

AUTHOR GUIDELINES FOR THE JOURNAL 'ANALYSIS AND FORECASTING. IMEMO JOURNAL'

Main aspects

Manuscripts must be in a Microsoft Word format (with *.doc or *.docx extension). Images (schemes, diagrams, etc.) should not be copies or scans from some other sources. Figure legends (all text on an image) are only in the Russian language in articles written in Russian.

Images in a manuscript file (in a Word format) are incorporated into the text itself – in those chapters and that they belong to. Moreover, images need to be sent separately in a jpeg format, image's resolution –not less than 150 dpi.

Tables are accepted in a Word format; they are placed accordingly in a manuscript file – in those chapters and that they belong to.

Tables must have headings, while images need captions, both need to be numbered. Recommended total article size – not exceeding 1 printed sheet (40 thousand signs, with spaces)

Page parameters: top margin 3 cm, bottom 2 cm, left 3.5 cm, right 2 cm.

The font: 12 pt Times New Roman.

Indent of the first line – 1.25 cm; line spacing in the main text – 1.5 pt.

Article title – 16 pt, bold, centered, in capital letters.

© 2024 A.A. Author – 16 pt, bold, centered, in capital letters.

Subheadings within an article – 12 pt, regular font style, lowercase.

Footnotes: 11 pt font, line spacing 1 pt, without indentation.

Without applying automatic hyphenation.

Main type of quotation marks: ' '.

Written in English headings have all the significant words starting with A CAPITAL LETTER.

Article structure

The article is loosely divided into four blocks.

Information on articles in **English**:

TITLE (IN ENG.).

Full name, e-mail, ORCID

Affiliation / affiliations of author(s) (place of work, indicating structural department, full postal address).

Detailed annotation (abstract) (roughly 250-300 words, meaningfully – a translation of an article's Russian version)

Keywords (up to 10, matching the Russian ones).

About the author: Full name, scientific degree, scientific rank, position /positions.

Competing interests (a statement about the absence of conflict of interests).

Funding (information on financial support provided for research, official grant names and credentials are listed).

Requirements for annotations

Annotation must be informative (free from general words), insightful (reflecting the article's core content, describing main goals and methods of conducting the research, summarizing the most essential research results and their scientific value), structured (in accordance with the article's own structure). It is recommended to mention the current understanding of a scientific problem in question and research methodology in an annotation or the beginning of a main text.

III. Text of the article.

IV. REFERENCES.

Documents, mass media reports and statistics are indicated in the footnotes. Footnotes on sources in languages with Cyrillic or Latin script (English, French, German, Russian, Polish, Bulgarian, Portuguese, etc.) are in their original languages. For languages with other script types (Chinese, Japanese, etc.), a translation to English is needed, in accordance with the rules for writing references. Footnotes also include some comments, additions, etc.

Examples of footnotes:

Author A. Title. *Journal's title*, dd.mm.yyyy. Available at: URL of the source (accessed 00.00.0000).

Gábor N. Nemzetközi kimutatás: ismét Magyarországa lett Közép-Európa egyik legütőképesebb hadereje. *Mandiner*, 11.02.2023. Available at: https://mandiner.hu/cikk/20230211_magyarorszag_haboru_vedelem_hadero_honvedseg_top_lista_global_frepower (accessed 03.12.2023).

储茂明。《非洲将从“九项工程”中获益》。 中华人民共和国驻拉各斯总领事馆。[Chu Maoming. *Africa Will Benefit from the 'Nine Projects'*. Consulate General of the People's Republic of China in Lagos. (In Chin.)] Available at: http://lagos.china-consulate.gov.cn/zlsxw/202112/t20211206_10462690.htm (accessed 31.08.2023).

References include books and articles published in high-quality scientific journals.

References to sources in the list of used literature are numbered consecutively, in order of their first appearance in the text [1], [2], [3], etc. A number, assigned during the first mention, is pinned to a source, and is used again in case of recurrent citation. It is prohibited to duplicate the same source under different numbers in the list.

References in the text, tables and captions to images are done with Arabic numerals [in square brackets] and, if necessary, specific page/pages is/are

indicated. For instance: [2, pp. 8-9], where 2 – reference number, 8-9 – quote range. In the list of used literature that articles end with, references and in the same order and have the same numbers as they do in a main text.

References in English, French, Spanish and German are given in original.

In other languages, including Russian, titles must be translated in English while indicating the original language in the brackets. Authors' full names, along with journals and periodicals in Russian, which don't have an officially registered English title, should be transliterated. Transliteration standard – BSI ONLY. For automatic transliteration to the Latin alphabet, it's recommended to visit websites <https://antropophob.ru/translit-bsi>; <https://transliteration.pro/bsi> or <https://translit.ru/> (in the last one it's needed to choose a BSI setting in the window “основной” before use).

