
GUIDELINES FOR AUTHORS

To be considered for publication in the journal, only research papers which have never been published before are accepted. The article should be devoted to the relevant subjects, present the results of a thorough study, be characterized by innovations and scientific conclusions in accordance with article's goals (specified tasks).

The length of accepted manuscripts should be 15–17 pages (including references and extended summaries) of A4 format, 1.5 spacing. All margins – 2 cm, indent – 1.27 cm, font: Times New Roman 14 pt saved in Word for Windows (*.doc, *.docx). To create formulas, tables and charts, special functions of the Word for Windows should be used. The articles should be provided in two copies, in printed and electronic variants (by e-mail or on a flash drive). Articles are accepted in Ukrainian, Russian or English languages. There are should not be any divisions of words.

Postgraduate students and competitors for PhD should provide a letter of reference from their supervisors. Supervisor's signature should be verified with a stamp of institutions, while the author's signature should be put at the last page.

However, the articles author presents EULA to use the work (article). Sample EULA is located on the magazine's website.

Every manuscript should have UDC code (on its upper left, over author's name). Over the basic text, on the left side – initials, last name (capitals, font bold), academic degree and rank, position, and affiliations (plain font). Below, the full postal address of author's institution (with index) and e-mail should be written – font 14.

Below, the publication's title in capitals should be placed (Times New Roman 14 pt. bold, left alignment).

Below, the fuoll postal address of author's institution (with index) and e-mail should be written – font 14.

Below the article's title a summary should be written in the article's language within 100–250 words (not less than 10–12 lines) with a brief description of the findings and key words (5–10 words, font – 12, italics, interval – 1.5).

Then the same text should be duplicated in Russian and English (font – 12, interval – 1.5): name and surname, scientific degree, position, author's affiliation institution, postal and electronic addresses; article's title, summaries (each within 100–250 words) and key words (font – 12).

Mandatory guidelines for summaries:

- informing character (no general words);
- well-developed structure (successive logic of description of the article's findings should be assured);
- relevant (description of article's main contents; define the study's main tasks; summarize the key findings and their importance);
- detailed definition of the author's contribution (which positions are developed, proposed, revealed, etc.);
- compact character (within 100–250 words).

Author's summary should:

- explain the study's approaches, but without methodological details;
- provide no references and abbreviations.

A manuscript should contain such necessary elements as **the problem statement, the topicality, the review of last scientific progress and publications, the purpose and problem of research, the exposition of basic matter and finding of research, the conclusion, and the prospective of further research in this field, References** (an example can be obtained from the web-site).

All graphic materials (figures, illustrations, schemes, charts, etc.) should be clear and expressive; the lines in charts and diagrams as well as all symbols should be clear. The title of a figure should be placed below (left alignment). The word «Fig. N ___» should be given in italics, while the title of the figure – in bold (straight). Below the title, a source should be given.

Tables should be compact and provided with a title, while their headlines should respond to the contents, with no empty cells. The word «Table N ___» should be placed with left alignment, in italics. In the same line, the title of a table should be placed in bold standard font (as well as headlines). Source of information should be specified below a table. It is not recommended to place materials illustrated (*Fig., Tables, Charts*) on the page before and after the conclusion of the article.

Attention! Due to inclusion of the journal into some international bibliography and reference databases, the References of publications should be prepared in **two blocks**: LITRATURE and REFERENCES (this requirement is also eligible for publications in English):

1) LITRATURE – sources of reference in Ukrainian, prepared in accordance with the Ukrainian standard of bibliography description (Form # 23, approved by the Decree of the State Certification Committee of Ukraine from March 3, 2008 №147);

2) REFERENCES – the same list of references transliterated * into English. (guidelines of international bibliographic standard APA-2010, guidelines of transliterated references at <http://www.dse.org.ua>, section for authors). Words «Література» and «References» should be written in standard capitals. Surnames of authors in the references should be standard italics.

The titles of periodic journals in Ukrainian and Russian languages (journals, collections, etc.) are given in transliterated form (guidelines of Ukrainian transliteration: decree of the Cabinet of Ministers of Ukraine from 27 of January, 2010 №55, The Government Courier from 10.02. 2010 №5), while they should be accompanied with English translation in brackets.

References to the used sources, statistics and data are mandatory and should be specified in chronologic order within the text (a number in brackets), the list of references should be placed in the end of publication. References to works of foreign authors are mandatory in the section «Analysis of recent studies and publications» and through the text (their names are given in the language of origin – Ukrainian, Russian, and in English in italics in brackets). The titles of works (no more than 15) in the list of references are mentioned in accordance with order of citing in the text.

