

Article submission guidelines of scientific and theoretical periodical “Scientific support of a system of advanced training”

The periodical discusses **relevant problems of the advanced training system functioning**, as well as the issues of modern education system.

The journal publishes articles reflecting the results of theoretical and applied research of the functioning of the advanced training system; the selection of the content of advanced training; the evaluation of professional competence of personnel in the certification systems; the advanced training and professional activities; the management assistance to the personnel in the development of their readiness to carry out professional activities; the improvement of professional skills of personnel; the interrelation of general, professional and additional professional education; the modernization of the content, forms and methods of professional development of personnel; the management of the quality of training of students in the system of additional professional education.

The authors of the articles are specialists of general educational institutions and institutions of additional professional education, scientific and pedagogical employees of higher educational institutions of different subjects of the Russian Federation and abroad. The periodical includes four sections:

- Scientific messages;
- Hypotheses, discussions, reflections;
- Research by young scientists;
- Modern school.

Limit formulations of the passport of the journal publication are identical to the areas of scientific specialties: 13.00.01 and 13.00.08, approved by the Order of the Ministry of Education and Science of Russia from 02/25/2009 No. 59 (ed. from 12/14/2015):

- Concepts of education (continuing education; adult education) (13.00.01).
- Practical pedagogy (generalization of the best pedagogical experience; systemic changes in the professional and pedagogical activity of a teacher, including its essence, structure, functions) (13.00.01).
- Internal training of workers; additional professional education (13.00.08).
- Retraining and advanced training of employees and specialists (13.00.08).
- Continuous professional education (13.00.08).
- Professional education through whole life (13.00.08).

The editorial board of the journal consists of specialists in this field (doctors and candidates of sciences, holders of the title of "Honored Teacher of the Russian Federation").

The journal is included in the List of peer-reviewed scientific publications, in which the main scientific results of dissertations for the degree of Candidate of Science, for the degree of Doctor of Science (Order of the Ministry of Education and Science of the Russian Federation of 02/12/2019 No. 21-r) should be published.

The journal is registered in the International Registration Catalogue in Paris, where it is assigned a number (ISSN 2076-8907).

There is a certificate of registration of a mass media III № FS777-71707 dated 11/23/2017.

The journal is included in the Russian Science Citation Index (RSCI).

Copies of the journal are sent to the authors as well as to the largest libraries of the country. The web version of the journal is available on the Institute's website (<http://www.ipk74.ru/> section “Scientific Journal”).

Publication of an article in the scientific-theoretical periodical “Scientific support of a system of advanced training” is **free of charge**; all materials are subject to scientific examination before admission to publication.

Materials for the scientific journal should be sent by e-mail to ipk_journal@mail.ru

Article submission guidelines

- The text shall be sent as a separate file with the name according to the following structure: *Author's name, “title of the article”, city (doc)*.
- The article must be performed using a computer on an A4 sheet (210×297 mm); it must be single-spaced and use 14 pt font. Page margins: left: 25 mm, right: 25 mm, top: 20 mm, bottom: 25 mm. First line indentation must be the same throughout the text and be equal to 0.5 cm. The font must be Times New Roman.
- Underline, italic, bold italic, or bold type and words in capital letters in the text are not permitted. Article volume should be between 8 and 15 pages.
- All article pages, including images and attachments shall be numbered in sequence with no omissions or recurrences.
- Supporting material can include images, photographs, maps, music notes, graphs, drawings, diagrams, charts, and other similar material.
- Supporting materials used in the article shall be placed below the text, referring to such material for the first time, or on the next page; if necessary, they can be attached to the article.
- Materials sent by e-mail should be provided in MS Word format (with the extension doc, rtf). If the file size exceeds 50 Kbytes, it should be zipped with an archiver program (ZIP, RAR).
- Supporting materials shall be numbered in Arabic numerals (continuous numbering throughout the article or within a chapter (section)).
- All supporting materials should be referred to in the article text. References must include the word “picture” and its number.
- Supporting materials shall be in accordance with the requirements of GOST 2.105-95.
- Tables used in the article, shall be placed below the text, referring to such table for the first time, or on the next page; if necessary, they can be attached to the article.
- Tables shall be numbered in Arabic numerals (continuous numbering throughout the article or within a chapter (section)).
- All tables should be referred to in the article text. Tables must include the word “table” and its number.
- The list of tables shall be specified in the list of supporting materials. Tables shall be in accordance with the requirements of GOST 2.105-95.
- When using symbols in formulas, use the characters established in the relevant national standards.
- Explanation of symbols must be given in the text or directly under the formula.
- Formulas in the article shall be numbered in Arabic numerals (continuous numbering throughout the article or within a chapter (section)).
- The number must be in parentheses and be written at the same level as the formula, on its right. Formulas shall be in accordance with the requirements of GOST 2.105-95.

