



MOSCOW STATE  
UNIVERSITY  
OF PSYCHOLOGY  
& EDUCATION

# MSUPE JOURNAL MANUSCRIPT PREPARATION GUIDELINES

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# General Information

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## **I. General Information**

The manuscripts publication guidance (“Guidance”) of Federal State Budgetary Institution of Higher Education Moscow State University of Psychology and Education (“MSUPE”) determines requirements to text layout, scientific assessment and preparation to publication of manuscripts and applies to publication of manuscripts in all journals published by MSUPE. The Guidance allows to familiarize with structure and content of published materials, as well as with nature of their use.

Regulation of relations “*Author – Editor-Reviewer-Reader-Publisher*” is established on the basis of ethical principles, common for members of psychological society and publication rules in international and Russian scientific serial publications in psychology and allied disciplines, manuscript preparation rules at MSUPE publishing house (“Publisher”), as well as modern regulations of arrangement and conduct of scientific research.

### **1.1. Specification rules of author’s affiliation and publisher information of MSUPE publications**

The following affiliation standard is established at referencing institution for authors of Federal State Budgetary Institution of Higher Education Moscow State University of Psychology and Education journals, who are its employees:

**In Russian language:**

ФГБОУ ВО МГППУ

**In English language:**

Moscow State University of Psychology and Education

If use of MSUPE journal titles is requisite for referencing them, it is required to follow the established standard for titles in Russian, English languages and transliteration (which is used in some cases as auxiliary to translation):

#### **1. Journal Psychological Science and Education**



In Russian language: Психологическая наука и образование

In English language: Psychological Science and Education

Transliteration: Psikhologicheskaya nauka i obrazovanie

**2. Journal Cultural-Historical Psychology**

In Russian language: Культурно-историческая психология

In English language: Cultural-Historical Psychology

Transliteration: Kul'turno-istoricheskaya psikhologiya

**3. Journal Experimental Psychology**

In Russian language: Экспериментальная психология

In English language: Experimental Psychology (Russia)

Transliteration: Eksperimental'naya psikhologiya

**4. Journal Social Psychology and Society**

In Russian language: Социальная психология и общество

In English language: Social Psychology and Society

Transliteration: Sotsial'naya psikhologiya i obshchestvo

**5. Journal Counseling Psychology and Psychotherapy**

In Russian language: Консультативная психология и психотерапия

In English language: Counseling Psychology and Psychotherapy

Transliteration: Konsul'tativnaya psikhologiya i psikhoterapiya

**6. Journal Psychological-Educational Studies**

In Russian language: Психолого-педагогические исследования

In English language: Psychological-Educational Studies

Transliteration: Psikhologo-pedagosicheskie issledovaniya

**7. Journal Bulletin of Applied Psychology Education**

In Russian language: Вестник практической психологии образования

In English language: Bulletin of Applied Psychology Education

Transliteration: Vestnik prakticheskoy psikhologii obrazovaniya

**8. Journal Modelling and Data Analysis**

In Russian language: Моделирование и анализ данных

In English language Modelling and Data Analysis

Transliteration: Modelirovanie i analiz dannykh

**9. Journal Psychology and Law**

In Russian language: Психология и право

In English language: Psychology and Law

Transliteration: Psikhologiya i pravo

**10. Journal of Modern Foreign Psychology**

In Russian language: Современная зарубежная психология In

English language: Journal of Modern Foreign Psychology

Transliteration: Sovremennaya zarubezhnaya psikhologiya

**11. Journal Clinical Psychology and Special Educational**

In Russian language: Клиническая и специальная психология

In English language: Clinical Psychology and Special Education

Transliteration: Klinicheskaya i spetsial'naya psikhologiya

**12. Journal Autism and Developmental Disorders**

In Russian language: Аутизм и нарушения развития

In English language: Autism and Developmental Disorders

Transliteration: Autizm i narusheniya razvitiya

**13. Journal Language and text**

In Russian language: Язык и текст

In English language: Language and text

Transliteration: Yazyk i tekst

**1.2. Reference units in articles published in MSUPE scientific serials**

For easy reference of articles published in MSUPE scientific serials, reference units with publisher's imprint of the article is represented both in Russian and English languages at the first page of each article. The following reference unit in English language in brackets (In Russ.; abstr. in Engl.) is specified in the upper part of the page of article translated metadata.

**Example for printed journals**

**Для цитаты:**

Алехина С.В. Принципы инклюзии в контексте развития современного образования // Психологическая наука и образование. 2019. №1. С. 5-16.

**For references:**

Alekhina S.V. Principles of inclusion in the context of development of modern education. *Psikhologicheskaya nauka i obrazovanie* [*Psychological Science and Education*], 2019, no. 1, pp. 5-16. (In Russ.; abstr. in Engl.).

**Example for electronic journals**

**Для цитаты:**

Хломов К.Д. Подросток на перекрестке жизненных дорог: социализация, анализ факторов изменения среды развития [Электронный ресурс] // Психолого-педагогические исследования. 2019. №1. URL: <http://psyedu.ru/journal/2014/1/Hlomov.phtml> (дата обращения: дд.мм.гггг).

**For references:**

Khlomov K.D. Teenager at the life crossroads: socialization, analysis of the factors of developmental environment change [Elektronnyi resurs]. *Psikhologo-pedagogicheskie issledovaniya* [*Psychological-Educational Studies*], 2019, no.1. Available at: <http://psyedu.ru/journal/2014/1/Hlomov.phtml> (Accessed m.mm.yyyy). (In Russ.; abstr. in Engl.).

**1.3. General information on MSUPE periodicals**

MSUPE publishing house accepts for publication original completed scientific and practice-oriented papers in actual directions in various fields of psychology and allied disciplines in different genres: theoretical and methodological articles, articles describing results of empiric research, short reports, reviews of Russian and foreign literature, comments on previously published articles, book reviews, reports of scientific events and other informational materials.

Issues of MSUPE journals in electronic form are available at PsyJournals.ru – an expert full-text base of scientific serial publications in psychology and allied disciplines. (Mass Media Registration Certificate ЭЛ.№ФС77-66447 от 14.07.2016), publisher MSUPE.

#### **1.4. List of MSUPE journals**

- 1. Journal Psychological Science and Education** publishes results of scientific researches, practical recommendations, innovation models and projects of standards in the field of psychology and education.

