

## Instructions for translating figures, graphs and tables

- 1) Images should be provided in good quality in .jpg or .png formats
- 2) When writing dates, numbers in figures, graphs and tables, as well as in their captions, Latin (Roman) numerals (I, IV, XII) should be replaced by Arabic numerals (1, 4, 12)
- 3) The names of currencies are usually denoted in accordance with the ISO code (RUB, USD, EUR, CHF)
- 4) Transliteration of Russian text is to be done according to the BGN standard
- 5) When translating national cultural realities, transliteration is allowed (e.g. dacha, perestroika)

### Translation of various elements:

<b>Geographical names</b>	Geographical names should be written in accordance with the historical spelling. In footnotes, captions, the definite article should be used; when translating pictures, tables, graphs, the article is not required.	
	<b>Example in Russian</b>	<b>Example in English</b>
	республика Тыва республика Алтай республика Бурятия республика Карелия республика Саха (Якутия) Камчатский край Красноярский край Приморский край Хабаровский край Амурская область Архангельская область Иркутская область Магаданская область Мурманская область Сахалинская область Томская область Тюменская область Чукотский автономный округ Ненецкий автономный округ Чукотский автономный округ Ханты-Мансийский АО Ямало-Ненецкий АО	Tyva Republic Altai Republic Republic of Buryatia Republic of Karelia Republic of Sakha (Yakutia) Kamchatka Krai Krasnoyarsk Krai Primorskiy Krai Khabarovsk Krai Amur Oblast Arkhangelsk Oblast Irkutsk Oblast Magadan Oblast Murmansk Oblast Sakhalin Oblast Tomsk Oblast Tyumen Oblast Chukotka Autonomous Okrug Nenets Autonomous Okrug Chukotka Autonomous Okrug Khanty-Mansi Autonomous Okrug Yamalo-Nenets Autonomous Okrug

<b>Addresses</b>	Transliteration is used to translate addresses, with the exception of historical spelling.	
	<b>Example in Russian</b>	<b>Example in English</b>
	наб. Северной Двины, 17, Архангельск, Россия ул. Ферсмана, 24а, Апатиты пр. Октябрьский, 55, Сыктывкар	Naberezhnaya Severnoy Dviny, 17, Arkhangelsk, Russia ul. Fersmana, 24a, Apatity pr. Oktyabrsky, 55, Syktyvkar
<b>Dates</b>	When translating the date into a foreign language, the format adopted in that country should be observed.	
	<b>Example in Russian</b>	<b>Example in English</b>
	05.10.2005 22 июня 1941	October 05, 2005 June 22, 1941
<b>Alphanumeric characters, number designation, numerical data</b>	The alphanumeric characters remain unchanged. This rule does not apply to cases where the letters next to the number are an abbreviation. The format of the number designation must comply with the rules of the target language. When translating numerical data, it is necessary to pay attention to the separators used in the target language	
	<b>Example in Russian</b>	<b>Example in English</b>
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