Journal of Integrative Cultural Studies
Author Guidelines

Overview

Article Preparation

Length of papers

In the journal, there are restrictions as to the volume of published content: articles—20,000 to 40,000 characters with spaces; critical reviews—10,000 to 15,000 characters with spaces; scientific translations—up to 80,000 characters with spaces; book reviews— up to 8, 000 characters with spaces. Please note that the total length of the article includes the text of the article and the notes (footnotes), as well as the illustrative, reference and bibliographic material.

Formatting requirements

When preparing their articles, authors are advised to use the specially designed document templates that would be available for download on our website. If you prefer not to use the templates, please consider the journal requirements when preparing the text. After your article is accepted for publication, it will be subjected to scholarly and literary editing and formatted in accordance with the layout of the journal.

Article Template

Completeness and presentation of papers

1. Papers are presented in the form of a single file in the .docx format that includes the following parts in the following order: information about the author (see "Information about the Author"), universal decimal classification (UDC), the title of the article, the abstract, and the keywords (see "Title", "Abstract", "Keywords"), the text of the article, a list of sources and references (see "Formatting text references and endnotes" and "Transliteration of references").

2. To name the article file, use the author's last name in Latin characters.

3. If the article text requires the use of non-standard fonts, complex formatting, etc., a .pdf file of the article text should be provided in addition to the .docx file. The files of the fonts used should be provided additionally.

4. If the article contains illustrations, each of them should be provided as a separate .jpg, .jpeg or .png file (see "Tables, figures, and charts"). To name the file, use "the author's last name in Latin characters, space, Pic, sequence number".

Format, font, paragraphs: this article should use Times New Roman, 14 pt; alignment — justified text;paragraph indent — 1.0 cm from the left margin. Automatic hyphenation should be deactivate.

Information about the Author

1. For the purpose of independent reviewing, the text of the article should be anonymized. In particular, it is not allowed to directly mention the authorship when referring to your previously published works (for example, to use such wording as: "as we wrote earlier ...", etc.).

2. All information about the author should be stated on the first page of the article file sent to the editorial team.

3. The information about the author must include the following:

- the name of the author in full (if the name is natively written in non-Latin alphabet it should be transliterated in Latin characters which the author uses in all his publications);
- the academic degree;
- the position, the name of the organization (place of work);
- the legal address of the organization (not of its subdivision!);
- the author's email address;
- the contact phone number of the author with the area code.

If there are several authors, all of the above information is provided for each one of them.

UDC index: the Universal Decimal Classification index should be specified on the left-hand side of the firstpage of the main text, giving an accurate reflection of the article's subject. The UDC is used in most countriesof the world for systematization and efficient search for articles.

The title should be given in bold; capital letters are used only at the beginning of the title and for propernames.

The editorial board will provide title, abstract and keyword translations for foreign-language authors in English, German or French.

The abstract should precede the main text of the article and be separated from it graphically; it should be at least 200 and not more than 300 words in length. The abstract should contain the indispensable elements: the relevance of the study, characteristics of of the problem studied and the main conclusions of the study. The abstract should give the reader an opportunity to form a clear idea of the subject studied, its course and conclusions reached by the author. Background information, general and insignificant statements, superfluous introductory words, etc., should be avoided when writing an abstract.

Keywords must follow the abstract, precede the main text of the article and be separated from both graphically. Keywords are intended to help the readers find your article, so there should be no less than 5 and no more than 10 of them. The list of keywords should contain two words mentioned in the title of the article.

The article structure the text should have a clear structure, contain sections and subsections which reflect the logic of the subject studied.

Section headings

Capital letters are used only at the beginning of the heading and for proper names. The article should containconsistently formatted headings of different levels:

1. first-level headings (for example, "Introduction", "Conclusions", etc.) should be given in bold type ona separate line;
2. second-level headings are given in bold italic type on a separate line;
3. third-level headings are given in italics on a separate line;
4. fourth-level headings are given in bold italic type at the beginning of a paragraph, so that the text ofthe paragraph immediately follows the punctuation mark closing the heading;
5. fifth-level headings are given in italics at the beginning of a paragraph, so that the text of theparagraph immediately follows the punctuation mark closing the heading.