It is included in list of Higher Attestation Commission, Russian Science Citation Index (RSCI) data bases, Web of Science, EBSCO, Ulrich's Web, VINITI database and international catalogue of scientific periodical publications DOAJ. ISSN: 1814-2052, ISSN-online: 2311-7273. Frequency: 6 times a year.

Web: <http://psyjournals.ru/psyedu>

- 2. Journal Cultural-Historical Psychology** publishes modern researches and classic author's archives unpublished earlier devoted to development of cultural-historical and activity psychology.

It is included in list of Higher Attestation Commission, RSCI data bases, Web of Science, SCOPUS, PsycInfo, EBSCO, Ulrich's Web, VINITI list and international catalogue of scientific periodical publications DOAJ.

ISSN: 1816-5435, ISSN-online: 2224-8935. Frequency: 4 times a year.

Web: <http://psyjournals.ru/kip>

- 3. Journal Experimental Psychology (Russia)** deals with results of experimental psychological studies, issues of theory and methodology of psychological experiment.

It is included in list of Higher Attestation Commission, RSCI data bases, Web of Science, EBSCO, Ulrich's Web and VINITI list.

ISSN: 2072-7593, ISSN-online: 2311-7036. Frequency: 4 times a year.



Web: <http://psyjournals.ru/exp>

4. Journal **Social Psychology and Society** publishes social-psychological works of theoretical, experimental and practice applied nature.

It is included in list of Higher Attestation Commission, RSCI data bases, Web of Science, EBSCO, Ulrich's Web, VINITI list and international catalogue of scientific periodical publications DOAJ.

ISSN: 2221-1527, ISSN-online: 2311-7052. Frequency: 4 times a year.

Web: [http://psyjournals.ru/social\\_psy](http://psyjournals.ru/social_psy)

5. Journal **Counseling Psychology and Psychotherapy** is devoted to philosophic, scientific and practical problems of counseling psychology and psychotherapy.

It is included in list of Higher Attestation Commission, RSCI data bases, Web of Science, PsycINFO, EBSCO, Ulrich's Web and VINITI list.

ISSN: 2075-3470, ISSN-online: 2311-9446. Frequency: 4 times a year.

Web: <http://psyjournals.ru/mpj>

6. Web Journal **Psychological-Educational Studies** publishes scientific and practice-oriented articles in educational, developmental, general, special, family, legal psychology, psychological diagnostics and correction.

It is included in list of Higher Attestation Commission, RSCI data bases, EBSCO, Ulrich's Web and international catalogue of scientific periodical publications DOAJ.

ISSN-online: 2587-6139. Frequency: 4 times a year.

Web: [http://psyjournals.ru/psyedu\\_ru](http://psyjournals.ru/psyedu_ru)

7. Web Journal **Bulletin of Applied Psychology Education** is a practice-oriented journal for psychologists and other specialists of educational system.

ISSN-online: 2658-3100. Frequency: 4 times a year.

Web: [http://psyjournals.ru/vestnik\\_psyobr](http://psyjournals.ru/vestnik_psyobr)

**8. Journal Modelling and Data Analysis** presents scientific and practical results in the field of development of fundamentals and application of mathematical modelling for solution of applied tasks of technical and humane profiles.

ISSN: 2219-3758, ISSN-online: 2311-9454. Frequency: 4 times a year.

Web: <http://psyjournals.ru/mad>

**9. Electronic Journal Psychology and Law** publishes researches, practice studies and reviews, integrating psychology, legal sciences and forensic psychiatry.

It is included in list of Higher Attestation Commission, RSCI data bases, Web of Science, Ulrich's Web, EBSCO, and international catalogue of scientific periodical publications DOAJ.

ISSN-online: 2222-5196. Frequency: 4 times a year.

Web: <http://psyjournals.ru/psyandlaw>

**10. Web Journal of Modern Foreign Psychology** contains analytical reviews of foreign scientific literature in English language in various branches of psychology and allied sciences.

It is included in list of Higher Attestation Commission, RSCI data bases and international catalogue of scientific periodical publications DOAJ.

ISSN-online: 2304-4977. Frequency: 4 times a year.

Web: <http://psyjournals.ru/jmpf>

**11. Web Journal Clinical Psychology and Special Education** is devoted to theoretical and applied researches of variety of ontogenesis and dysontogenesis.

It is included in list of Higher Attestation Commission, RSCI data bases, Web of Science, Ulrich's Web, EBSCO, and international catalogue of scientific periodical publications DOAJ.

ISSN-online: 2304-0394. Frequency: 4 times a year.

Web: <http://psyjournals.ru/psyclin>

**12. Journal Autism and Developmental Disorders** covers a wide scope of issues related to disorders of autistic spectrum and other children's developmental disorders.

It is included in RSCI data bases, EBSCO, VINITI list and international catalogue of scientific periodical publications DOAJ.

ISSN: 1994-1617, ISSN-online: 2413-4317. Frequency: 4 times a year.

Web: <http://psyjournals.ru/autism>

**13. Web Journal Language and Text** is devoted to scientific research in the field of actual issues of humanities knowledge (philology, linguistics, literature science, philosophy, history, culture science, sociology, psychology etc.).

It is included in RSCI data bases, EBSCO and international catalogue of scientific periodical publications DOAJ.

ISSN (online): 2312-2757 Frequency: 4 times a year.

