**MANUSCRIPT FORMATTING GUIDELINES**

**Dear authors!**

Submitted manuscripts should be within the fields covered by the journal (historical sciences, archeology or philological sciences (literary and language studies)) and contain materials which have not been previously published and are not under consideration for publication elsewhere.

The journal accepts original articles, surveys, scientific reports, book reviews and research findings.

The authors of the papers take full responsibility for the submitted materials.

Papers that do not meet the below criteria will not be accepted.

The article should be submitted in electronic format and sent to the journal’s or the executive secretary’s email. After the review, the article should be submitted in printed form on A4-size paper. This printed copy of the article should be signed by all the authors.

The article should be typed in Microsoft Word and saved in the .doc format with top, bottom, left and right margins of 2 cm and a first line indent of 0.5 cm for each paragraph. For the main text use 14-point Times New Roman with a line spacing of 1.5. Page numbering should be in the bottom right corner of each page. If a non-standard font is used, please, attach the font file with your message.

Research article should not exceed 0.5 printer’s sheet (20,000 characters), although they can be expanded after a consultation with and the approval of the editors. Review articles should not exceed 1 printer’s sheet (40,000 characters).

All articles should follow the standard structure described below.

1. Type of the submitted paper: original research article, editorial, book review, information announcement, review article, academic report, etc. (as a separate line preceding all the rest of the text and aligned to the left margin).
2. UDC – Universal Decimal Classification Index (aligned to the left margin).
3. Research field – Archeology, World History, Historiography, Source Studies and Methodology of Historical Research, Russian History, Ethnography, Ethnology and Anthropology, Linguistics, Literary Studies.
4. Author’s credentials and affiliation (aligned to the right margin):

**FIRST NAME, PATRONYMIC and LAST NAME of the author in bold capital letters.**

Academic degree, academic title (if any), position, department, faculty/institute (starting from a new line, as a comma-separated list).

Affiliation of the author (starting from a new line): place of work – the full official name of the educational institution or any other organization in the nominative case followed by city and country in parentheses.The official name must be taken from the organization’s corporate charter. The authors should list all their work places related to their research. In the case of several authors of different affiliations, the organization of each author should be given.

*Open Researcher and Contributor ID (ORCID, if available) followed by the E-mail address (starting from a new line, italicized and separated by semicolon).*

The paragraph with the credentials and affiliation of each author should start from a new line.

1. TITLE OF THE ARTICLE

**THE TITLE OF THE ARTICLE (no more than 10-12 words, in bold capital letters)** should be concise, but informative and precisely reflect the content of the article, the subject and the results of the research. It is recommended to avoid using punctuation, quotations, numerals (Latin or Arabic), acronyms and abbreviations in the title.

NOTE. ALL the elements preceding the abstract should be typed using 12-point font and single-line spacing.

1. Abstract.

The abstract (about 120-250 words, using 14-point font and single-line spacing, preceded by a word “Abstract” followed by a full stop) should explain the relevance of the topic, and state the research problem, aims and methods, results and the main conclusions. New terms, abbreviations (except for the well-known ones), references to the used literature, footnotes are not given in the abstract, as it should be self-contained and understandable without the full article text. The abstract must be informative and well-structured. For papers reporting original research, the abstract should describe the primary objective and hypothesis of research, the data studied, the methods and procedures of the research, the main outcomes, results and conclusions, including their implications for further research or practice.

The abstract is the main information source for Russian and foreign databases that index the journal. The information contained in the title of the article should not be repeated in the abstract. It is recommended to avoid redundant phrases (such as “the author considers...”) and unnecessary details, using only the most meaningful and important words from the text of the article. Historical background (unless it forms the essence of the article), descriptions of previously published papers and common knowledge should not be included in the abstract. It is necessary to use vocabulary and syntactic constructions typical for academic texts, and avoid complicated grammatical structures.

1. Keywords:

This section (with 12-point font and single-line spacing) should contain 5-10 words or phrases in the nominative case reflecting the content of the article. The list of keywords should be informative, because keywords are used for searches in all bibliographic databases. When choosing keywords try to use both common and special terms and avoid using too broad or ambiguous concepts and abbreviations. The list of the keywords should start with the word “Keywords” followed by a colon and should not have a full stop at the end.