Capital letters in section headings are used only at the beginning of headings and in proper names.

Tables, figures, charts

1 .Tables should be presented in the final part of the article, after the main text (a table with a large number of lines can be split over several pages), figures and charts should be provided in separate files.

2. Immediately after the paragraph of the main text in which this table, figure or chart is first mentioned, a note of should be inserted on a separate line, such as [Table 1 should be here].

3. The content of the table, figure or chart should be clear without referring to the main text of the article and should not be duplicated in it.

4. Each table, figure or chart should have a heading typed in the format of the main text; the heading is placed above the object and is not separated from it graphically.

5. Objects are numbered continuously with Arabic numerals. A single object should not be numbered.

6. Captions to tables, pictures, charts, if they are necessary, must comply with the following format requirements: Times New Roman, 10 pt, line spacing 1.5, left alignment.

7. Pictures and diagrams should be provided in separate files in the JPG, JPEG or PNG format. Image quality should ensure it remains clear after resizing. Resolution should be at least 300 dpi (dots per inch).

Spelling, punctuation

Em dashes (—) should be used whenever required, except when indicating number ranges (for Em dash, usethe shortcut combinations "Ctrl + Alt + Minus" or "Alt + 0151" on the NumPad).

Style: the article should meet general requirements for the academic writing style.

Quotations

1. Exact quotes should not be enclosed in quotation marks.
2. The reference to the source of quotation is given immediately after the quotation in brackets (see"Formatting text references and endnotes" below).

Examples and semantic highlighting

1. The meaning of language examples is given in single quotation marks ('').

2. For the purposes of semantic highlighting, bold or bold italic type (depending on the type of the main text) isused; text underlining is not allowed.

Page numbering: sequence numbers are placed at the bottom of the page with centre

alignment (usingfooters).

Dates and numerals

1. Dates must be typed in accordance with the following format: 5 August 1982.

2. Numbers from 1 to 10 inclusively are written as words, numbers over 10 are written as numbers.

3. Centuries are marked by Roman numerals, decades are recorded in accordance with the following format:the 1980s.

Names

1. At the first mentioning of a person's name in the text, the surname is accompanied by the initials of the firstname (and patronymic, if applicable); when mentioning it further, only the surname is given (unless the articlementions several people with the same surname).

2. Initials are separated from each other and from the surname by non-breaking spaces (shortcut: Ctrl + Shift +Space).

3. If it is necessary to include information about a person's years of life, they are given at the first mentioningof the name to the right of it in parentheses, separated by an en-dash without spaces, for
example: F. Fortunatov (1848–1914).

List of abbreviations: if abbreviations are used in the article's text, precedes the list of references.

Lists

1. All lists are formatted using the automatic Word tool only.
2. Lists that are not part of top-level lists are formatted as numbered lists with an indent of
1.5 cm from the leftmargin.

3. The lists included in numbered lists are formatted as bullets with an indent of 2.0 cm from the left margin.

Formatting of footnotes

It is recommended to use footnotes as rarely as possible, in exceptional cases. If a note is necessary, it is formatted using the automatic Word tool "Insert Footnote" with continuous numbering at the bottom of the page; when formatting footnotes, keep to the line spacing of 1.5, but use the font size of 10 pt.

"Conflict of interest" section

In this section, the authors declare that there is no conflict of interest in regards to their submission. Recommended language: "The authors declare that there is no conflict of interest, either existing or potential."

If a conflict of interest exists and might influence the reported results, it must be declared in this section.

"Ethics approval" section

This section is obligatory for submissions reporting results of experiments on humans. For more informationregarding the ethical standards for such experiments please see the Office for Human Research Protections website.