Web: <http://psyjournals.ru/langpsy>

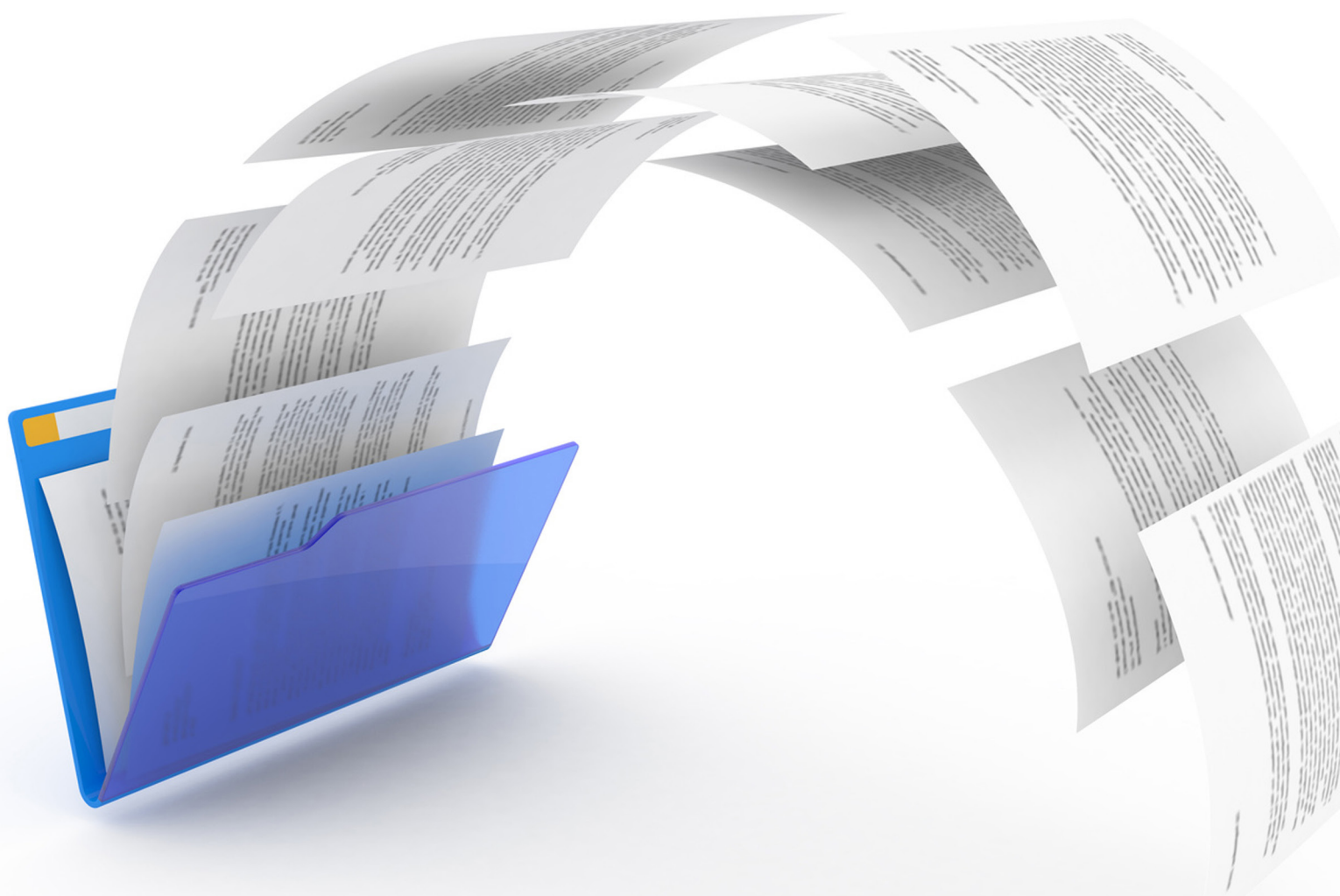


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## Manuscript submission guidelines

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## **II. Manuscript submission guidelines**

The journals published by MSUPE accept manuscripts which are not published before in any print or electronic media.

According to the requirements, author is not entitled to offer the manuscript into other media before the editor's decision on publication.

The manuscripts are accepted for consideration, whose share of original text is not less than 75%, exclusive of self-citation (references to author's own papers).

Use of borrowed content without reference to its author and (or) source of borrowing is not accessible in scientific publications.

The borrowing is considered to be rightful when use of the part of other author's text is justified by purposes of reference, specified in the text with mandatory reference to the author and source of borrowing formalized in accordance with applicable reference rules. The so called "Technical" borrowing is also considered to be rightful, which is use in the text of names of state, regional and local governmental authorities, bodies and organizations, use of names or texts of normative legal or court acts, State Standards; folklore works which do not have individual authors; references lists and references, common lexis, scientific terms, names of methods etc.

Incorrect borrowing is when use of the part of other author's text is justified by purposes of reference but formalized with infringement of applicable reference rules.

Unrightful borrowing is use of other author's text without reference to the author or source of borrowing or with a reference not justified with the purposes of reference. Unrightful borrowing is a form of plagiarism, copyright violation by means of misappropriation of copyright to other author's work (a part hereof).

Originality of content represents a proportion of novelty, originality non-banality of ideas, approaches, conclusions expressed in the paper.

### **2.1. List of accompanying documents for manuscript submission**

This list of documents is of mandatory nature. If any document listed below is absent, the manuscript will not be considered by the editor. The requisite documents are original manuscript, annex hereto (if necessary), author's questionnaire, author's photo, translation.

Electronic version of the article shall include text part of the article and tables, translation of metadata (or abstract and metadata) and pictures.

If text of the article and pictures are presented in a single file, files with pictures shall be presented additionally.

A list shall be attached to the set of files containing name of journal, name of article, name and initials of author(s), full information about authors, list of submitted files, reference to financing and its translation into English.

At author's discretion additional media materials can be additionally submitted, such as audio record with a report of the research, described in publication in PsyJournals Live podcast format (<https://psyjournals.podster.fm>).

#### ***Original text of the manuscript***

It shall be submitted to the editor *electronically* in style file format for printed or electronic journal. A style file using guide and style files are available at Psyjournals.ru, as well as in Appendix 4 of these Rules.

The manuscript shall be made and prepared in accordance with style files and these requirements, otherwise the editor has right to reject the article.

The manuscript shall include: title; author's full name and his/her/their grade, position and occupation without any abbreviations; abstract; keywords; manuscript text, reference to financing, references list, transliteration of references list.

All pictures and tables (if any) shall be placed in respective places of manuscript, as well as given in Appendix.

### ***Appendices to manuscript***

All pictures, tables and graphs, inserted in manuscript text shall be submitted in form of separate files.

***Pictures, photos and scanned pictures*** shall be submitted in JPEG or TIFF format (file size shall be no less than 1 Mb). The body of picture shall not include a legend and legend keys. The dimension shall be at least 300 dpi.

***Tables, schemes and diagrams*** shall be submitted in MS Word and MS Excel format. The author shall submit source file with data with correctable tables, schemes and diagrams.