Instead of short summaries in Ukrainian and English, the text of publication should be supplied with reference description of basic ideas of publications (abstracts of 1-1.5 A4 pages each, 12 font) in English and Russian in the end. Above the abstracts, author's surname and name are placed (*standard italics*), below – scientific degree, academic rank, position where the author (authors) of the article, the full post address (with postal code) organization where the author (authors) in Russian and English respectively. Next – the title of publication (in Russian and English) and text of abstracts. Below the abstracts, the key words are placed in Russian and English respectively (*standard italics*).

A manuscript is a subject for an internal and external reviewing by the members of the Editorial Board, the specialists of respective research field. If review should be negative or contain substantial criticism, a manuscript should be declined or returned to its author for an improvement. The Editorial Board examines the manuscript, and the Academic Council of the Institute recommends it for publishing.

For the fair examination of scientific value of manuscript, it is possible to provide an independent blind review (without specification of names of authors and reviewers).

The author is responsible for adherence to the specifications. A manuscript that does not meet the specification should not be published.

The Editorial Board has a privilege to review, edit, abridge (not changing author's opinion), and select the manuscripts. Declined manuscript should not be returned.

The author is responsible for authenticity of the information, data, references, names and translation.

The materials that are being published in the journal reflect the view of their authors, and not necessarily are agreeing with the position of Editorial Board.

«Demography and social economy» used double-blind reviewing procedure model, each article reviewed by two referees which may be members of the journal's Editorial Board, outside experts, or both.

*To a manuscript, should be **necessarily** attached as follows:*

Full author's reference (first name, last name)	
Academic degree and rank	
Affiliation – institution and position, full postal address (<i>with index</i>)	
Postal address for sending the author's issue and correspondence (<i>index!</i>)	
E-mail	
Contact telephone numbers	

SCIENTIFIC FIELDS OF THE JOURNAL «DEMOGRAPHY AND SOCIAL ECONOMY»

- Theoretical issues of demography;
- Demographic processes: birth rate, mortality, marriage and family processes, migration.
- Socio-demographic structures and population quality;
- Human development;
- Formation of social capital;
- The level and quality of life;
- Poverty and social reproduction;
- The labour market;
- Socio-demographic policy;
- Social protection;
- Gender studies;
- Social infrastructure development;
- Socio-demographic forecasting;
- Quantitative methods in the social and demographic research;
- Information support for socio-economic and demographic research;
- Regional socio-demographic research;
- Socialization potential;
- Social responsibility.

GUIDELINES OF REFERENCES IN THE ENGLISH TRANSLITERATION*

Correct description of references is important for consideration of a publication when **estimating scientific activity of authors**, and – thus – of an institution, region, country. **Citation rate is a criterion of the journal's scientific level**, authority, efficiency of its editorial board, etc. Thus, the most important components of **references are presented by author's surnames and journals' titles**. To provide consideration of all authors in the system, **it is necessary to put all authors into publication's reference**, instead of cutting down their number by three or four of them, etc. In such case the titles of publications provide additional information about their contents and Scopus recommends to include them in the reference description, though they are not used in the analytical system.

As to Ukrainian and Russian publications referred in the articles, we recommend the following variant of the structure of bibliographic References:

- authors' surname and name (transliterated),
- title of publication in the transliterated form and translation into English in the brackets [],
- reference in the transliterated form and its translation into English in the brackets [],
- output data with English specifications, or only digital data (depending on the used standard).

References for Scopus and other international databases DB are provided in separate blocks, with complete rehearsal of references in Ukrainian, irrespective of presence of foreign publications there. If some references to foreign publications are presented in the References, they are duplicated in the transliterated list.

References to journal's articles:

Zagurenko A.G., Korotovskikh V.A., Kolesnikov A.A., Timonov A.V., Kardymon D.V. Tekhniko-ekonomichna optimizatsiya dizainu gidrorazryvu plasta [Techno-economic optimization of the design of hydraulic fracturing]. *Neftyanoe khozyaistvo – Oil Industry*, 2008, no.11, pp. 54-57 [in Ukrainian].

It is not recommended to provide references in the next way (the title is transliterated without translation):

Zagurenko A.G., Korotovskikh V.A., Kolesnikov A.A., Timonov A.V., Kardymon D.V. Tekhniko-ekonomichna optimizatsiya dizainu gidrorazryvu plasta. *Neftyanoe khozyaistvo – Oil Industry*, 2008, no.11, pp. 54-57.

There are free Internet programs for composing the bibliography. A search of «create citation» in Google will provide you with several free programs, making automatic references in accordance with proposed standards. Moreover, bibliography references could be provided for different types of publications (book, journal article, Internet resource, etc.). Below, you can find links to such web-sites: <http://www.easybib.com/>; <http://www.bibme.org/>; <http://www.sourceaid.com/>

Technology of making references based on the system of automatic transliteration and translation

Web-site <http://litopys.org.ua> provides access to a free program of **English transliteration of the Ukrainian texts**. Web-site <http://www.translit.ru> provides access to transliteration of the **Russian texts**.