1. Acknowledgements.

This section (with (12-point font and single-line spacing) is meant for expressing the author’s gratitude to various organizations or individuals for their assistance with the research paper. If the research is a part of any grant or state project, this section should also contain relevant information about the source of financing and other support.

1. The acknowledgements are followed by the full bibliographical reference for the citation purposes (starting from a new line) structured as follows:

For citation: Author’s last name and initials. Title of the article. *Proceedings of Petrozavodsk State University.* Year of publication;Volume(Number of the journal issue):Pages. DOI:

Example:

For citation: Ivanov, I. A. Title of the article. *Proceedings of Petrozavodsk State University.* 2021;43(1):8–14. DOI:

1. Full text of the article

The article should be well-structured, typed using 14-point font and a line spacing of 1.5, include an introduction and conclusion, and be divided into paragraphs and subparagraphs (in necessary).

NOTE. Years are given in Arabic numerals (e. g., the 1920s, not “the twenties”), and centuries are indicated by Roman numerals.

The journal follows the Vancouver referencing style, which means that in-text reference numbers should be given source in square brackets, and the full list of references is given at the end of the article in alphabetical order. The page number is enclosed in brackets, preceded by a space, colon and reference number: [1: 138]. Each link is given in separate square brackets, separated by commas: [1: 138], [5: 24], [7].

If the in-text citation is longer than three lines, use the following rules:

* Start a quote from a new line using angular quotation marks («»).
* Use 12-poing font and a single-line spacing.

Please, note the too many direct quotes on each page or several successive quotes without proper analysis or interpretation give the impression that the work is neither original nor well-written.

1. FOOTNOTES

Footnotes are formatted as endnotes (using 12-point font and a single-line spacing) and numbered with the help of superscript numbers (e. g., 1, 2, 3…) consecutively throughout the text. The footnotes may include archival, rare, anonymous, difficult-to-access sources, literary texts, literature from the XIII, XIX and in some cases the XX centuries, anonymous Internet sources, textbooks, study guides, national standards, statistical reports, articles from public media, dissertations and dissertation abstracts (if it is not possible to cite articles with the relevant research results), and the author’s comments.

1. REFERENCES

Russian reference list should be formatted using 12-point font and a single-line spacing in accordance with Russian National Standard GOST 7.1-84 «Bibliographic Description. General Rules and Requirements». Each reference list entry should include the author/authors (if any), work title, place of publication, publisher, publication year and pages (total number or page numbers for the specific text fragment). All the reference list entries are given in alphabetical order and numbered as one sequence (with Russian-language sources followed by foreign-language ones). It is highly recommended to list at least 15 references (both in Russian and foreign languages), including some recent research works published over the past five years. Articles for citation should be selected from peer-reviewed journals. Each entry on the reference list must be cited in the text of the paper. Each entry should include the source’s DOI (Digital Object Identifier), if available.

Unpublished works accepted for publication should be cited as works “in print”. The authors should get a written permission to use such materials and get a confirmation that they were accepted for publication. Unpublished works should be marked as “unpublished” and cited only with the written permission.

Reference list entries for periodical articles must include publication year, journal’s issue (volume) and number, and page numbers for the cited article. Each reference list entries must include the names of all the authors. All references should be checked and verified using the official web-sites of journals and/or publishers.

1. Information about the article in English

The following information must be translated into English and placed after the reference list (using 12-point font and a single-line spacing).

Author’s credentials and affiliation (as a list separated by commas): first name, initial of the patronymic followed by a full stop, last name (e. g., Anna S. Ivanova), academic degree, academic title (if any) or position, place of work (full official name of the organization), city and country (including the Russian Federation). In English last names should be spelled as they appear in ORCID, Researcher ID, foreign/foreign travel passport or previously published articles.

TITLE of the article given in capital letters.

Each of the following sections should start from a new line and be an adequate translation of the corresponding Russian elements of the article: Abstract, Keywords, Acknowledgements, full bibliographical reference for the citation purposes (For citation: …), and References.