### ***Author's questionnaire***

The completed questionnaire with information about the author shall be submitted in a *separate* file in MS Word format (Appendix 1. ***Questionnaire form***).

All questionnaire boxes are mandatory for completion. Grade, title and names of organizations shall be specified completely without any abbreviations.

### ***Author's photo***

A portrait photo of the author shall be submitted in JPEG or TIFF format. Minimal photo resolution is 300x400 pixels.

### ***Reference to financing source or leading organization and gratitude***

Reference to financing source (grants etc.), as well as gratitude to persons or leading organizations, on the basis of which scientific and research work was performed. The references are in Russian language after text of the article and in English language prior to transliterated references list References.

### ***Examples of references to grant in Russian and English languages:***

Работа выполнена при финансовой поддержке Российского гуманитарного научного фонда (проект № 11-06-00241 «Социальные представления работников об инкорпоративности государственных и коммерческих организаций»).

This work was supported by the Russian Foundation for Humanities (project №11-06-00241 «Social representations about incorporative government and commercial organizations of its employees”).

***Example of reference to leading organization in Russian and English languages:***

Работа выполнена на базе \_\_\_\_\_ (название организации)

The research was supported by \_\_\_\_\_ (organization).

This work was supported in part by \_\_\_\_\_ to \_\_\_\_\_ (if several organizations)

***Translation***

Upon decision of the editor as well as on author’s discretion, the English translation of title, abstract and keywords of the article can be submitted. The translation is submitted in a separate file, as well as included into the text of the article.

English translation of scientific terms and statements most specific for the article can be enclosed to basic set of documents.

***Additional materials***

The authors of scientific periodical publications of the Publisher has unique opportunity to participate in the modern psychological research and effective practices results accessibility improvement program and their popularization among the general public.



Accessibility improvement program is implemented under support of PsyJournals.ru (“Repository”) and using modern formats of scientific communication.

Authors of MSUPE scientific journals and collected works may apply to readers and tell them what the essence of the research or practice was, share interesting facts related to the published material and reveal prospects of presented work.

At submission of its manuscript for consideration to MSUPE editors, the author may additionally provide three information materials:

Short description of research or practice in popular-scientific language (text).

Author’/(s)’, reviewer’ report of the research or practice (audio record).

Translation of full manuscript in the language different from that of the original publication (English/Russian).

The editor of the journal will consider them and if they are accepted for publication, the manuscript will include additional informational materials, available at publisher’s platforms (Repository, podcasts, official accounts in social networks).

#### **Short description of research/practice: text**

The description shall be submitted as a separate file, the file name shall include full name of the first author and manuscript title. Text shall be submitted in MS Word format (\*.doc or \*.rtf). Text size is more than 300 characters with spaces. Text can be submitted both in English and Russian languages.

Text shall not correspond in style with the manuscript abstract, expressed in academic language.

#### **Description of research/practice: audio record**

The journal authors have an opportunity to participate in mass media project of podcast channel PsyJournals Live.

PsyJournals Live podcasts are available at:

The page of the article of psychological publications portal;

Its own online channel <https://psyjournals.podster.fm>;

In iTunes, “Science and medicine” category – <https://itunes.apple.com.ru/podcast/подкаст-портала-psyjournals/id1261285629?mt=2> (connection information available at <https://www.apple.com/ru/itunes/podcasts/fanfaq.html>).

For participation in podcast it is required to send an audio file with short report of the research described in the article.

The duration of audio record shall be at least 3 minutes. Mp3 format.

Example:

Шульга Т.И., Антипина М.А. Эмоциональная среда замещающей семьи, принявшей на воспитание подростков, оставшихся без попечения родителей // Психологическая наука и образование. 2018. Том 23. №5. С.51-66. doi: 10.17759/pse.2018230506 – <https://psyjournals.podster.fm/21> (podcast).

### **Translation of full manuscript text**

Upon decision of the editor, as well as at author’s discretion full text of the article may be translated into a language different from that of the original publication (English/Russian). The full text translation will be published in respective section of the Repository:

Russian version of the Repository – <http://psyjournals.ru>;

English version of the Repository – <http://psyjournals.ru/en>.

Example:

Petrenko V.F., Mitina O.V. Fairytale Semantic Differential Technique: Diagnostic Possibilities. *Psikhologicheskaya nauka i obrazovanie* [*Psychological Science and*

*Education*] 2018. Vol.23, no.6, pp. 41-54. doi: 10.17759/pse.2018230604. (In Russ., abstr. in Engl.)

[http://psyjournals.ru/en/psyedu/2018/n6/Petrenko\\_Mitina.shtml](http://psyjournals.ru/en/psyedu/2018/n6/Petrenko_Mitina.shtml) (original)

[http://psyjournals.ru/psyedu/2018/n6/Petrenko\\_Mitina.shtml](http://psyjournals.ru/psyedu/2018/n6/Petrenko_Mitina.shtml) (translation)

## **2.2. Technical requirements for manuscript preparation**

If the manuscript is big, a set of author's materials can be archived (in ZIP or RAR formats).

### ***File name***

Names of all files shall begin with the name and initials of the author.

The type of materials shall be specified after author's name:  
article/questionnaire/photo/pic.1/Table 1 etc.

Do not specify article name in file name.

### ***Example:***

Ivanov\_I.I.\_article

Ivanov\_I.I.\_questionnaire

Ivanov\_I.I.\_table 1

Ivanov\_I.I.\_list

### ***Methods of manuscript submission***

You may choose one of the following options for submission of the manuscript to the editor:

Send full set of the documents to the editor's e-mail;

Submit the set of documents personally to the editor of MSUPE journal on electronic medium (CD, Flash memory card).