Designing references

A book (monography, a collection edited by, an article in a collection, book chapter)

Initials are placed after the author's / editor's surname. Surname of the author / editor is written in a regular font. After editor's full name, separated by a comma – *ed.* (singular) или *eds.* (plural).

In a book (monography, collection) it is obligatory to indicate the year, place of publication and publisher.

**In a monography a total number of pages is specified (235 p.),
in an article – a page range on which the article itself is (pp. 220-222).
If a publication has a DOI number, specify it!!!**

Editions in the Russian language:

Потемкина О.Ю. *Пространство свободы, безопасности и правосудия Европейского союза*. Москва, Гриф и К., 2011. 367 с. [Potemkina O.U. *The Space of Freedom, Safety and Justice of the European Union*. Moscow, Grif and K., 2011. 367 p. (In Russ.)]

Нигматулин Р.И. *Динамика многофакторных сред*. Москва, Наука, 1987. Ч. 1. 464 с. [Nigmatulin R.I. *Dynamics of Multiphase Media*. Moscow, Nauka, 1987. Pt. 1. 464 p. (In Russ.)]

От катастрофы к возрождению: причины и последствия разрушения СССР. Москва, Высшая школа экономики, 1999. 381 с. [From Disaster to Rebirth: the Causes and Consequences of the Destruction of the Soviet Union. Moscow, Higher School of Economics, 1999. 381 p. (In Russ.)]

Дынкин А.А., Иванова Н.И., отв. ред. *Глобальная перестройка*. Москва, Весь Мир, 2014. 528 с. [Dynkin A.A., Ivanova N.I., eds. *Global Perestroika*. Moscow, Ves' Mir, 2014, 528 p. (In Russ.)]

Загорский А.В. Военная безопасность в Арктике. Иванов И.С., ред. *Арктический регион: проблемы международного сотрудничества. Хрестоматия в 3-х тт.* Москва, Аспект-Пресс, 2013. Т. I, сс. 256-269. [Zagorskii A.V. Military Security in the Arctic. Ivanov I.S., ed. *Arctic Region: Problems of International Cooperation. Reading-Book in Three Volumes*. Moscow, Aspekt-Press, 2013. Vol. I, pp. 256-269. (In Russ.)]

Editions in English, French, German and other languages:

Joskow P. *Competitive Electricity Markets and Investment in New Generating Capacity*. Boston, Massachusetts Institute of Technology, 2006. 74 p.

Winch G.M., Onishi M., Schmid S., eds. *Taking Stock of PPP and PFI around the World*. London, ACCA, 2012. 125 p.

Kepel G. *Les banlieux de l'Islam. Naissance d'une religion en France*. Paris, Ed. du Seuil, 1987. 424 p.

Beurs C., Klaver J., Witkamp B. *Aantrekkelijkheid van Nederland voor kennismigranten*. Amsterdam, Wetenschappelijk Onderzoek- en Documentatiecentrum, 2018. 66 p. [Beurs C., Klaver J., Witkamp B. *Attractiveness of the Netherlands for Knowledge Migrants*. Amsterdam, Wetenschappelijk Onderzoek- en Documentatiecentrum, 2018. 66 p. (In Nid.)]

Description of a translated book / article:

Authors should make a reference using a description of the specific edition of a book they worked with. В ссылке дается библиографическое описание издания, с которым работал автор статьи. Данные именно этого издания переводятся на английский язык (ссылку на оригинальный текст в таком случае приводить не нужно).

In translated to Russian works, last names should be an original variant, not a transliterated one.

Киссинджер Г. *Дипломатия*. Москва, AST Publishers, 2018. 1540 с. [Kissinger H. *Diplomacy*. Moscow, AST Publishers, 2018. 1540 p. (In Russ.)]

Энгельс Ф. *Анти-Дюринг*. Москва, АСТ, 2019. 480 с. [Engels F. *Anti-During*. Moscow, AST, 2019. 480 p. (In Russ.)]

Луман Н. Понятие риска. *Thesis*, 1994, вып. 5, сс. 135-160. [Luhmann N. The Concept of Risk. *Thesis*, 1994, iss. 5, pp. 135-160. (In Russ.)]

An article (in a journal, in a newspaper)

An article in English, French, German:

Author A.A., Author B.B., Author C.C. Title of Article. *Title of Journal*, 2025, vol. 10, no. 2, pp. 49-53. DOI: 10.3109/10837450.2013.840845

Articles without DOI:

Author A.A., Author B.B., Author C.C. Titre de l'article. *Titre de la revue scientifique*, 2005, vol. 10, no. 2, pp. 70-78. Available at: URL leading to an article or its description (accessed 00.00.0000).

