



Ministry of Education and Science of the Russian Federation  
Federal State Funded Educational Institution of Higher Education  
“I. Yakovlev Chuvash State Pedagogical University”

**Procedure**

7.5G Research and Development

Statement of “I. Yakovlev Chuvash State Pedagogical University  
Bulletin”

ACCEPTED

by the decision of the Academic Council  
of I. Yakovlev CHSPU  
Meeting Protocol No. 7  
dated February 28, 2020

I ASSENT

Acting Rector

\_\_\_\_\_ V. N. Ivanov  
« \_\_\_ » \_\_\_\_\_ 20\_\_


## Statement of “I. Yakovlev Chuvash State Pedagogical University Bulletin”

Version 3.2

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	<i>Position</i>	<i>Family name/ Signature</i>	<i>Date</i>
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This Statement has been developed in accordance with the requirements of the GOST R ISO 9004-2010 Standard and is a document of the management and quality system of the university.

The Statement was approved with the amendments and additions based on the decisions of the Academic Council (Meeting Protocol No. 9 dated April 30, 2015, Meeting Protocol No. 1 dated August 31, 2018, Meeting Protocol No. 7 dated February 28, 2020).

Changes to this document, as necessary, are made as a result of the application of the Statement in practice or when the requirements of the regulatory documents on the basis of which the document was created change.



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**Regulations on article peer-review in “I. Yakovlev Chuvash State Pedagogical University Bulletin”**

## **1. General terms**

1.1. The Statement determine the procedure of formation, management, organization, funding of the publication, as well as the design requirements for “I. Yakovlev Chuvash State Pedagogical University Bulletin” (henceforth the Bulletin).

1.2. The Bulletin was founded in 1997 by the Federal State Funded Educational Institution of Higher Education “I. Yakovlev Chuvash State Pedagogical University” (henceforth the University).

1.3. The Bulletin is a subscription scientific periodical aimed to update Russian and foreign scientific community, post-graduate students and students on new scientific achievements in fundamental and applied sciences.

1.4. The Bulletin is in the list of leading peer-reviewed scientific journals and publications in which the research results of theses for a doctor’s and candidate’s degrees are to be published.

1.5. The Bulletin is included in the Russian Science Citation Index (RSCI).

1.6. All the articles published in the Bulletin are assigned a digital object identifier (DOI).

1.7. The Bulletin has the International Standard Serial Number (ISSN), which provides the information about it in international review editions.

1.8. The Bulletin is registered with the Federal Service for Supervision of Communications, Information Technology, and Mass Media.

## **2. Content, volume, circulation, publication frequency**

2.1. The Bulletin publishes articles on topical issues in philological and pedagogical sciences, containing new scientific results that have not been previously published or submitted for publication in other publications.

2.2. The publication frequency of the Bulletin is four times a year.


2.3. The maximum size of one issue of the Bulletin is no more than 500 pages of 70\*100/8 size, the circulation is no less than 1000 copies.

## **3. Management, organization of publication**

3.1. The Editor-in-chief provides overall operational control of publication of the Bulletin.

3.2. The Executive Editor provides direct management of preparation and publication of the Bulletin.

3.3. The Editorial Board provides for the scientific support of the issues of the Bulletin, completes the Bulletin, reviews article. Doctors of sciences and candidates of sciences (as an exception) can become members of the Editorial Board.

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3.4. The Editorial Manager of Scientific Journals, Executive Secretary, and the Editorial and Publishing Center staff provide organizational, review, and technical support for publication of the Bulletin.

3.5. The material submitted for publication in the Bulletin must meet Article Requirements (Attachment 1). The Editorial Board reserves the right to reject those manuscripts which do not meet Article Requirements.

3.6. All accepted articles are under the procedure of obligatory review. The decision on the inclusion of the article in this or that issue of the Bulletin is made on the basis of the referee report.