## **2.3. Addresses of MSUPE journals' editorial offices**

1. Journal **Psychological Science and Education**: 127051 Moscow, Sretenka st., 29, room 209; [pno@mgppu.ru](mailto:pno@mgppu.ru)
2. Journal **Cultural-Historical Psychology**: 127051 Moscow, Sretenka st., 29, room 209; [kip.pochta@gmail.com](mailto:kip.pochta@gmail.com); [kip@mgppu.ru](mailto:kip@mgppu.ru)
3. Journal **Experimental Psychology (Russia)**: 127051 Moscow, Sretenka st., 29, room 209; [expeditorial@gmail.com](mailto:expeditorial@gmail.com)
4. Journal **Social Psychology and Society**: 127051 Moscow, Sretenka st., 29, room 207; [spas2010@mgppu.ru](mailto:spas2010@mgppu.ru)
5. Journal **Counselling Psychology and Psychotherapy**: 127051 Moscow, Sretenka st., 29, room 305; [moscowjournal.cpt@gmail.com](mailto:moscowjournal.cpt@gmail.com)
6. Web journal **Psychological-Educational Studies**: 127051 Moscow, Sretenka st., 29, room 209; [psyedu@mgppu.ru](mailto:psyedu@mgppu.ru)
7. Journal **Bulletin of Applied Psychology Education**: 127051 Moscow, Sretenka st., 29, room 203; [vestnik-psy@mgppu.ru](mailto:vestnik-psy@mgppu.ru)
8. Journal **Modelling and Data Analysis**: 107143 Moscow, Otkrytoe Chaussee, 24, bldg. 27; [mad.mgppu@gmail.com](mailto:mad.mgppu@gmail.com)
9. Electronic journal **Psychology and Law**: 127051 Moscow, Sretenka st., 29, room 306; [info@PsyAndLaw.ru](mailto:info@PsyAndLaw.ru)
10. Electronic **Journal of Modern Foreign Psychology**: 127051 Moscow, Sretenka st., 29, room 107; [jmfp@mgppu.ru](mailto:jmfp@mgppu.ru)
11. Electronic journal **Clinical Psychology and Special Education**: 127051 Moscow, Spassky tupik st., 6, bldg.1 room 315; [psyclin@gmail.com](mailto:psyclin@gmail.com)
12. Journal **Autism and Developmental Disorders (Russia)**: 127427 Moscow, Kashenkin lug, 7; [autismjournal2003@gmail.ru](mailto:autismjournal2003@gmail.ru)
13. Electronic journal **Language and Text**: 121500, Moscow, V. Botyleva st., 31, Department of Foreign Languages; [landlit@mail.ru](mailto:landlit@mail.ru)

Actual contacts of MSUPE editors are available in Internet in MSUPE Publications Catalogue.

Web address of *MSUPE publications catalogue*:

## 2.4. Rules of manuscript registration and review<sup>1</sup>

### STEP 1. Registration.

Author's manuscripts received by MSUPE publisher receive unique registration number providing anonymity in review.

### STEP 2. Check.

Author's manuscripts received by MSUPE publishers are subject to compulsory check in Antiplagiat Plagiarizm Detection System (<http://www.antiplagiat.ru>).

### STEP 3. Review

After checking for compliance with the requirements of this standard and checking in Antiplagiat Plagiarizm Detection System, manuscripts are referred to profiled experts for review.

The regulation of *double "blind" (anonymous) review* is applied in MSUPE journals: names of reviewers are not reported to authors, and names of authors of materials under review are not reported to reviewers. Authors and reviewers communicate through editor's employees only.

Duration of manuscript review is 4 months after appointment of reviewers by editorial staff of the journal.

### STEP 4. Decision making.

Upon review results it is decided whether the article will be published. The decision options are: recommended for publication, article is referred for improvement, publication rejected, recommended for publication in other journal corresponding to the profile of the article.

Upon author's request or decision on improvement, the author is provided with an expert opinion (review) of the article on anonymous basis.

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<sup>1</sup> Publication in journals of the Publisher is free of charge.

#### STEP 5. Improvement.

If improvement is required, author shall submit new corrected version of the manuscript according to reviewer's remarks within two months from the date of author's receipt of reviewer's or editor's remarks, comments or recommendations. The corrections made shall be outlined in manuscript text or corrections shall be specified in the list to the article (citation and description of the correction is in free form). File name with improved article shall include author's name and improvement date.

Example:

Ivanov\_I.I.\_article\_improvement\_14.1.19

Should the author fail to comply with the duration of improvement or disagree with principal remarks of the reviewer, as well as in case of unreasoned author's disagreement with expressed remarks, the editor reserves the right to reject the article.

Improved materials are subject to compulsory repeated review.

#### STEP 6. Recommendation to publication.

After acceptance of the article to publication, manuscript is included into calendar schedule of publications of the journal.

Upon author's request, editor issues *Article Acceptance to Publication Certificate* in applicable form to the author.

#### STEP 7. Pre-printing preparation

During pre-printing preparation of the article, the author shall comply with the time limits set by the editor (for provision of requested information, requisite text corrections etc.).

Editorial staff reserves the right for literature and scientific editing of the content of the article upon agreement with the author.

Upon completion of scientific and literature editing, final version of the article is referred to the author for approval of corrections in the text.

Author shall approve the corrected version within the established time limits and provide the list of desirable corrections to be done in the text. In case of non-compliance with time limits, the editor has right to exclude the article from the issue.

#### STEP 8. Contract conclusion

At the beginning of pre-printing preparation the author shall enter into license contract with MSUPE publisher (*License contact* – Appendix 4). Otherwise the editor has right to exclude this material from the content of current journal issue.

After publication of journal issue and placement of its electronic version at Psyjournals.ru, editor shall send a free message with web-address referring to electronic version for download of PDF file of the article.



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## Article content requirements

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### **III. Article content requirements**

The manuscript shall include following sections: title of the article, name and initials of the author, information about the author, abstract, keywords, text of the article, references and references (transliteration and translation of references for English version of the article).

At manuscript submission it is required to specify in free form, which type (or types) the material belongs to. Structure of manuscript content shall correspond to its type. Basic types of articles are empirical article, theoretical article, methodological article, review of literature, thematic study, other materials.

#### **3.1. Types of articles**

**Empirical article – *representation of results of original study.***

Article text structure shall correspond to stages of conducted research and include following sections:

##### *Introduction*

Problem definition; background.

##### *Research program*

Stages of research; sampling description – number of participants, sex, age and other characteristics; methods and techniques with their description; purpose and hypothesis of research; procedure of research.

##### *Results*

Description of results (with tables and/or diagrams); analysis of results.

##### *Conclusions*

Conclusion; significance for theory and practice.