An article in Russian (other) language:

Кустарев А. Неудавшиеся государства. *Космополис*, 2004, № 2(8), сс. 17-36. [Kustarev A. Failed States. *Kosmopolis*, 2004, no. 2(8), pp. 17-36. (In Russ.)] DOI: 10.3109/10837450.2013.840845

If a journal / periodical has an official title in Latin alphabet, it should be used instead of a transliterated title!

Ukraińcy kupuj w Polsce wicej mieszkań ni Niemcy. Najwicej w Warszawie i Krakowie. *Gazeta Krakowska*, 22.07.2019. [Ukrainians Buy More Apartments in Poland than Germans. Most in Warsaw and Krakow. *Gazeta Krakowska*, 22.07.2019. (In Pol.)]

Description of an annual compediums Описание статьи из продолжающегося издания (сборника трудов)

Алешин А. Новая стратегия НАТО. *Год планеты*. Вып. 2022 г. Москва, Идея-Пресс, 2023, сс. 55-66. [Aleshin A. New NATO Strategy. *The Year of the Planet*. 2022. Moscow, Ideya-Press, 2023, pp. 55-66. (In Russ.)]

Description of conference materials (e.g. abstract books)

Тамкович А.М. Миграция между Россией и Европейским союзом. *Мировое развитие*. Вып. 8. Материалы Всероссийской научной конференции молодых специалистов “Россия в системах международных связей: экономика, политика, безопасность”. Москва, ИМЭМО РАН, 2012, сс. 65-72. [Tamkovich A.M. Migration between Russia and the European Union. *World Development*. Iss. 8. International All-Russia Young Specialists Conference

'Russia in International Communications Systems: Economics, Politics, Safety'. Moscow, IMEMO RAN, 2012, pp. 65-72. (In Russ.)]

Description of an Internet resource:

APA Style. 2011. Available at: <http://www.apastyle.org/apa-style-help.aspx> (accessed 05.02.2011).

Кондратьев В.Б. *Глобальная фармацевтическая промышленность*. [Kondrat'ev V.B. *The Global Pharmaceutical Industry*. (In Russ.)] Available at: http://perspektivy.info/rus/ekob/globalnaja_farmacevticheskaja_promyshlennost_2011-07-18.html (accessed 23.06.2013).

Иван Бегтин, создатель проектов в области публичного открытого государства. [Ivan Begtin, the Project Creator in the Field of Public Open State (In Russ.)] Available at: <http://lenta.ru/conf/begtin> (accessed 31.01.2014).

If a reference is made to an article from mass media websites or indexed periodicals, then their name is written in italics:

Бондаренко О. Почему России важна реабилитация сербов. *Ведомости*, 26.07.2021. [Bondarenko O. Why is the Rehabilitation of Serbs Important for Russia. *Vedomosti*, 26.07.2021. (In Russ.)] Available at: <https://www.vedomosti.ru/opinion/articles/2021/07/25/879493-reabilitatsiya-serbov> (accessed 29.07.2021).

When a given article or a departmental document is on a website of an organization (not a publisher!), the title of an article itself is in italics:

Брифинг официального представителя МИД России М.В. Захаровой, Москва, 22 июля 2021 года. Министерство иностранных дел Российской Федерации. 22.07.21. [Briefing by the Official Representative of the Russian Foreign Ministry, Mikhail Zakharova, Moscow, July 22, 2021. The Ministry of Foreign Affairs of the Russian Federation. 22.07.21. (In Russ.)]. Available at: https://www.mid.ru/ru/foreign_policy/news/-/asset_publisher/cKNonkJE02Bw/content/id/4829411 (accessed 29.07.2021).

NATO Welcomes Stronger Cooperation with the Republic of Korea. North Atlantic Treaty Organization. 22.07.2021. Available at: https://www.nato.int/cps/en/natohq/news_185907.htm (accessed 29.07.2021).

!!! Documents' headings in footnotes and headings of the material opening by clicking on the link must be **completely identical**. Digital link must lead to a specific document from reference list, not to a resource's main page.

!!! Websites must be accessible in Runet without additional extensions (without VPN).

Description of a thesis:

Ганин А.В. *Кадры Генерального штаба в период Гражданской войны в России*. Дисс. докт. ист. наук. Москва, 2013. 260 с. [Ganin A.V. General Staff Personnel in the Period During the Civil War in Russia. Dr. Diss. (Hist.)] Moscow, 2013. 260 p.]

Description of an unpublished material:

Автор А.А. Название статьи. *Название журнала*, (в печати). [Avtor A.A. Title of Article. *Title of Journal*, (In Russ., in publish.)]

Latypov A.R., Khasanov M.M., Baikov V.A. Geology and Production (NGT GiD). The Certificate on Official Registration of the Computer Program. No. 2004611198, 2004. (In Russ., unpublished.)

The Editorial Board has the right to return the manuscript to its author in order to meet the above-mentioned standards for bibliographic references.