

## ARTICLE PUBLICATION TERMS IN THE JOURNAL "TEACHING METHODOLOGY IN HIGHER EDUCATION"

### GENERAL TERMS

The collection of scientific articles "Teaching Methodology in Higher Education"(TMHE) has been released since 1999, as an annual publication.

Since 2012, this collection has been produced as an independent periodical published in Russian and English under the double title: «Вопросы методики преподавания в вузе» = «Teaching Methodology in Higher Education». Since 2017 the journal is published 4 times a year.

It was assigned the ISSN 2227-8591 number in the *International standard serial numbering*. The collection was also registered at the Federal Service for Supervision of Communications, Information Technology and Communications (Roskomnadzor): registration certificate number is PI № FS 77 – 72908.

Information on publications is submitted to the database "Russian Science Citation Index" (RSCI), and placed on the platform of the Scientific Electronic Library <http://www.elibrary.ru>; and on the platform of the Open Access Scientific Library "CyberLeninka" <https://cyberleninka.ru>.

The journal is distributed to the leading libraries of the country, it is spread in Russia, countries of near and far abroad. Information about the journal and the full-text archive of all issues of the TMHE are posted on the website of the Institute of Humanities at St. Petersburg Polytechnic University: [http://hum.spbstu.ru/voprosu\\_metodiki\\_prepodavaniya\\_v\\_vuze/](http://hum.spbstu.ru/voprosu_metodiki_prepodavaniya_v_vuze/)

Publication of scientific articles for all authors is free, royalties are not paid.

All articles submitted to the editorial office of the TMHE journal undergo a mandatory peer review process. The authors of the articles that have passed peer review conclude a license agreement.

When selecting articles, the editorial board is guided by the scientific and editorial policy of the publication and adherence to the principles of publication ethics. The editorial point of view may not coincide with the opinion of the authors of the articles.

The authors of the unpublished articles are responsible for the accuracy of the facts, statistics, proper names and other information, as well as for the content of the materials not subject to open publication.

TMHE is a scientific interdisciplinary publication, covering a wide range of pedagogical, linguodidactic and methodological problems in higher education. The journal publishes works corresponding to the group of specialties 13.00.00 – Pedagogical Sciences (13.00.01 / 13.00.02 / 13.00.08) and 10.00.00 – Philology (10.02.21 Applied and Mathematical Linguistics / 10.02.22 Languages of Peoples of Foreign Countries of Europe, Asia, Africa).

### AUTHOR RULES

#### CONTENT REQUIREMENTS

The article should contain complete and logically integral material devoted to a topical scientific problem, begin with an introduction, formulate goals and end with conclusions, recommendations for putting the results into practice and assessing the prospects for further development of the problem. The title of the article should be short and reflect the main idea of its content. **Abbreviations and acronyms are not recommended in the title.**

The percentage of originality of an article when checking in the Anti-Plagiarism system is at least 85%.

*The requirements for the percentage of originality of an article based on the results of student contests and conferences when verified in the Anti-Plagiarism system can be reduced and determined by the editorial board.*

Original, previously unpublished articles containing the new scientific results obtained by the authors are accepted and published in accordance with the thematic sections:

- THEORY AND METHODOLOGY OF PROFESSIONAL EDUCATION
- INFORMATION TECHNOLOGIES IN EDUCATION
- INTERCULTURAL AND INTERLINGUAL COMMUNICATION
- LINGUO-DIDACTIC FORUM
- INTERNATIONAL CONFERENCES
- HIGHER EDUCATION PRACTICE
- SCIENTIFIC DEBUT
- CHRONICLE OF ACADEMIC LIFE. PERSONALIA

In some cases, special thematic issues of the journal are possible within the general theme of the publication and the established frequency of 4 times a year.

#### TECHNICAL REQUIREMENTS

1. The recommended size of the article is 8–10 pages (40,000 characters), format A-4, taking into account graphic attachments. The number of figures should not exceed three, tables – two; literary sources – at least 15 fifteen. The recommended volume of the list of references for review articles is at least 50 sources. By agreement with the editors, an increased volume of the article is possible, but no more than 60,000 characters.