**Theoretical article** – *article in which existing theoretical statements are developed/new theoretical statements are introduced.*

Theoretical article can be devoted to:

- Theory development analysis and specification of theoretical constructs;
- Presentation of new theory
- Analysis of existing theory (e.g. consideration of its disadvantages);
- Comparison of several theories, demonstration of advantages of one theory in comparison with the other.

Structure of such article depends on its content.

Empirical data are introduced if they are important for decision of theoretical problem defined in the article.

**Methodological article** *is the article including*

- Description of new methodological approach;
- Modification of existing method;
- Description of quantitative and analytical approaches in science.

Empirical data in such article can be introduced as statement support.

Methodological article shall be written in sufficient detail, which allows reader to evaluate applicability of the described methodology in researches, compare the represented method with the existing one.

**Review of literature** *is presentation of research results published earlier.*

Article structure of this type shall include:

- Problem statement (its definition and clarification);
- Content of previous researches;
- Main conclusions, existing contradictions in literature;
- Proposals in overcoming this problem.

***Thematic research is a report of a certain case, obtained during work with a person, group, community or organization.***

The article of such nature can be devoted to:

- Illustration of discovered problem;
- Analysis of decision methods of discovered problem;
- Substantiation of research necessity in a field;
- Analysis of existing theoretical difficulties.

Thematic research authors shall remember of balance between description detailization and preservation of confidentiality.

### **Other materials**

- Event reports;
- Comments and answers to earlier published articles;
- Book reviews;
- Obituaries;
- Letters to editor and others.

### **3.2. Requirements for abstracts (for various types of articles), keywords and references**

Abstract is a short description of entire content of the article and helps readers not only familiarize with publication materials, but also as for article title easy find it in reference databases and systematic catalogues. Most of scientific journals require writing abstract to the article. Read author's guidance at webpage of the journal, where you are planning to submit your article to specify the requirements to manuscripts in this journal. A well-written abstract is the most important component of the article. Most people learn about your article for the first time by reading its abstract only, when they are searching for literature in subject, they are interested in.

The reader shall decide fast whether the entire article is worth reading. Abstract shall be informative to the maximum extent. Attaching keywords to the abstract you

sufficiently increase probability for interested readers to attract attention hereto. A good abstract has following features: accuracy, non-evaluation, logic and easy understanding, brevity.

**Accuracy.** Make sure that abstract reflects purposes and content of manuscript correctly. Do not include information hereinto which is absent in the text of the article. If this research extends or repeats previous researches, mention it in the abstract and specify author's name and year of issue of the previous publication. To check accuracy of information it would be reasonable to compare abstract content with title of the article.

**Non-evaluation.** Provide information, but do not evaluate it; do not add information to existing information in the article and do not comment on its content.

**Logic and easy understanding.** Write in clear and laconic language. Use verbs, but not substantives equivalent to them, use sentences in active instead of passive voice (e.g. "we researched", but not "our research"; "authors presented the results" instead of "the results were presented"). Use present tense for description of conclusions or results having found their application in present time, use past tense in description of techniques and measures used during the experiment.

**Brevity.** Put the content in short and make every sentence informative to the maximum extent, especially the first sentence. Begin thesis with the most important points. Do not spend place in the article repeating its title. Include only four or five most important points in the thesis, referring to theoretical approach, results and prospects of further research. Use those keywords in thesis, referring to which readers may in your opinion find them.

Abstract size is 1000-1200 characters with spaces (up to 200 words). Abstract text shall not be divided into paragraphs.

Abstracts for each type of the article have their own specificity.

## **Abstract for empirical research**

Abstract shall include problem of research; hypothesis of research; full description of sampling group (number of persons, age, sex, nationality and other characteristics / specie, line for animals); basic peculiarities of research method; short description of obtained results (specifying their importance levels); main conclusion, importance of research. For Russian versions of articles abstract in English shall be more extended and its size can be up to 200 words.

Example of general structure of empirical article abstract:

### **Abstract structure:**

1. Introduction (1-2 sentences). Problem statement: explanation of the importance of the field of research.
2. Specifying lack in scientific knowledge being a ground for research.
3. Statement of research purpose (3<sup>rd</sup> or 4<sup>th</sup> statement)
4. Description of applied methodology, methods, procedure and so on. Do not describe mathematical methods.
5. Basic results (in brief, focusing on the most important and attractive for reader/scientific society)
6. Evaluation of research contribution to **science (as a rule it is combined with the results, but this item is optional)**

### ***Model for empirical article abstract:***

#### **Substantiation**

Actuality

Purpose of research

Hypothesis of research

#### **Methods**

Description of sampling group: groups of comparison, number of experiment participants, sex, age etc.

Basis of research

Methods and techniques of research

## **Results**

Description of obtained results with levels of importance

## **Conclusion**

Main conclusion, importance of research

## **Abstract for theoretical article**

The abstract shall include problem statement; basic principles of operation of theory(-es)/model(s); main principles on which the analyzed theory(-es) is(are) based upon; correlation of provisions of theory(-es)/ model(s) with results of empirical researches.

## **Abstract for methodological article**

The abstract shall include main class of methods discussed in the article, methodology; main peculiarities of presented method; application scope of the method; reliability, validity and other specificities of the method (if statistical procedure was conducted).

## **Abstract for literature review**

The abstract shall include problem statement; description of continuity in research of this problem; brief description of main participants of researches; brief description of results; main conclusion; importance of conducted research for theory and/or practice.

## **Abstract for thematic research**



The abstract shall include significant characteristics of research participant(s); specificity and nature of demonstrated problem or its decision; substantiation of additional research necessity and/or focus on theoretical complications.

### **Making keywords list**

Keywords are 5-10 main terms used in the article.

Keywords shall be classified from most general techniques relating to problem to more differentiated techniques corresponding to description of research participants.

Laboratory slang and neologisms, too long word combinations, phrases with homogenous parts shall not be used as keywords.

It is better to use keywords frequently used in other publications to this subject.

Keywords for MSUPE journals can be checked for correspondence to those already published at PsyJournals.ru (web address: <http://psyjournals.ru/keywords/index.shtml>). Insert a proposed keyword into search line and click “Enter”. If the proposed keyword has been already used in articles of MSUPE journals, it will be shown along with possible synonymic terms.