The programs are very simple and can be easily used as for ready references, as for transliteration of different parts of descriptions.

Below you can find approximate short scheme of the process of references' transformation:

1. Enter web-site <http://litopys.org.ua/links/intrans.htm>
2. Fill the whole text of the Ukrainian bibliography in a special field and press button «recode».

Example of automatic transliteration done at the web-site:

Input text:

Загробська А.Ф. Міграція, відтворення і рівень освіти населення. – К.: Наук. думка, 1983. – 182 с.

Transliterated text:

Zahrobs'ka A.F. Migrantsiia, vidtvorennia i riven' osvity naseleennia. – K.: Nauk. Dumka, 1983. – 182 s.

* transliteration is the conversion of a text from one script to another (conversion of letters of some writing system into another one).

4. Copy the transliterated text into the bibliographical References.

5. Translate the whole description of a reference, except authors (title of a book, article, legislation provisions, etc), into English and paste it to the References (next to the transliterated title).

6. Combine the transliterated and translated references in accordance with the guidelines. A place of publishing should be mentioned (Kyiv), while abbreviations of pages should be provided in English (instead of 182 s., – 182 p.). The title of reference should be written in Italics. In the end of sentence, words [in Ukrainian] should be added:

Zahrobskaia A.F. *Myhratsyia, vospriyvodstvo y uroven' obrazovaniya naseleniia* [Migration, reproduction and level of education of population]. Kyiv: Nauk. Dumka, 1983, 182 p. [in Ukrainian]

There is also another option:

the following reference: Кочукова Е.В. Павлова О.В. Рафтопуло Ю.Б. Система экспертных оценок в информационном обеспечении учёных // Информационное обеспечение науки. Новые технологии: Сб. науч. тр. / Калёнов Н.Е. (ред.). – М.: Научный Мир, 2009. – 342 с. – С.190–199.

is put into the program with mentioning [in Russian] in the end of sentence:

Kochukova E.V. Pavlova O.V. Raftopulo Yu.B. Sistema ekspertnykh otsenok v informatsionnom obespechenii uchenykh // Informatsionnoe obespechenie nauki. Novye tekhnologii: Sb. nauch. tr. – M.: Nauchnyi Mir, 2009. – S.190-199 [in Russian].

It is forbidden to use Ukrainian State Standards ДСТУ 7.1:2006 «Система стандартів з інформації, бібліотечної та видавничої справи. Бібліографічний запис. Бібліографічний опис. Загальні вимоги та правила складання» in the **References**. There are no international standards using punctuation common for the Ukrainian Standards («//» и «—») in the references. A title of reference and output data are usually written in another script as compared with author's name and publications' title (in italics – most often), or separated by a dot or coma.

Transform the transliterated reference:

1. Remove special punctuation, additional blanks, dashes (instead a hyphen should be placed), quotation marks, № (signs), («//», «—» «;», „ / “, “ “) and others.

2. English translation of the titles of article and its source are written in brackets after transliteration.

3. A full name of place of publishing and numbers of pages are written in English (a publisher should be transliterated). In the end of sentence should be mentioned [in Russian].

The final result:

Kochukova E.V. Pavlova O.V. Raftopulo Yu.B. Sistema ekspertnykh otsenok v informatsionnom obespechenii uchenykh [The peer review system in the information providing of scientists] Informatsionnoe obespechenie nauki. Novye tekhnologii: Sb. nauch. tr. [Information Support of Science. New Technologies: Collected papers]. Moscow: Nauchnyi Mir, 2009, pp.190-199 [in Russian].

Bibliographical references in the APA standard:

Book

Last Name, F. (Year Published). *Book Title*. Publisher City: Publisher Name.

Brown, D. (2004). *The DaVinci code*. New York: Scholastic [in English].

Journal

Last Name, F. (Year Published). *Article Title*. *Journal name*, Volume number, Page Numbers.

Smith, J. (2009). Studies in pop rocks and Coke. *Weird Science*, 12, 78-93 [in English].

Web-site

Last Name, First. «Page Title.» Website Title. Retrieved Date Accessed, from Web Address

Smith, J. (2009, January 21). Obama inaugurated as President. *CNN.com*. Retrieved February 1, 2009, from http://www.cnn.com/POLITICS/01/21/obama_inaugurated/index.html [in English].

Examples of References download

There are special programs developed for assisting in making and storing references – bibliographical managers. In most cases, they help to make a correct and quick bibliographical reference for publication in any foreign journal in accordance with its requirements. Such services include: <http://www.bibme.org>, <http://www.zotero.org>, <http://www.mendeley.com>, www.citethisforme.com and others.