#### **4. Publication funding**

4.1. The funding of preparation, publication and spread of the Bulletin is provided by the University.

4.2. The source of funding is extrabudgetary funds and also funds from placing scientific articles in the Bulletin.

4.3. Publication of articles is made by the price list approved by the Rector of the University.

4.4. Honoraria are not paid to the authors of the articles.



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*Attachment 1.*

## Article requirements for publication in “I. Yakovlev Chuvash State Pedagogical University Bulletin”

All the requirements in this Statement are compulsory to comply with. The Bulletin publishes original scientific articles on topical issues of philological and pedagogical sciences. Articles are published in the following scientific specialties:

### 10.00.00 PHILOLOGICAL SCIENCES

#### 10.01.00 Literature Studies

- 10.01.01 Russian Literature
- 10.01.02 Literature of the Peoples of the Russian Federation
- 10.01.03 Literature of the Peoples of Foreign Countries
- 10.01.08 Theory of Literature. Textology
- 10.01.09 Folklore Studies
- 10.01.10 Journalism

#### 10.02.00 Language Studies

- 10.02.01 Russian Language
- 10.02.02 Languages of the Peoples of the Russian Federation
- 10.02.03 Slavic Languages
- 10.02.04 Germanic Languages
- 10.02.05 Romance Languages
- 10.02.14 Classical Philology, Byzantine, and Modern Greek Philology
- 10.02.19 Language Theory
- 10.02.20 Comparative, Historical, Typological, and Contrastive Linguistics
- 10.02.21 Applied and Mathematical Linguistics
- 10.02.22 Languages of the Peoples of Foreign Countries of Europe, Asia, Africa, Natives of America and Australia

### 13.00.00 PEDAGOGICAL SCIENCES

- 13.00.01 General Pedagogics, History of Pedagogics and Education
- 13.00.02 Theory and Methods of Training and Education (by Areas and Levels of Education)
- 13.00.04 Theory and methods of Physical Education, Sports Training, Health-improving and Adaptive Physical Culture
- 13.00.05 Theory, Methods and Organization of Socio-cultural Activities
- 13.00.08 Theory and Methods of Vocational Education

The article should be written in a scientific style, which corresponds to the accuracy of the information transmitted, the persuasiveness of the argument, the logical sequence of presentation, conciseness, authority; be of value to the scientific community and meet the



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standards of scientific ethics. The uniqueness of the study (percentage of originality) cannot be less than 85%.

Large articles mechanically divided into a number of separate messages are not accepted for consideration; articles describing the results of pending studies without definite conclusions; descriptive work.

The article is to contain:

- 1) the index of the Universal Decimal Classification (UDC);
- 2) metadata:
  - a) initials and last name(s) of the author(s) in Russian and English (in lowercase letters in italics) - the number of co-authors in the article can be no more than 3;
  - b) the title in Russian and English (in bold lowercase letters);
  - c) the full name of the institution, city, and country (in italics) where the work was done, in Russian and English;
  - d) acknowledgement;
  - e) a clear abstract in Russian and English;
  - f) keywords in Russian and English (5–10 words);
- 3) the body of the article including the following sections:
  - a) introduction;
  - b) relevance;
  - c) materials and methods;
  - d) results and discussion;
  - e) conclusion;
- 4) references.

At the end of the article, information about the author(s) in Russian and English should be provided: last name, first name, patronymic name, academic degree, academic title, position, place of employment; home address with postal code (for sending a copy of the journal), contact phone number, e-mail; code of the scientific specialty of the article (according to the nomenclature of scientific specialties).

## Article Metadata

**Brief information about the author(s).** The initials and last names of the author(s) should be provided. If there are two or more authors, the author order depends on the contribution to the research work performed. The composition of the authors of the article ensures that all persons who meet the criteria for authorship are included in the author list and that the researchers who deserve to be included are on the list. In some cases, it is necessary to indicate those who additionally participated in the study. It is supposed that all authors agree to be included in the author list. Any changes to the author list must be approved by all authors, including those who are excluded from the list.



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**Title.** The title of the article should be informative, concise, correspond to the scientific style of the text, contain the main keywords.

Information about the organization (affiliation) includes the name of the organization where the research work was performed (in strict accordance with the license documents) and location (a city and a country).

**Acknowledgment.** The author(s) acknowledge(s) the colleagues’ contribution to the research work performed and thank(s) sponsors for financial support of the study (it is also necessary to indicate grant projects). It is appropriate to mention all sources of research funding, including direct and indirect financial and technical support (provision of equipment/materials). Consent to be mentioned in the acknowledgment is necessary.

**Abstract.** It should be meaningful, informative, clearly structured, i.e. follow the logic of the presentation of the material and the results of the study in the article. It is to reflect the following sections of the article:

- Introduction;
- Relevance;
- Materials and Methods;
- Results and Discussion;
- Conclusion.

The length of the abstract should be around 160 words (no more than 260 words in Russian or 210 in English). The abstract is a source of basic information about the article in international and Russian databases, as well as other abstract resources. It should contain the terms make it possible to find this article using search elements.


