

GUIDELINES FOR AUTHORS

General

The academic journal *Chelovek i Obrazovanie* ('Man And Education') publishes articles on a wide range of theoretical and applied problems in the fields of adult education and continuing education, including teacher training, enlightenment activities, general pedagogy, theory and methodology of education, management of education systems at all levels, organization of methodical work, professional development of teachers and other specialists, issues of school education, and vocational education at all stages.

The main structural and thematic areas of the journal are: renovation of today's teacher education; specialists' professional development; socialization and personal development in continuing education; educational technologies and innovative educational practices; achievements and results of dissertation research.

The journal analyzes the productive trends existing in the world of adult education, covers the issues of international cooperation in this field in Europe and in the world, serves as a tool to consolidate the efforts to promote international cooperation in education.

The journal accepts original materials containing results of scientific research. Co-authored publications are admitted, the number of co-authors should not exceed three.

The manuscripts by postgraduate students and applicants for Candidate of Science (PhD) degree must be provided with the review of his/her scientific adviser.

Publication fees

The publications are normally paid by the authors except the publications invited by the editorial board.

The fee is calculated as $700 \times \text{Pages} + 2,000$ (in Russian roubles), where *Pages* is the number of pages in the whole paper (title + resume + paper body + tables + pictures + references) formatted according to the basic requirements described below.

The publications by postgraduate students and applicants for Candidate of Science (PhD) degree are 50% discounted.

Basic requirements for the manuscript

Languages: Russian and English. The papers in English will be translated into Russian when published.

Volume: 14000...30000 characters.

Page margins: 2 cm left, right, top, bottom.

File format: doc, docx, rtf, odt.

Font face: Times New Roman.

Font size: 14.

Line spacing: 1,5.

Text formatting: auto paragraph numbering is not allowed, footnotes are not allowed.

The publication must contain:

- title,
- resume (up to 250 words),
- key words,
- references (7...15 titles, according to APA style, latest edition),
- information about author(s):
 - name, surname,
 - academic degree (if any),
 - academic rank (if any),
 - organization (i.e. place of work or study, including its department),
 - author's position at the organization,
 - official postal address,
 - official e-mail.

Personal e-mail, postal address, and phone number are required for contacting, but will not be published.

The paper may contain tables (no more than 3) and pictures or standard Word diagrams (no more than 2). Preferable picture format: pdf, cdr, doc. Only monochrome (line art, 1-bit) pictures are allowed. Please use Arial font face (size 9...11, line spacing 1.0) for the text within the picture. The line width 0,75 pt or 1,0 pt. The recommended type of arrows is as follows: → . The text within tables: Times New Roman, size 12, line spacing 1,0. The tables and the pictures must have captions and must be referred from the paper body. The maximum picture size: width 165 mm, height 230 mm.

See [an example of the manuscript formatting](#) (page 8). It is recommended to use the example as the template of Word styles.

How to submit and publish a manuscript

- The author e-mails the manuscript prepared in accordance with the rules listed above. The postgraduate students and applicants for Candidate of Science (PhD) degree e-mail scan copies of the document verifying their applicant status and the review of the scientific adviser.
- The editorial board confirms the reception.
- Within three months the editorial board examines the manuscript and informs the author if it can be accepted for publication. The editors may ask the author to refine or rework the manuscript (see [Peer Review & Expertise](#) section). The editorial board may make minor changes in the text of the manuscript (including its title).
- If the author should pay for publication, the editorial office emails the contract and the invoice; the author makes payment and sends the signed contract to the editorial office by ordinary ('snail') mail.
- The editorial office sends the author's copy by ordinary mail.



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