### **Making references list**

References list shall include references to modern studies published during last five years. References to articles from *highly cited* foreign and Russian journals are preferable. Check of citedness of the author or journal shall be performed in data bases: WoS (<http://apps.webofknowledge.com/>), SCOPUS (<http://apps.webofknowledge.com/>), RSCI (<https://elibrary.ru/authors.asp>).

### **Requirements for number of sources for articles of various types:**

- a) Theoretical: at least 20 sources
- b) Review: at least 30 sources
- c) Empirical: at least 15 sources

In course of preparation of the article to publication in a MSUPE journal, it is always necessary to familiarize with the materials of the journal already published to the subject of the article. References to papers published earlier demonstrate comprehensive knowledge of the journal. References to author's papers shall be no more than three, including those conducted in co-authorship.

Number of references to papers of employees of author's own organization shall be limited (Scopus has tools which track authors' affiliation).

References to articles from the journal where this article is published shall not exceed 10% of total number of all sources from references of the article.

All MSUPE periodical publications are available at PsyJournals.ru (web address: <http://PsyJournals.ru>). Access to full texts of articles is free. All articles at web portal have abstracts both in English and in Russian languages.

### **3.3. Requirements for structure and content of the article (American Psychological Association (APA) format)**

Adapted translation of "*Publication Manual of the American Psychological Association*", 6<sup>th</sup> Edition, <http://www.apastyle.org>

#### **Title**

Title of the article shall clear and unambiguous summarize its main idea. It shall briefly describe main subject and define either variables used or theoretical issues of research or relations between them. The title shall fully explain sense of the paper, even if it serves as a single source of information about the article. In title you should avoid words having no useful information but extend the title only and complicate indexing in reference data bases.

E.g., words "method" and "results" are usually avoided in the title, such terms as "study" or "experimental research" shall not be used in the title too. Avoid abbreviations in the title and define all terms clearly, which helps to provide accurate and full indexing of your article. The recommended length of the title is

no more than 12 words. It is advisable to make the title without coordinated and complex sentences (without commas), as well as without colon: first part of the title shall attract reader's attention, and second part shall be informative.

### **Structure of the article**

Structure of empirical article: introduction (1), methods (2), results (3), discussion (4) (conclusion).

### **Introduction (1)**

**Introduction into problem.** Manuscript text begins with introduction, which describes a specific problem and strategy of research. Before writing introduction, pay attention to following issues:

Why is this problem important?

How does your research work correlate with previous researches in this field? If some aspects were analyzed in previous researches, which are also mentioned in your research, then what is the difference of your paper from previous papers and what do they have in common?

What are main and additional hypothesis and purpose of research, and how are they related (if such relation exists) to theoretical approach declared in the article?

Is the planned experiment scheme suitable for approbation of declared hypothesis?

What are theoretical and practical prospects of your research work?

A good introduction answers these questions on limited number of pages at the beginning of the article and due to valid arguments and references to previous papers makes the reader feel a clear understanding of what has been done in this field and for what purpose.

**Explain importance of the problem.** Explain why the problem needs additional research. For fundamental research, declaration of problem importance can be based on necessity of elimination of non-conformances in results of previous papers and/or extension of theoretical part of researches. For applied researches it can be related to necessity to resolve social problem or propose a new method of treatment of psychological disorders. When research is performed to settle disputable issues, positions all participants of the discussion shall be presented in a balanced form in introduction. Avoid hostility and personal verbal attacks in discussion of disputable positions. Finalize description of the problem in introduction with brief and formal statement of purpose of your research which summarizes all analyzed material. For review of literature as well as for theoretical and methodological articles you shall also specify reasons, why the work you have done is important and how its content fits in entire context of research in this field.

**Find support in achievements of recent years.** Discuss in the article sources relating directly to your work, but you should not be obliged to cite all literature on this problem, beginning with the very first publications. It is possible that reader is aware of the essence of the problem and does not expect full report about ways of its study for many years. Historical excursus into the problem supposes summarizing or recent papers directly relating to your work with recognition of their priority in reveal of this problem. Citing sources and mentioning of recent researches are signs of scientific and researcher's responsibility and are requisite for accumulation of information in a scientific field. During description of scientific schools which are close to yours, reader shall be informed whether any aspects of your research have been studied earlier and what is the difference of your interpretation of information from others. At the same time cite and use in analysis only those papers which contain specific data in the problem researched, but not those containing indirect data or general information. Summarizing information about previous researches, avoid minor details and try to focus on information related to the subject, methodological issues and conclusions. Refer the reader to reviews or research reports, if any.

Demonstrate logical succession between previous and existing work. Analyze the problem with sufficient grade of detailization and accuracy so that it can be precepted by many scientists. It is unreasonable to set as a main goal lapidary style, because it may make your work understood by narrow-profiled specialists only.

**Formulate hypothesis and specify strategies of their approbation in the course of experiment.**

After you have formulated research problem and substantiated it relying on data obtained in other researches, explain your approach to resolution of this problem. In empirical researches it is usually related to statement of hypothesis or setting up special issues and description of how did you come to these special tasks and how do they correlate with previous argumentation. Substantiate each hypothesis clearly. Besides, if you have several hypotheses or issues and some of them have central meaning and others are secondary or derived from central, specify their priority. Explain how planned research provides conditions for hypothesis approbation and obtaining answers to stated issues.

**Methods (2)**

This section describes in detail, how research was conducted, and includes conceptual and operational definitions of variables, used in research. Various types of researches rely on different methodologies; full description of applied methods however allows the reader to evaluate their reasonability, as well as reliability and trustworthiness of the results obtained. It also allows experienced researchers to reproduce the research scheme in other sampling groups. If your article is a reproduction of previously described experimental models and the method used by you was published in detail in other articles, you may refer the reader to this source and give a brief description of the method in this section. Example of such synopsis is following:

*We present the results of horizontal and longitude research of adults in age of 55-84 y.o. Memory evaluation tasks were the same which were used by us*

*in previous research. (Zelinski et al., 2010; Zelinski, Gilewski, & Thomson, 2013).*

It is advisable to describe without excessive details well-known methods, referring to the sources where one may read about them. Describe in detail unknown or author's methods, choice of methodology, procedure of research.