**Keywords** include 5–10 words and/or set phrases, which will be used to search for an article in the future. Keywords should reflect the specifics of the topic, the object and results of the study.

**Translation of metadata.** All metadata must be fully translated into English. When translating the title, it is unacceptable to use transliteration from Russian into Latin alphabet (except for untranslatable proper names), and jargon known only to Russian-speaking specialists.

When transliterating authors’ names, one must adhere to the uniform spelling in all articles. Authors’ names in English are given according to the international (English) rules with an indication of the patronymic initial. The translation of the place of employment is given without abbreviations.

An abstract in English must be written without the use of online translators. It is not a calque of the version in Russian, but a stylistically competent translation, therefore, the abstracts in Russian and in English may differ in volume.

When translating, the author(s) must follow one of the styles of the English language (American or British) without mixing them. It is necessary to split long sentences into sev-

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eral short ones containing a clearly expressed thought, to make sure that the message is explicit and comprehensible.

### **Article Formatting**

When preparing an article, one must follow the following rules:

1. The article must be typed in a Microsoft Word text editor in \*.doc (\*.docx) or \*.rtf format in Times New Roman font with full justification and word-wrapping. When using additional fonts, they must be submitted to the editor in the author’s electronic folder. Font size is 14. Paragraph indent is 1 cm (5 characters). Line spacing is 1.5. Paper size is A4. Margins: left - 3 cm, right, top and bottom - 2 cm.

2. Tables should contain experimental data and represent generalized and statistically processed research materials. Each table must have a title, be necessarily numbered and referred to in the text.

3. The number of illustrations should not exceed 5. The data in the illustrations should not coincide with the materials of the tables. Figures must be clear, easily reproduced, necessarily numbered, referred to in the text and have captions and an explanation of the meanings of all symbols. All inscriptions that clutter up illustrations are included in figure captions. In electronic form, each of the illustrative materials (figures, graphics, etc.) should be submitted as an individual file, the file name should be in the following format: author’s last name in Latin letters and the number of the material, for example: Ivanov\_image-1.jpg. Full color illustrations are not allowed. Illustrative material should be submitted in tiff, eps, jpg formats. For scanned images, the resolution must be: for tone - at least 300 dpi, for line - at least 600 dpi.

4. It is assumed that all tables and figures are created by the author, unless otherwise specified. The author of the article is responsible for the accuracy of names, quotations, formulas, data, as well as references to other works used in the article.

5. Formulas and letter designations in the text must be typed in the Microsoft Equation. The font for Greek letters is Symbol, for the rest it is Times New Roman. Formulas should avoid cumbersome notations and are located in the center of the page, numbered if necessary.

6. Abbreviations of words, names, titles, except for generally accepted abbreviations of measures, physical and mathematical quantities and terms, are allowed only with the initial indication of the full name.

### **Sections of the Article**

Length of the article. Depending on the type of article, the volume of material can vary significantly:

– original scientific article (full article) is no less than 10 and no more than 20 pages;





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– review article (review paper/perspectives) is a critical summary of a research topic; the length is 10–15 pages.

Structure. The article should contain 5 main sections: 1) Introduction; 2) Relevance; 3) Materials and Methods; 4) Results and Discussion; 5) Conclusion.

“**Introduction**” should contain the wording of the research topic; review of the research works on the topic under consideration; statement of the problem, purpose of the study.

“**Relevance**” contains information about the relevance and significance of the proposed study.

“**Materials and Methods**” provides a description of the research material, methodology used, methods and conditions for conducting experiments and/or observations, and the necessary equipment.

“**Results and Discussion**” contains the actual and theoretical results of the study, interpretation of the results, including the correspondence of the results to the research hypothesis; limitations of the study and generalization of its results; suggestions for practical application; suggestions for the line of future research.

“**Conclusion**” presents brief summaries of the sections of the article without repeating the wording given in the previous sections of the article.

## References and Citations

The authors are obliged to provide two lists of references: the first should be made taking into account the requirements of Russian databases, the second should meet the requirements of foreign databases in Latin.

The list of references should consist of at least 10 sources and be given in an alphabetical order. When preparing references in Russian, one should be guided by the requirements of GOST R 7.0.5–2008. The percentage of references to articles from Russian sources should correspond to the size of studies in the Russian scientific segment on this topic. The list of references does not include sources the existence and scientific value of which cannot be verified (textbooks, methodological recommendations, abstracts, materials of local conferences, etc., which are not freely available on the Internet).