1.1. For the articles in the Scientific Debut section: a smaller article is possible: 6-7 pages, taking into account copyright data (Russian + English), abstracts + keywords (Russian + English) and Bibliography list (Russian + transliteration); The bibliography list should have about 10 scientific sources; the cited sources must be dated by the 21st century (2000 +);

2. The text of the scientific article should be structured: Introduction / Relevance / Methods / Conclusions.

3. It is desirable that the number of authors of the article does not exceed three people. The author has the right to be published in the issue once individually, the second time – in co-authorship.

4. Typing is carried out in the MS Word, formulas – in the MS Equation editor. Tables are typed in the same format as the main text.

The font is Times New Roman, font size of the main text is 14, spacing is 1.0; large tables can be typed in 12 font size. Page parameters: margins on the left are 3 cm, top and bottom are 2.5 cm, margins on the right - are 2 cm. All the text should be full-word without hyphenation. Indention is 1.5 cm.

#### REGISTRATION PROCEDURE

The article is drawn up in accordance with the above structure:

- UDC – index should be in accordance with the Universal Decimal classification (in the title of the article);

- information about the authors (in Russian / English) for each author is filled out separately: last name, first name, middle name in full, position, academic title, academic degree, place of work (full name of the organization (without abbreviations; without organizational legal form), which the author represents (affiliation), the organization's mailing address (with postal code), contact numbers, e-mail;

For articles in the Scientific Debut section: The supervisor is not an official co-author; Name and status of the supervisor is indicated in the copyright data;

When indicating the name and address of the organization in English, it is preferable to use the name and address adopted by the charter of the organization indicated on its website;

Personal names in the name of the organization in English are written before the name of the organization, the “named after ..” option is not used. All significant words in the names of organizations in English begin with a capital letter, except for prepositions and articles.

When writing an address in English, it is necessary to follow international rules and indicate the data in the following sequence (taking into account punctuation marks): house number, street, city, zip code, country;

If the name of the organization contains the name of the city, in any case, it is necessary to indicate the city in the address data;

- **photo of the author (s)** of the article (minimum resolution 300 dpi (.jpeg or .tiff format): the photo should be in an official style, but not strictly official, like that for a passport or visa; the background of the photo should be light and contain no faces of other people / children or objects.

- **title of the article** (up to 12 words, including prepositions) in Russian and English. Abbreviations and formulas are not recommended;

- **Abstract** (in Russian / English): at least 200-250 words: indicating the novelty of the study and the methods used to achieve it; an abstract in Russian and keywords are indicated with a space below the title of the article;

Abstract is an autonomous and main source of information about a scientific article and can be published separately from it in domestic and foreign databases.

The abstract is not allowed to include references to sources from the full text, as well as abbreviations disclosed only in the full text. Abbreviations and acronyms in the abstract should be disclosed. An abstract is prepared on completion of the article, when the text is written in full;

- **Keywords** (in Russian / English). The recommended number of keywords is 5–7 in Russian and English, the number of words in a keyword phrase is no more than three; keywords / phrases are separated by a semicolon;

Keywords should reflect the content of the article and, if possible, not repeat the terms used in the title and abstract.

It is preferable to use terms that will facilitate and expand the possibilities of finding articles using databases and search engines.

- The text of the article should be in Russian, in accordance with the technical requirements;

**The text of the scientific article should be structured: Introduction / Relevance / Methods / Conclusions.**

In the text, the letter "ё" is used only in surnames and geographical names.

The text of the article can also be presented in English, in which case the article title, abstract, keywords and information about the author are presented in two languages: Russian and English. The text full-word without hyphenation.

- **The list of literature** in Russian should be made in accordance with GOST 7.0.5-2008. "Bibliographic reference. General requirements and rules for compilation."

The cited literature is listed at the end of the article in the order of reference in the text of the article.