Structure of a scientific article

The **UDC** (Unified Decimal Classifier) is first specified. The **title of the article** follows after the UDC and it should consist of **no more than 8 (eight) words**, another interval below - the place to enter the initials and the author's name, as well as the personal **number of the ORCID (Open Researcher and Contributor ID)**. Once the ORCID number has been specified, the mailing address data should be placed.

Then the English version of the title of the article and the author's name are duplicated. This is followed by an **abstract and keywords** in Russian and English.

The following sections are divided into blocks: introduction, literature review, materials and methods, results, discussion, conclusion, acknowledgements (optional). At the end of the article, a reference list is provided: first in Russian, then translated into English. After the reference list, annexes are allowed (optional).

Metadata articles:

- 1.1 UDC
- 1.2. The name of the author(s) in Russian and English
- 1.3 Author(s) ORCID
- 1.4 E-mail address of the author(s) of the article.
- 1.5 Title of the article in Russian.
Title of the article in English.
- 1.6. Abstract in Russian.
Abstract in English.
- 1.7 Keywords in Russian.
Keywords in English.

The text of the article:

- 2.1 Introduction.
 - 2.2 Literature review.
 - 2.3 Methodology (materials and methods).
 - 2.4 Results.
 - 2.5 Discussion.
 - 2.6 Conclusion.
 - 2.7 Acknowledgements (optional).
 - 2.8. References in Russian.
References in English.
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- 3.1 Annexes (optional).

Structure of the main blocks of a scientific article

1.5. Title

It should meet the following requirements: short, informative, attracting the reader's attention (7-10 words). Names with punctuation marks: ", " ":" are better quoted than those with brackets "(...)".

Instead of brackets in the title, the symbol ":" (colon) is preferred.

Example: Educator's professional development: essential characteristics, components and mechanisms of implementation.

1.6. Abstract

The abstract is a basic source of research data in Russian and foreign database systems. The obligatory structure of the abstract should be the following blocks:

- The problem of research and justification of its relevance (2-3 sentences).
- The purpose of the research (only if it does not repeat the title of the article - 1 sentence).
- Methodology (materials and methods) - 1 sentence; text block on materials and methods of research should be brief and informative.
- The results (it is written about what has happened, not what will be done - 1-2 sentences). The main theoretical and experimental results are presented.

The results should be distinguished between research methods and results.

However, the research results should be measurable according to the following criteria: **scientific novelty, theoretical novelty, practical novelty**.

** Speculation only as a criterion of practical importance in a scientific-theoretical journal is not expedient!*

- Conclusion (conclusions of the research): 1-2 sentences.

It is necessary to avoid unnecessary introductory phrases. The statement should be concise and accurate using the following words: made, received, developed, identified, proven, and proposed. The abstract and keywords should be presented in both Russian and English. The abstract should contain at least 200 words.

1.7 Keywords

Recommended number of keywords is from 5 to 10 words and phrases. Keywords should not duplicate the title of the article; they should develop its (titles) idea to present to the reader all the important features of the study. Key words should clearly show the semantic core of the study. Any of the available electronic programs for statistical analysis of the text can be offered to help the author.

The largest Russian and also foreign programs on loading of researches in systems of indexing of scientific works are adjusted on blocking of long (more than 2-3 words) word combinations. Proceeding from these conditions, the authors should present key word combinations not longer than 2-3 words.

* The author should pay special attention to the correspondence of keywords to the passport of the scientific-theoretical journal. You can refer to the journal passport at the following link: <https://ipk74.ru/study/jornal/o-zhurnale/rubriki-zhurnala/>.