The digital object identifier (DOI) (if any) of the cited article is necessary.

The journal uses the Vancouver Citation Style: references in the text are given in square brackets, indicating the number from the list of references and the page (if necessary) from which the citation is given, for example: [1, p. 377]. The article should provide links to all sources cited in the list of references. The use of automatic page links is not allowed.



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Self-citation demonstrates the contribution of the author of the work to the scientific field under study. The percentage of self-citation should not exceed 10%, the share of references to other articles previously published in our journal cannot exceed 10–12%.

When citing, preference should be given to authoritative Russian journals that are indexed or have prospects for indexing in international scientific databases.

The share of references to publications from foreign sources should demonstrate international interest in the subject of the article. It is mandatory to indicate foreign publications published within the latest 5 years, as well as articles from publications indexed in Scopus and Web of Science.

### Publication of a Scientific Article

The publication of an article in the journal is carried out in accordance with **the public offer agreement, terms of publication, price list for the publication of articles**.

The contract begins from the moment of sending:

- a) article;
- b) application;
- c) form of the author of the article.

In some cases, it is appropriate to send a brief request to the journal describing the topic and main provisions of the article in order to make sure that the proposed article can be considered.

Postgraduate and undergraduate students additionally send a review of the supervisor and a certificate from the place of study confirming the postgraduate (master's degree) studies, indicating the terms of study and signed by the head of the organization.

The article should be sent to the editorial office of the Bulletin in electronic versions (in one of the Word formats (\*.doc, \*.docx or \*.rtf) and duplicated as a PDF file), if possible, a printed copy of the work and signed documents can be sent to the mailing address of the editorial office.

The file name should be presented in the following form: the author's last name and initials (first name and patronymic) written in Cyrillic, for example: Ivanov I.I.docx. If there are several authors, all of the authors are indicated in the file name in the order of importance: Ivanov I.I., Petrov I.I., Sidorov I.I.docx. All the pages of the article, including illustrations, must be numbered. Archived materials will not be accepted.

Sending an article to the editors means the full consent of the author(s) with the rules of the Bulletin. The author(s) guarantee(s) that there is no conflict of interest and consent has been obtained for publication of the article by the organization where the study was conducted. The editors have the right to refuse to perform services unilaterally or suspend the fulfillment of obligations under the contract in cases of non-fulfillment of obligations by the author(s) of the article.



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It can take from 1 to 2 quarters from the date of acceptance of an article to the journal’s portfolio to its publication. All materials on submitted articles (including reviews and correspondence with authors) are kept by the editorial office for 5 years. Manuscripts will not be returned to authors.

The journal adopted a limit on the possible number of articles by one author in one issue of the Bulletin. It is one article written individually, or no more than two articles written in co-authorship.

### **Peer Review**

Manuscripts accepted by the editors are subject to mandatory review. The procedure and forms of reviewing, the requirements for the composition of reviewers, the terms and conditions of reviewing are determined by the “Regulations on article peer-review in I. Yakovlev Chuvash State Pedagogical University Bulletin”.

Reviewers of the Bulletin are reputable scientists conducting research on issues within the thematic areas of the journal. The reviewer evaluates the scientific level, the reliability of the research results, the theoretical and practical significance, the compliance of the article with the areas of the journal, accepted ethical standards and principles of the scientific publication process, etc.

Reviewing in the journal is carried out on the basis of the principle of double-blind (anonymous) reviewing. Based on the results of the review, the author(s) may be asked to make changes, refine the material, or continue research further. Necessary changes should be made strictly within the deadline indicated by the editors; in case of questions, the editors take on the explanatory function.

Critical remarks of the reviewers and indications of shortcomings help to finalize the presented material. Based on the recommendations of the reviewers, the editorial council of the Bulletin decides on the possibility of publishing the article.

The journal may involve external reviewers (i.e., the examination of the manuscript may be carried out by scientists independent of the journal who are not members of its editorial board).

Reviews that come from the authors along with the article are not accepted as this is a violation of the policy and ethics of the scientific publication. The editors have no obligation to review all incoming materials and do not enter into discussions with the authors of rejected materials.



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**Registration of changes**

Page numbers				Number and date of the change document	Executive, introduced changes		Change entry date	Date of introduction of the change
changed	replaced	new	invalid		Full name, position	signature		