



Regulations on submitting, reviewing and publication of scientific articles in the journal "Arctic and North"

Submission of the articles to the journal "Arctic and North"

Articles and other materials for publication in the Internet scientific journal "Arctic and North" should be sent by e-mail: arcticandnorth@yandex.ru or lukin.yury@mail.ru The Editorial Board asks authors to be aware of the fact that all articles are peer-reviewed and the Board reserves the right to select the most interesting and relevant materials to publish first. The authors, incl. graduates and undergraduate students, are not charged for the publication.

Editorial Board considers the submission of manuscripts as the transfer of rights to publish it at the journal "Arctic and North" and place it in databases, including RSCI, DOAJ, Ulrichsweb and other databases that promote the publication activity of the authors. The authors should be aware that the Journal is not printed out.

Themes and contents of the articles, submitted for publication, should meet the profile and the thematic areas of the Journal, have scientific novelty and be of interest to specialists. The name and contents of the columns of the Journal correspond to the fields of scientific studies and groups of professional degrees according to the nomenclature of scientific degrees, approved by the Ministry of Education and Science of the Russian Federation, February 25, 2009, № 59, with amendments.

Requirements for the articles are the following: the volume of articles up to 24–36 pages with all attachments; for graduate students, undergraduates 12–15 pages. The text of the article is typed in MS Word (A4) with the following formatting: font — Calibri. The main text — size 12, footnotes — size 10. Line spacing — 1.5. Fields — 2 cm from each edge. Paragraph indent — 1.25 cm. Orientation — portrait, with automatic hyphenation. Photographs, drawings and graphics should be included in the text of the article and not sent as separate files. File name should have just initials and a surname of the author (name of the article is not needed).

Double blind peer review of the articles

All submitted articles are reviewed by the Editor-in-Chief, journal editors, reviewers — members of the Editorial Board or experts. In late 2014 — early 2015 the Editorial Board has been updated in accordance with the requirements approved by the Ministry of Education and Science of the Russian Federation on the 25th of July 2014, № 793. The Editorial Board of the journal "Arctic and North" includes: 11 Doctors of Science (including 1 RAS Academician), 1 Candidate of Science, 9 foreign scientists who have contributed to the development of the relevant field of study and have the *h*-index, including:

I. NARFU named after M.V. Lomonosov — 6 Doctors of Science (A. Dregalo, E. Kudryashova, Y. Lukin, F. Sokolova, V. Toskunina, V. Ulyanovsky) and 1 Candidate of Science (K. Zaikov);

II. Apatity, Murmansk, Moscow, St. Petersburg — 5 Doctors of Science (I. Kefeli, V. Kotlyakov — RAS Academician, Y. Neelov, V. Selin, P. Fedorov);

III. Norway, Canada, Finland, United States — 9 PhDs (Colpaert Alfred, Heininen Lassi, Josephson Paul, Lähteenmäki Maria, Moe Arild, Nielsen Jens Petter, Nyysönen Jukka, Øyvind Ravna, Loukachev Natalia).

Reviewers answer the following standard questions while peer-reviewing an article:

- a) Do the theme and content of the article correspond to the stated fields of science and topics of the journal "Arctic and the North"?
- b) Are the questions, issues set out in the article relevant and practically significant?
- c) Does the name of the peer-reviewed article reflect its content?
- d) Is the article clearly structured: are there an abstract, keywords, paragraphs, references, etc.?
- e) Is the author familiar with the general scientific methods (analysis, synthesis, induction, deduction, etc.) and the methods of the particular sciences?
- f) Are the summary and conclusions of the article consistent with the content of the Journal?
- g) Are there links and references to the sources and literature used by the author (in the text – number of the source and pages in brackets and at the end of the article - the whole list)?
- h) Are there the author information, abstract and keywords in English?
- i) Is there a list of literature (references) in the Roman alphabet.
- j) Is the article tested by Antiplagiat system

The reviewer concludes that the article is:

- I. Approved without corrections
- II. Approved with some correction made by the editors of the journal "Arctic and North"
- III. Approved with corrections made by the author(s)
- IV. Not approved and requires significant improvement made by the author(s).

Reviewers conclude that the article is: I. Approved without corrections. II. Approved with some correction made by the editors of the journal "Arctic and North". III. Approved with corrections made by the author(s). IV. Not approved and requires significant improvement made by the author(s). Then the general conclusion is made: recommend for publication, would not recommend for publication.

Preliminary mandatory peer review of **all** articles is implemented. The transition to the double-blind (anonymous) peer review has been arranged, when reviewer and author does not know the names of each other. The authors do not know the reviewers. The names of the reviewers, in turn, are not reported to the authors. The anonymity of the author helps to avoid the bias from the reviewer.

The Editorial Board of the "Arctic and North" sends comments and suggestions to the article, copies of reviews, motivated refusals. The reviews of the articles are stored at the "Arctic and North" editorial office for 5 years. Copies of reviews are sent to the Ministry of Education and Science of the Russian Federation in case of a relevant request.

Publication of articles

Every article should have following mandatory elements:

- a) UDC Code — Universal Decimal Classification Code.
- b) Title of the article in Russian and English.
- c) Photo of the author placed in the text of the article; it should not be sent in a separate file.
- d) Information about the author in Russian and English languages.

- e) Abstracts in Russian and English.
- f) Key words in Russian and English.
- g) The text of the article: introduction, subtitles and conclusion.
- h) References
- i) References transliterated in Roman alphabet (if original ones are not in Roman alphabet).