If the research protocol of the study that you are reporting in your paper has been assessed by an ethics committee, please state it in this section (e.g., *"Research protocol has been approved by the Ethics Committeeof [organisation name, ethics committee details], permit No. … of …"*). If that is not the case, the authors

are asked to declare compliance with ethical norms based on their own self-assessment (e.g., *"The authorsstate that all ethical principles relevant to research that includes human or animal subjects have been dulyfollowed."*).

The authors should obtain informed consent from all individuals who participated in the study.

"Author contributions" section

Please specify how each of the authors contributed to the submission. No particular format is required.

"Funding" section

In this section, please state your sources of funding for the study or lack thereof.

Recommended language in case of no funding: "The study did not receive any external funding."

If your study received external funding, please follow the reporting guidelines of the funding body.

"Acknowledgements" section

In this section, please list individuals who assisted the authors in their research and/or working on the submission, but did not directly participate in its preparation or writing.

Reference list

Formatting text references and endnotes

1. The layout and formatting of the list of references should be given very careful attention, since the appropriate formatting of the references will predetermine the recognition of the publications referenced by the author, as well as their citedness, in the scientometric databases.

2. The references should contain all sources to which the author refers directly or indirectly, and should not include any sources that are not mentioned in the text.

3. The list of references is placed after the text of the article in the form of an unnumbered list of bibliographic records arranged by the names of their authors in the alphabetical order. Several works by the same author are arranged under the author's surname according to the chronological order of their publishing from earlier to later works. Russian sources are given first (if applicable), followed by sources in other languages in the following order, according to the alphabet used: Cyrillic, Latin, Arabic, Chinese, all others.

4. Reference sections should be listed in the following order: "Sources", "Dictionaries and Reference Materials", "Other References".

5. In the text, works from the list of references are enclosed in parentheses, stating the surname of the author and the year of the publication: (Bakhtin 1963).

In case of referring to a specific passage in the work, the page number is stated, separated by a comma: (Bakhtin 1963, 25).

If there were several works published by the author in a given year, then the year should be immediately followed by a Latin letter, corresponding to the alphabetical order of the works in question in the list of references: (Bakhtin 1963a).

In case of referring to a document created by 1–4 authors, all the authors' surnames should be given. In case of referring to works by more than four authors, the first three authors' surnames should be given with the addition "et al.": (Author1, Author2, Author3 et al.). If the authors are not stated, the document should be named (shortening of long titles is accepted): (Philosophy of Culture 1999).

In case of referring to a multipart/ multi-volume document, the volume/ part type and number should be given: (Ivanov 2000, vol. 1).

If the reference contains information about several bibliographic items, their data are separated with a semicolon (;), and the sources are arranged in the alphabetical order: (Bakhtin 1963; Ivanov 2000, vol. 1: 45).

No abbreviations are acceptable, such as replacing the reference to the source, for example: "As before", "Ibid", "Op. cit."

6. References to present-day media are given using the common short forms, for example: [Ros. gas. 2016. No. 136], [NTV; Russia 1; Russia K], etc.

7. Examples of formatting the references are given in the section "Rules and examples of formatting bibliographic records".

The number of pages is given in the following format: "250 p." for books and "pp. 10–20" for articles.

The absolute URLs are used for links.

Please note that the titles of journals, books, theses, conferences should be highlighted in italics. This is important because the use of italics helps to distinguish between the title of the article and the title of the source.

Transliteration of references

The Harvard referencing style is used in the References section. BSI standard is used for transliteration. This section provides a list of references in foreign languages and a transliterated list of references in Russian (if applicable). The order of references is alphabetic and continuous (not divided by languages).

Authors' names in Cyrillic characters should be transliterated into English; authors' names in Latin characters should be provided in their original spelling (i. e. Genette G., Barthes R.; Köstlin K. R. von, etc.).

In reference to journals and newspapers, the official translation of their titles should be used (if available).

The original language of publications must be specified for all languages except English, German, and French.