2.1 Introduction (this section of the article should answer the question: why was the research conducted?)

The reason for addressing this issue or problem is justified; the structure of the article is described; the results are announced). At the end of the introduction the purpose of the study is formulated.

Structure of the introduction: it is necessary to show the topicality and generalization of the research subject; to clarify the significant scientific achievements of the predecessors on the subject of the problem under study; to give counterarguments or to state the insufficiency of their

coverage, i.e. to show what aspects of the problem under study were missed in the previous works; to lead to the need to solve the identified gaps in the field under study; to set the goal of the study.

Thus, the introduction shows a brief draft of the entire study.

2.2 Literature review

The theoretical basis of the research is revealed: the sources that influenced the formation of conclusions and obtaining the results of the article are characterized (the quality of the review is determined by the coverage of sources and correctness of citation).

** The reference of an article should contain the basic works of the last 10 years (at least 70%). It is allowed to use sources with the date of publication (reprinting) earlier than 10 years from the date of submission of an article to the editorial office (maximum of 30%).*

2.3. Methodology. Materials and methods (this section of the article should answer the question: how was the research conducted?)

The author's methodology supporting his/her scientific idea and implementation in the article is presented. An innovative author's solution to the problem is announced. The solution can be expressed in the form of an original concept, model and similar types of conceptualization of scientific knowledge.

It is allowed to have tables, diagrams, pictures, reflecting the main meanings of the proposed innovative product and the author's solution to the problem.

The methods of collecting the research content are also presented; diagnostic methods can be described and hypotheses formulated.

2.4 Results (this section of the article should answer the question: what was found?)

Presentation of empirical data is carried out. It is acceptable to justify the representativeness of the data, as it allows the target audience of the journal to assess the possible scope of implementation of innovative author's technology. Presentation of empirical data through diagrams, tables and other forms of visualization of accurate research data is recommended.

2.5 Discussion (this section of the article should contain the answer to the question: how do the results affect this scientific field?)

There are limitations and ideas for further research: prospects for improving data quality, recommendations for improving the tools, etc. This section of the study should summarize the content of the article, highlighting the scientific results: novelty, theoretical and practical significance.

** Section 2.5. should not duplicate the abstract of the article. As a last resort, only a complete synonymous statement of the abstract is permitted.*

2.6 Conclusion

The author gives a brief announcement of each significant element of the article structure. The provisions must be substantiated and proved. The material presented may supplement, expand and clarify the content of the abstract, but not duplicate it.

Sentences should be short and informative. Recommended length of one sentence is 12-15 words. One question or statement should be covered in one paragraph; therefore the paragraphs should be short. One paragraph should consist of at least 2-3 sentences.

2.7 Acknowledgements (optional)

2.8. References

- Sources that are directly used or have influenced the results of the study are indicated.
- Inappropriate self-citation should be avoided.
- All sources you refer to in the text of the study should be reflected in a reference list.
- The source should always be indicated with specific pages.
- The current list of references should include at least 10 and no more than 20 sources.
- For correct citation, we recommend using the following services: Russian State Library, Cyberlenica, and Google Scholar.
- The references list should contain only scientific and research sources (scientific articles, monographs).

References to other types of sources (archival, regulatory, journalistic, educational and methodical literature, dictionaries) should be drawn up inside the text of the article with sub-line references. These references are not included (not taken into account) in the final list of reference

Guidelines for references

The reference list is formed at the end of the article in the form of bibliographic references according to GOST R 7.0.5-2008.

The relevant list of references should include **at least 10 sources**. Absence of references to used (quoted) literature is subject to editorial revision. An article may be rejected by the editorial board due to a violation of the proper layout of the list of references.

The references are given in the order of the text of the article.

Sources that are directly used or have influenced the results of the study are indicated.

Inappropriate self-citation should be avoided.

All sources you refer to in the text of the study should be reflected in a reference list.

The source should always be indicated with specific pages.

The current list of references should include at least 10 and no more than 20 sources.

For correct citation, we recommend using the following services: Russian State Library, Cyberlenica, and Google Scholar.

The references list should contain only scientific and research sources (scientific articles, monographs).

References to other types of sources (archival, regulatory, journalistic, educational and methodical literature, dictionaries) should be drawn up inside the text of the article with sub-line references. These references are not included (not taken into account) in the final list of reference.