All figures, tables, formulas, photos and etc. should be included in the article and not sent as separate file(s).

Information about the author: it should be in Russian and English languages © Your full name; academic degree, position and place of work completely, without any cuts. E-mail and / or telephone number. Photo of the author is placed near the information.

It is mandatory for "Arctic and North" authors to have keywords and annotations. When publishing articles in Russian, it is mandatory to have keywords and abstracts both in English and Russian languages. When publishing articles in English, it is mandatory to have keywords and abstracts in English and Russian languages. Abstracts and keywords are also published in a separate list of annotations and keywords on the webpage of the journal "Arctic and North" at: <http://narfu.ru/aan/abstracts/>.

Abstract. It is a brief background description of the article. Includes: the main objective of research; methods (how the study was done); the most important results obtained, its novelty and practical significance.

Keywords. Keywords should reflect the main content of the text in terms of object, subject and research methods. Use concepts from the text of the article. It is advisable to use no more than 12 words (concepts and terms).

Literature. At the end of the article the author should put the bibliographic list in Russian and in Roman alphabet — References. This list should only include the literature the author refers in the text of the article. The list should be done in the same order as the literature is mentioned or cited in the text, not in the alphabetical order. References should be made in the text and given in square brackets, indicating the pages, or year. For example: [1, p. 6]; [2, 2011]. Cited literature should be given at the end of the article only once. Every article, book, archive or on-line source, etc. should have its own number. So, first you put the number of book, article and etc. according to the list at the end of the article and then — page or year. Such a procedure is necessary to determine the Science Citation Index of the sources mentioned in the text. References should be made in accordance with State standard P 7.0.5-2008 "Bibliographic references".

Sources of information: laws and other legal acts, regulations, archive sources, statistics, news from the Internet, etc. are not included in the list of literature. Subscript references should be made page by page, the numbering of all references in the text should be in continuous order (ie, 1, 2, 3 ... 25).

URL. To refer to the link in the list of references or sources use the unified index of an Internet resource — URL (Uniform Resource Locator). For example: Ivanov S.I. Arctic tourism // Arctic and North. 2011. № 1. URL: <http://narfu.ru/aan> (accessed: 21.02.2011). Therefore it is not necessary to specify it with the words "Internet source" or type "access point", etc.

References in Roman alphabet. In 2015 the Editorial Board has started to put the list of References in Roman alphabet after the "list of literature" in Russian. The references in a language other than ones with Roman letters must be transliterated into Roman alphabet. Please

transliterate, not translate. If the book / article's author and title are in English, German, Norwegian, etc. — there is no need to transliterate or translate it in any way.

Examples of articles could be found in the published issues of the Journal online:
<http://narfu.ru/aan/>

Examples of the Reference list

in accordance with State Standard P 7.05-2008 “Bibliographic reference”

Андреев Н.П. Российская Арктика как объект исследования // Арктика и Север. 2014. No 14. С. 35—51. URL: http://narfu.ru/aan/article_index_years.php?SECTION_ID=6041 (дата обращения: 30.03.2014).

Арктика: история и перспективы развития: сб. материалов XVII Соловецкого форума. Архангельск, 2012. 350 с. [after transliteration, it will look like: *Arktika: istorija i perspektivy razvitija: sb. materialov XVII Solovetskogo foruma*. Arkhangelsk, 2012. 350 p.]

Бурцев И.Н. Экологические и социальные проблемы горного производства в Республике Коми // Известия ВУЗов. Горный журнал. 2002. № 3. С. 68—78.

Васильева Н.Д. Конфессиональное пространство Якутии в первой трети XX в. // Художественное наследие национальных литератур XX в. в общероссийском культурном пространстве: проблемы взаимодействия. Материалы Всерос. науч. конф. (Якутск, 4—6 октября 2006 г.). Якутск, 2007. С. 290—294.

Докучаев Ф.С. Коренные малочисленные народы Севера, Сибири и Дальнего Востока во 2-ой половине XX в.: монография. Новосибирск: Наука, 2006. 421 с.

Культура коренных малочисленных народов Севера в условиях глобальных трансформаций. Коллективная монография / Отв. редактор Н.П. Копцева. СПб: Эйдос, 2011. 174 с.

Федоров В.И. Этнополитические конфликты в современной России: на примере арктического региона: дис. ... канд. полит. наук. М., 2002. С. 54—55.

Философия культуры и науки: межвуз. сб. науч. тр. / Саратов. гос. ун-т; [под ред. С. Ф. Мартыновича]. Саратов: Изд-во Саратов. ун-та, 2009. 199 с.

Экономика и политика России и государств ближнего зарубежья: аналит. обзор, апр. 2007 / Рос. акад. наук, Ин-т мировой экономики и междунар. отношений. М.: ИМЭМО, 2007. 39 с.

Example of a footnote:

¹ Global trends 2030: Alternative Worlds. A publication of the National Intelligence Council. December 2012. NIC 2012-001. URL: <http://www.dni.gov/index.php/about/organization/national-intelligence-council-global-trends> (Accessed: 16.02.2014)

Regulations are published at the NArFU webpage: <http://narfu.ru/aan/author.php>
<http://narfu.ru/aan/rules/>

Editor-in Chief, “Arctic and North” journal:
Yury F. Lukin, Doctor of History,
Professor, Honored Worker of the Higher Education
of the Russian Federation

Arkhangelsk
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