

INSTRUCTIONS FOR AUTHORS

The International Scientific Research Journal “Studia Humanitatis” publishes papers, reviews, opinions and other materials applying to the humanities.

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Journal columns: “*History*”, “*Pedagogy and Teaching Methodology*”, “*Political science and Law*”, “*Theology*”, “*Philology*”, “*Philosophy*”, “*Psychology*”.

Publication conditions

The paper submitted for publication must have topicality, scientific novelty, contain problem statement, final result description and a conclusion. The paper should be designed according to the rules and be written either in *good Russian or English*. To submit a paper in English its author should have *advanced language skills* level.

The paper submitted for publication must have topicality, scientific novelty, contain problem statement, final result description and a conclusion. The paper should be designed according to these Instructions and in line with the [Publication Ethics Statement](#), and also be written either in *good Russian or English*.

The work submitted to the editors should be original and have no previous printed or soft copies. It is forbidden to contribute papers published or accepted for publishing in other editions. One issue can accept only one paper written by the

author; though one can have more than one publication per issue in a group of authors.

The Editorial Staff and the Editorial Board collect soft copies which can be accepted with revisions or rejected due to scientific or formal reasons. Topicality, scientific novelty, grounded results are regarded as the basic criteria for selection of papers to publish. It is also important to meet the aim and subject matter of the journal.

Policy of Screening for Plagiarism

All papers submitted to "Studia Humanitatis" are screened for plagiarism using plagiarism detection software [“Antiplagiat”](#). We will immediately reject papers leading to plagiarism. The Editors check all submitted manuscripts by plagiarism detection tools at the stage of initial review. If plagiarism is detected, the Editors will reject the submitted manuscript.

Peer review

All submitted papers are requested for peer reviews. Submitted manuscripts go through an internal review. If they don't meet the basic requirements, they are not admitted for further review. The author(s) receive(s) a notification message.

Papers meeting all the formal requirements are delivered to the Editorial Board who retains the right to accept the manuscript after the review from experts in the field. We follow a *double-blind peer review* process (authors and reviewers remain anonymous for the review process) and seek external reviews from recognised experts for submissions that are deemed appropriate for our review process in terms of their content, quality and form. The review period is expected to take 10 weeks.

The peer review includes:

- a) summary of the contents and acceptability for publication in "Studia Humanitatis";
- b) summary of the main ideas (applications and results; topicality of the ideas; validity of the results; role of the ideas and results);
- c) comments on the language and presentation;
- d) ideas for the follow-on revision if necessary.

After reviewing the manuscript the author gets a notification of the journal's decision (accept, accept with revisions, reject).

If accepted the submitted manuscript is sent to the editorial text portfolio for the final revision before publishing the new issue. The author is notified about that.

If the manuscript is accepted with revision, comments from the reviewers are sent to the authors. The revised manuscript is submitted again and follows the same procedure of reviewing. After that if accepted it is sent to the editorial text portfolio for the final revision before publishing the new issue.

If the submission is rejected, the author gets a notification message including comments from the reviewers.

Manuscript formatting

The volume of the paper should be 8-20 pages (paper size: A4), including tables, illustrations and bibliography. Works of greater size can be accepted by special resolution of the Editorial Board.

Margins: 2 cm each margin.

Body text type: Times New Roman.

Type size: 14 pt.

Interline spacing: 1,5.

First line indent: 1,25 cm.

Text alignment: full justification.

Automatic hyphenation: off.

Pagination: off.

At the end of the text there is a bibliography designed according to [ГОСТ Р 7.05-2008](#). *For instance:*

3. Fennell J. The crisis of medieval Russia. London: Longman, 1983. XIII, 206 p.

7. Michell R., Forbes N., Shakhmatov A.A. The Chronicle of Novgorod 1016-1471. London: Offices of the Society, 1914. XLIII, 237 p.

9. Onasch K. Gross-Novgorod: Aufstieg und Niedergang einer russischen Stadtrepublik. München: Anton Schroll & Co., 1969. 201 S.

12. Ribina E. Om kontakterne mellem Novgorod og Danmark i middelalderen // Årsskrift fra Roskilde Museum. Roskilde: Roskilde Museum, 1994. S. 7-12.

Reference links in the text should be placed in square brackets according to their number in the bibliography list. Bibliography is arranged in alphabetical order. If a link is given to a definite fragment of text, the reference shows the ordinal number and the page. Information is separated with commas. For instance:

In the text: [3, p. 15].

Endnote: Bibliography:

3. Fennell J. The crisis of medieval Russia. London: Longman, 1983. XIII, 206 p.

Particularities of web resources formatting

References are given to both Internet resources as a whole (web-documents, databases, sites, web-pages, forms, etc.) and to parts of web-resources (parts and sections of web-documents, sites, web-pages, electronic serial editions, messages on forums, etc.), *for instance:*

1. Apostolic letter *Mulieris Dignitatem* of the Supreme Pontiff John Paul II on the dignity and vocation of women on the occasion of the Marian year [Web resource] // Libreria Editrice Vaticana. 15.08.1988. URL: <https://bit.ly/3uP8saE> (reference date: 05.06.2022).

The paper must consist of the following parts:

1. In English:

a) The Universal Decimal Classification (UDC) code (classification index of the UDC shall particularly reflect the theme of the article, for the definite UDC code see the [UDC Summary \(UDCS\)](#) – left-aligned text.

b) The heading of the paper; the author's or authors' name(s) – text alignment centered. If there are several authors, their names are pointed in alphabetical order.

c) Annotation (no less than 4 sentences); key words (headlined as “Keywords”, 8-10 words) – text alignment full justification.

2. In Russian (following the same subsequence and arrangement).

3. Full text of the paper in English.

4. Bibliography (entitled “Bibliography”) in English.

5. Information about the author in English (entitled “Data about the author”) **as follows:** surname, name, patronymic; position, academic degree and academic title, the name of the organization the author works or studies at.

6. Information about the author in Russian (entitled «Сведения об авторе») **as follows:** surname, name, patronymic; position, academic degree and academic title, the name of the organization the author works or studies at.

7. E-mail address.

The paper is only accepted when drawn up in the text redactor Microsoft Office Word.

See the example: <https://st-hum.ru/en/node/1125>.

Papers that do not meet the above mentioned requirements are rejected.

Submission process

The following files should be sent to the Editorial Staff at redactor@st-hum.ru:

1. A soft copy of the paper (Microsoft Word).
2. Information about the author (surname, name, patronymic; academic degree and academic title (if there is one), place of work or studies, for post-graduates - the research advisor’s name, a phone number, an e-mail address).

After the Editorial Staff receives the above mentioned files a notification letter is sent to the author. All the issues concerning the publication process are discussed by the Editorial Staff and the author in e-mail correspondence.