The bibliographical reference used for the citation purposes is formatted differently from the Russian one:

For citation: The author’s last name and initials. Title of the article. *Proceedings of Petrozavodsk State University.* Year of publication;Volume(Number of the journal issue):Pages. DOI:

Example:

For citation: Ivanov, I. A. Title of the article. *Proceedings of Petrozavodsk State University.* 2021;43(1):3–14. DOI:

Every author’s last name in the reference list should be followed by a comma.

All the Russian sources in the English reference list should be marked by the phrase “In Russ.” (at the end of the entry, in parentheses, without quotation marks).

Please use the Cyrillic-Latin converter http://www.translit.ru/ (Board of Geographic Names (BGN) option) for translating the authors’ names into English.

Try to use official English versions of the journal titles (if available).

Each entry should include the source’s DOI (Digital Object Identifier), if available.

If a Russian book or article was translated and published in English, the English-language reference list entry should include a link to its English version.

If necessary, Russian equivalents of the words “Volume”, “Issue”, “number” and “page” should be translated into English as “Vol.”, “Issue”, “No”, “P.” or “p.”, respectively.

The English-language reference list should include no Cyrillic characters.

**Examples of Translated Reference List Entries**

*Journal article:*

Zagurenko, A. G., Korotovskikh, V. A., Kolesnikov, A. A., Timonov, A. V., Kardymon, D. V. Techno-economic optimization of hydraulic fracturing design. *Neftyanoe khozyaystvo.* 2008;11:54–57. (In Russ.)

*Electronic journal article:*

Swaminathan, V., Lepkoswka-White, E., Rao, B. P. Browsers or buyers in cyberspace investigation of electronic factors influencing electronic exchange. J. of Computer-Mediated Communication.1999;5(2). Аvailable at: www.ascusc.org/jcmc/vol5/issue2/ (accessed 13.12.2017).

*Conference proceedings:*

Usmanov, T. S., Gusmanov, A. A., Mullagalin, I. Z., Muhametshina, R. Yu., Chervyakova, A. N., Sveshnikov, A. V. Features of the design of field development with the use of hydraulic fracturing. *Proceedings of the VI International Technology Symposium “New Energy Saving Subsoil Technologies and the Increasing of the Oil and Gas Impact”.* Moscow, 2007. Р. 267–272. (In Russ.)

*Book (monograph):*

Nenashev, M. F. Last government of the USSR. Moscow, 1993. 221 p. (In Russ.)

*Internet resources (web pages):*

Rules for the citing of sources. Available at: http://www.scribd.com/doc/1034528/ (accessed 13.12.2017).

**Guidelines for tables and figures**

Each table should be numbered according to its first mentioning in the text, headed and presented on a separate page in .doc/.docx or .xls/xlsx format. Figures (drawings, photos, graphs, diagrams, etc.) should be also numbered consecutively, captioned and presented as separate raster files in .tif or .bmp format. In the paper version, on the back of each figure there should be put a corresponding number and marks “top” and “bottom”. The location of tables and figures in the body of the article should be indicated the appropriate place. The authors are highly recommended to provide tables in editable formats, not as scans or images.

All tables must have headings, both in Russian and in English, and be numbered in Arabic numerals consecutively throughout the text. If there is only one table in the text, it doesn’t need to be numbered.

References to the tables are given as follows: “Table 3 shows that...” or “It is shown that... (see Table 3)”.

All the table headings with relevant numbers should be centered on the page and should not have a full stop at the end (the number of the table is placed on the left):

Table 4. State taxes imposed on Kurkijoki and Tiurula Pogosts in 1582

Each Russian table heading should be followed by the English one (starting from a new line).

All illustration must have captions below them, both in Russian and in English, and be numbered in Arabic numerals consecutively throughout the text. If there is only one illustration in the text, it doesn’t need to be numbered.

References to illustrations are given as follows: “Figure 3 shows that...” or “It is shown that... (see Figure 3)”.

All the illustration captions with relevant numbers should be centered on the page and should not have a full stop at the end (the number of the illustration is placed on the left):

Figure 3. Accidental archaeological findings from Kurkijoki area

Each Russian caption should be followed by the English one (starting from a new line).

Images in raster formats must be grayscale only, with at least 300 dpi resolution (.tif format) and without LZW compression.

Images in vector formats must have a line thickness of at least 0.2 mm with text set in Times New Roman or Arial.