphic material** should be black and white, with different types of hatching (with the step size that allows further reduction) or halftone. One line is skipped before the figure, the caption follows immediately after the drawing, one line is skipped after the caption.

The electronic version of the images should be presented in a graphic format: a bitmap (JPEG, TIFF) with a resolution of at least 300 dpi or vector (CDR). In cases where a color image of the picture is necessary for an adequate perception of the article, the editorial staff can use the color version of the drawing.

1.6. **Tables** are provided in the text of the article, size 10; The line before and after the table is skipped.

1.7. **The list of references** is given after the main text of the article. In the text of the article, a reference to the work is given in parentheses indicating the author's surname(s) and, after commas, the year of publication. In the case of referencing to a work without an author (edited), the first two words of the title of the work are given, followed by ellipsis and the year of publication, should be indicated in parentheses. The surnames of foreign authors, when mentioned in the text, are given in the original spelling: (I.e.: In his work N. Zoran showed ... (Zoran, 2000).)

Sources in the list of references are numbered and listed *in alphabetical order*: first works in Russian (and other languages using the Cyrillic alphabet), then in languages using the Latin alphabet (in the sequence of the English alphabet).

In the bibliographic description, the prescribed sign "dot and dash", which separates the areas of the bibliographic description, is allowed to be replaced by a dot.

An example of an article and a bibliographic description is given in **Appendix 1**

## **2. The procedure of reviewing the articles sent to the editorial office of the peer-reviewed publication.**

2.1. The present "Order of reviewing manuscripts", submitted for publication in the journal "Proceedings of the T.I.Vyazemsky Karadag scientific station - Nature Reserve of

RAS"(hereinafter - the Procedure) determines the order of reviewing manuscripts of scientific articles submitted by authors for publication in the scientific journal " Proceedings of the T.I.Vyazemsky Karadag scientific station - Nature Reserve of RAS "(hereinafter - Journal)

2.2. Each manuscript, submitted to the editorial office of the Journal, necessarily undergoes a review procedure. Reviewing is double, blind, anonymous. The manuscript of the scientific article submitted to the editorial office of the Journal is reviewed by the editor-in-chief for correspondence of the manuscript of the scientific article to the profile of the Journal, the requirements for registration and sent for review to two specialists. Reviewing is carried out by members of the editorial board of the Journal, having the scientific specialization closest to the subject of the article. The editorial board has the right to involve external reviewers (doctors or candidates of sciences, including practitioners). All reviewers are recognized experts on the topic of peer-reviewed materials and have published in the last 3 years on the subject of the article being reviewed.

2.3. Reviewers are notified that the manuscripts sent to them are the intellectual property of the authors and their information is not to be disclosed. Reviewers are not allowed to make copies of articles for their needs. They should not use knowledge about the content of the work before it is published for their own benefit. The editor will coordinate with the reviewer the deadline for submission of the review to the publishing house. In each individual case, the deadline is determined by the editorial staff in the context of creating conditions for the most expeditious publication of articles.

2.4. The review should objectively evaluate the scientific article and contain a comprehensive analysis of its scientific and methodological merits and shortcomings. The review is prepared according to the standard form proposed by the editors (Appendix 2). The review is signed by a specialist with the decipherment of the surname, name and patronymic, date stamping, indication of the academic degree, academic title and position occupied by the reviewer. The editors bring to the attention of the author the result of the review. The review is provided to the author of the article without specifying any information about the reviewer.

2.5. At the discretion of the authors, an external review can be submitted along with the article, which, however, does not exclude the usual order of review. The final decision to publish an article is made by the Editor-in-Chief

2.6. Based on the results of the review, the article can be:

a) not published. In case of refusal to publish an article, the editorial board is to send the author a reasoned refusal within 10 days. Articles that are not written according to the editorial requirements or do not fulfill the constructive comments of the reviewer or do not refute the comments reasonably are not allowed for publication.

b) published after revision. An article accepted for publication, but requiring further development, is sent to the authors with comments from the reviewer and the editor. The authors must make all necessary corrections to the final version of the manuscript and return the corrected text to the editors, as well as its identical electronic version, together with the original version and the accompanying reply letter to the reviewer. After the finalization, the article is re-reviewed and the editorial board decides on the possibility of publication. Articles sent to authors for correction must be returned to the editor not later than 7 calendar days after receipt. The return of the article at a later date changes the date of publication.

c) accepted for publication. Positive reviews are sent to the authors, the article is accepted for publication in the next issue of the magazine, taking into account the established queue.

2.7. The editors of the journal do not store manuscripts that were not accepted for publication. Manuscripts that were accepted for publication are not returned. Manuscripts that received a negative result from the reviewer are not published and also not returned to the author.

2.8. The editorial board of the journal undertakes to send copies of the reviews to the Ministry of Education and Science of the Russian Federation upon receipt of an appropriate request to the editorial office.

2.9. The editors do not disclose information concerning the manuscript (including information on its receipt, content, review process, criticism of reviewers and the final decision), to anyone other than the authors themselves. Reviewers are not allowed to make copies of manuscripts for their own needs and are prohibited from giving part of the manuscript for review to another person without permission from editors. Reviewers, as well as staff of the editorial office, do not have the right to use the knowledge about the content of the work before it is published in their own interests. The scripts are the private property of the authors and refer to information that is not disclosed. If the publication of the article caused the violation of someone's rights or generally accepted norms of scientific ethics, then the editorial staff of the journal has the right to withdraw the published article.

2.10. Original reviews are stored in the editorial board for five years.

2.11. Terms of consideration of articles - no more than 3 months.