The text of the article should contain links to all sources from the list of references. The serial number in the text is enclosed in square brackets. It is unacceptable to indicate the source in the format "Same" and "Ibidem". It is not permissible to combine several sources under one number.

Each cited publication is given in the list only once – with a repeated reference to the same source, the number assigned earlier is indicated in the text;

- **References.** Articles written in Russian / in Cyrillic, in addition to the list of references, in Russian / in Cyrillic / in the source language should contain a transliterated list of references – **References.** Russian-language sources / sources in Cyrillic that do not have a translation into English are indicated in translation in References. Transliteration is a translation from Cyrillic to Latin. It is necessary for the data on publications of Russian-speaking authors to be readable in world databases of analytical information on scientific research (Scopus, Web of Science).

**To transliterate the text from Cyrillic to Latin, use the free site <http://www.translit.ru>**

**Transliteration is carried out according to the system of the Library of Congress of the USA (ALA-LC).**

*Articles without bibliographic lists are not accepted*

A scientific article should contain links to the information obtained from a specific source (in-text links), as well as a bibliographic list of these sources at the end of the article. References include only the sources used in the preparation of the article.

The Vancouver Style is used in the TMHE magazine: a figure in the order of the links in the text, a list of literature in the order of these numbers.

Inside the text: "Vancouver" style: [1] – quoting the entire article; [1, c. 15] or [1, p. 15] – when quoting specific data on a specific page;

**Self-citation:** previously published studies of the author may be a source of quotation, however, such links in the general list of sources should not exceed 5%.

References – as a rule, at least 15 items are required, of which at least 20% should refer to foreign sources on the issues of the articles indexed in foreign databases (Scopus, Web of Science, etc.). References to the articles from the earlier issues of the TMHE journal and from other peer-reviewed journals are welcome. To describe the problem on which the article is focused it is recommended to refer to the scientific literature issued in the past ten years.

**Acknowledgments:** In the scientific tradition it is customary to express gratitude to colleagues who have assisted in carrying out the study and preparing the article. However, before expressing and publishing gratitude, it is necessary the author obtain a personal consent of those he plans to thank.

If there is a Source that provided financial support for the study, it is necessary the author indicate the details of grants, contracts, scholarships with whose help the study was possible on the same page with the title of the article (e.g. *This work was supported by the Russian Foundation for Basic Research, project no. 94-02-04253a*).

IMPORTANT: in order to avoid misunderstandings before submitting the article, specify the conditions, required for publication by your grantors!

Non-compliance with the rules leads to a delay in the publication of the article.

#### CONSIDERATION OF MATERIALS

The text of the article and all the materials for the article should be prepared in one file and sent in electronic form to the editorial email address: voprosy\_metodiki@mail.ru

All the articles submitted to the editorial office of the TMHE journal undergo a mandatory peer review process and are published if the criteria of relevance, novelty, practical significance and correspondence to the range of the journal section problems are met.

Articles not allowed for review are those with a low level of originality of the text; being a re-publication (the main material may have already been published by the author in another journal or posted in the Internet / under a different name, in a different edition or in co-authorship); containing significant fragments of the dissertation defended by the author; not meeting the basic requirements of the journal.

The editors provide a review of all scientific articles accepted for consideration. Peer review is carried out by members of the editorial board or invited reviewers, who are recognized experts on the subject of peer-reviewed materials and have got recent (over the past three years) publications on the subject of the peer-reviewed article. **Peer review is blind**, that is, the author does not know the reviewer.

The editors carry out scientific and literary editing of the materials received, if necessary, correct them in agreement with the author. Sent materials and proofs are not returned to the authors.

In the event of a refusal to publish an article, the editorial office sends a motivated refusal to the author.

If an article is accepted for publication after the final meeting of the editorial board, the License Agreement is concluded with the author.

The editorial board informs the author of the decision to publish the article. Prior to transferring the journal layout to print, preprints of the articles are sent to the authors for approval.

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