To transliterate the list of references in Cyrillic alphabet, it is recommended to use the following website: Translitonline.com.

The order of the provided information should be as follows: (1) The name of the author (if applicable). (2) The year of publication. (3) The title of the article/ paper. (4) The source title. (5) Publication data with notations in English. (6) The language of publication.

Principle of compiling a transliterated list of references

Examples of formatting references in English and transliterated references

For English-language publications the pattern should be as follows: Author's original name. Year of publication. Publication title. Source title. Publisher's imprint in English.

For other foreign-language publications printed in languages that use Latin characters, the pattern should be as follows: Author's original name. Year of publication. Original publication title. [Publication title's English translation in brackets]. Original source title. [Source title's English translation in brackets]. Publisher's imprint in English. Language of publication.

For transliterated publications that use Cyrillic or other alphabets the pattern should be as follows: Author's transliterated name. Year of publication. Transliterated publication title. [Publication title's English translation in brackets]. Transliterated source title. [Source title's English translation in brackets]. Publisher's imprint in English. Language of publication.

For books

- Propp, V. Ya. (1998) *Morfologiya volshebnoj skazki. Istoricheskie korni volshebnoj skazki [Morphology of the fairy tale. Historical roots of the fairy tale].* Moscow: Labirint Publ., 512 p. (In Russian)
- Descartes, R. (1965) *Die Prinzipien der Philosophie.* Hamburg: Felix Meiner Verlag, XLVII, 310 S. (In German)

Chapter from a book

- Kagan, M. S. (2006) Mir obshcheniya: problema mezhsub'ektnykh otnoshenij [The world of communication: The problem of intersubjective relations.]. In: M. S. Kagan. *Izbrannye trudy: v 7 t. T. 2: Teoreticheskie problemy filosofii [Selected works: In 7 vols. Vol. 2: Theoretical problems of philosophy].* Saint Petersburg: Petropolis Publ., pp. 165–325. (In Russian)

For proceedings of conferences, scholarly seminars, round tables

- Gusejnov, A. A. (2015) "Svoi" i "chuzhie" v globaliziruyushchemsya mire ["Own" and "aliens" in a globalizing world]. In: A. S. Zapesotskij (ed.). *Mezhdunarodnye Likhachevskie nauchnye chteniya. Globalizatsiya i dialog kul'tur. Izbrannye doklady (1995–2015) [International Likhachev scientific readings. Globalization and dialogue of cultures. Selected papers (1995–2015)].* Saint Petersburg: St Petersburg University of Humanities and Social Sciences Publ., pp. 66–71. (In Russian)

For journal articles

- Rodionova, D. D., Mastenica, E. N., Mishakova, O. E. et al. (2018) Proektirovanie primernoj obrazovatel'noj programmy po napravleniyu "Muzeologiya i okhrana ob'ektov kul'turnogo i prirodnogo naslediya": usloviya, printsipy, opyt [Design of the exemplary training program in the direction "Museology and protection of cultural and natural heritage objects": Conditions, principles, experience]. *Vestnik Tomskogo gosudarstvennogo universiteta — Tomsk State University Journal of Cultural Studies and Art History*, no. 32, pp. 155–166.
  DOI: https://doi.org/10.17223/22220836/32/16 (In Russian)

For Internet sources

- "Aritmiya": Chto govoryat vrachi? [Arrhythmia: What do the doctors say?] (2017) *Séance*, 12 October. [Online]. Available at: https://seance.ru/blog/aritmia-consilium (accessed 25.10.2017). (In Russian)

Submission of Papers

The material prepared in accordance with the rules is sent to the editorial board via the file uploading system on the official website of the journal www.iik-journal.ru. Manuscripts in paper form as well as articles sent by email to the editorial office are not accepted.

After sending the article it's checked within 15 days if it's in line with formal requirements and then it undergoes anonymous peer review (see Review Statement). There is no publication fee for an article review and its publishing.

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