The references **translated in English** are given in the order of the text of the article.

Russian titles of books, articles in monographs, collections and conferences are transliterated.

For transliteration it is recommended to use a free program on the website <https://translit.ru/> by selecting the Board of Geographic Names (BGN) system option.

Examples of endnote bibliographic references (in accordance with GOST R 7.0.5-2008)

1. Monograph, book (one or more authors)

Олефир С. В. Библиотеки для детей и подростков в информационно-образовательном пространстве : монография. – Екатеринбург, 2012. – 312 с.

Olefir S. V. *Libraries for children and teenagers in the information and education area: monograph* [Biblioteki dlya detey i podroshkov v informatsionno-obrazovatel'nom prostranstve: monografiya], Yekaterinburg, 2012. 312 p.

2. A publication without an individual author

Философский энциклопедический словарь. – М. : ИНФРА-М, 2009. – 570 с.

Philosophical Encyclopedic Dictionary [Filosofskij enciklopedicheski slovar'], 2009. 570 p.

3. Translation edition - 1-3 authors

Кови Стивен Р. 7 навыков высокоэффективных людей / Р. Кови Стивен. [пер. с англ.]. – М. : Simon and Schuster, 2004. – 396 с.

Covey S. R. *The 7 habits of highly effective people: Powerful lessons in personal change*. Simon and Schuster, 2004. 396 p.

4. Book section - 4 or more authors

Менеджмент и организационное развитие высшей школы : учебник / В. Р. Вебер, Е. В. Иванов, М. Н. Певзнер и др. ; под общ. ред. М. Н. Певзнера. – Днепропетровск : Изд-во ДНУ, 2012. – С. 26–84.

Weber V. P., Ivanov E. V., Pevzner M. N. et al. *Management and organizational development of higher school* [Menedzhment i organizacionnoe razvitie vysshej shkoly], Dnepropetrovsk, 2012, pp. 26–84.

5. Web resource

Федеральный закон «Об образовании в Российской Федерации» от 29.12.2012 (ред. от 27.06.2018) № 273-ФЗ [Электронный ресурс] // Закон «Об образовании в Российской Федерации». – Режим доступа: <http://zakonobobrazovani.ru/> (дата обращения: 10.02.2019).

Federal law “*About education in the Russian Federation*” dated 12/29/2012 (ed. from 06/27/2018) No. 273-FZ [Federal'nyj zakon “Ob obrazovanii v Rossijskoj Federacii”], Available at: <http://zakonobobrazovani.ru/> (accessed date: 02/10/2019).

6. Article - 1-3 authors

Ильясов Д. Ф., Ильясова, О. А. Системный эффект в контексте реализации приоритетного национального проекта «Образование» // Вестник Южно-Урал. гос. ун-та. – 2010. – Вып. 9. – № 23 (199). – С. 14–21.

Ilyasov D. F., Ilyasova O. A. *Systemic effect in the context of implementation of the priority national project “Education”* [Sistemnyy effekt v kontekste realizatsii prioritetnogo natsional'nogo proekta “Obrazovanie”], Bulletin of the South Ural State University, 2010, Vol. 9, No. 23 (199), pp. 14–21.

7. Dissertation

Меняев М. Ф. Методологические основы информатизации библиотечно-библиографических процессов : дис. ... д-ра пед. наук : 13.00.01. – М., 1994. – 504 с.

Menyaev M. F. *Methodological bases of informatization of bibliographic processes: Diss. of doc. of ped. sci.* [Metodologicheskie osnovy informatizatsii bibliotechno-bibliograficheskikh protsessov: Dis. dok. ped. nauk], 1994. 504 p.

8. Abstract of thesis

Загривная Т. А. Становление научно-методической компетентности педагогов в процессе профессиональной деятельности : автореф. дис. ... канд. пед. наук : 13.00.01 / Т. А. Загривная. – СПб., 2006. – 23 с.

Zagrivnaya T. A. *Development of scientific and methodical competence of teachers in the process of professional activity: Abstract of thesis of Doc. of ped. sci.* [Stanovlenie nauchno-metodicheskoy kompetentnosti pedagogov v processe professional'noj deyatel'nosti: avtoref. dis. kand. ped. nauk], Saint Petersburg, 2006. 23 p.

3.1. Annexes (optional)