**Specify subsections.** Specification of additional subsections in section "Methods" is generally acceptable and reasonable. They usually are subsections with description of experiment participants and text subjects, as well as a subsection with description of procedures used in research. The last subsection often includes descriptions of (a) any experimental manipulations or invasion and method of their implementation, e.g. description of experimental device, used for manipulations or invasion; (b) procedure of experiment participants' group sampling, size of group sampling and its representativeness; (c) assessment approach (including psychometric features of used assessment tools); (d) research plan. If research model is complex or additional stimulating activities are required in the course of experiment, additional subsections with respective subtitles can be introduced to facilitate readers' search for specific information in the text of the article.

Include into these subsections information, important for understanding and providing opportunity to reproduce experimental scheme for other researchers. Insufficient detailed information leaves reader's questions unanswered and excessive information loads reader with lots of minor details. Consider the possibility to use appendices and/or references to webpages to obtain more detailed information.

**Characteristics of research participants (test subjects).** Proper description of research participants is of decisive importance for science and practice in psychology, especially for generalization of obtained data, opportunity to obtain comparative data by other researchers and use of research data for scientific synthesis and analysis of secondary data. If people were research participants,

report of criteria of their inclusion/exclusion to sampling group, including any limitations based on demographic characteristics.

Describe population of study group. Describe in detail demographic characteristics of sampling group, such as age; sex; ethnicity or race group, generational characteristics, immigration status; disability status; sexual orientation; gender identity; preferred language, as well as parameters important for your research (e.g. achievement level in studies with pedagogical intervention). In other words, describe groups of research participants as accurate as possible and pay special attention to those characteristics which may influence on interpretation of results. Characteristics of research participants may be often important for understanding of peculiarities of sampling group as a whole and influence on grade of reliability of obtained results. Example of useful information about sampling group:

*The second group included 40 women in the age from 20 to 30 years old (M=24,2, SO=2,1), all of them are emigrants from Salvador; literacy is at least 12 years of education; period of United States residence is at least 10 years; they are resident in Washington, DC.*

To provide opportunity for data generalization, additional subgroups can be established in a certain group of test subjects:

*Asian sampling group included 30 Chinese and 45 Vietnamese nationals. Latins and Hispanic-American group included 20 US citizens of Mexican origin and 20 Puerto-Ricans.*

Even if some characteristics of test subject groups are not used in data analysis, they can give readers a more complete idea of sampling group and potential generalization possibility of the data obtained herein, as well as turn out to be useful in the course of metanalytic researches, where the results specified in your article are used. When an experiment is conducted involving animals, it is necessary to specify their genus, specie, strain type (in microbiological analyses) or other specific information, e.g. supplier company name, its seat and official



designations of strains. Report number of animals involving to experiments, their gender, age, weight and information about their physiological condition.

**Group sampling procedure.** Describe test subjects group sampling procedure, including (a) sampling method, if patterned sampling technique of test subjects was used; (b) percentage of experiment participants who were determined as fit for participation in experiment; (c) number of participants who expressed a wish to participate in experiment. Describe conditions and place, where the data was collected; all types of agreements with the experiment participants, and payments performed to them; agreements with Supervisory Councils of institutions; information of compliance with ethical norms; as well as safety measures at monitoring of test subjects.

**Size, representativeness and possible sampling error.** Along with information of test subjects provide data about potential sampling size and necessary number of test subjects with certain features, if these features were agreed in advance in experiment scheme. Note, whether sampling group formed by you differs from target groups of population in a number of known features. Conclusions and interpretations shall not go beyond the frames of which the research performed in this sampling group can provide.

Specify how the sampling size was determined (e.g., analysis of representativeness and possible error). If intermediate analysis and limited rules were used for changing desirable sampling size, describe methodology and results.

Using conclusion statistics, pay much attention to power of statistics, bearing in mind its potential for approbation of hypotheses. These considerations are related with probability of reasonable rejection of some hypotheses provided that a certain alpha-level, effect and sampling error are obtained. In relation hereto provide regular evidence that the research possesses sufficient power to determine effect value in main criteria. Be also careful in discussion the issue about the role the sampling size plays in the cases when rejection of zero hypothesis is undesirable (that means if someone states that no difference is found); in testing various

suggestions, being the basis for applied statistical model (e.g., normality, homogeneity of dispersion, uniformity of regression) and in selection of experimental model.

Calculations based on previously established accuracy level can be applied as an alternative (width of tolerance interval) for determination of sampling size. Use resulting tolerance intervals for substantiation of conclusions about sampling error (e.g. that effect value of sampling size is negligible quantity).

**Indicators and independent variables.** Include into section “Methods” determination of all primary and secondary criteria of effect and independent variables, including indicators which were obtained, but not included into this article. Describe methods used for data collection (e.g. written questionnaires, interview, observations), as well as methods used for improvement of measurements quality (e.g. training or advance training of experts, assessing behavior of test subjects and increase of number of observations). Provide information about measurement tools used, as well as evidences of their culturological validity.

**Research scheme.** Specify research scheme in section “Methods”. Specify, whether test subjects were placed in special created conditions or were observed in natural conditions? If different conditions were created for different groups of test subjects, then specify how test subjects were selected for experiments in such conditions: were they randomly appointed, or any other selection mechanism was applied? Was the research performed in form of intragroup or intergroup comparison?

Different research projects require different forms of their presentation in scientific publications. During provision of information about researches in which no varied variables or correction effects (e.g. observation or study of natural development process) were applied, provide description of research procedures in sufficient detail so that reader could understand all complex details of research and was ready to perform similar work.

**Variation of variables or correction effect.** If methods of correction effect or variation of variables were used in research, describe their specific content. Include detailed information about nature of invasions or analyzed variables, intended for each experimental episode, including that for control groups (if any), and describe how and when correction effect took place (introduction of a new variable).

Description of manipulation with variables or correction effects shall include a number of compulsory elements. Describe accurately content of correction effect and or specific manipulations with variables. Usually, it is a brief description of instruction for participants. If instructions are not typical, if complex effect is in question, they may be specified literally in an appendix or additional archive at webpage. If instruction is short, it can be presented in the article, provided that it does not overload text and does not draw the attention from main idea.

Describe methods of variables manipulations and data collection. If a device was used to achieve effect and for data collection, include number of the device model and its manufacturer (when it is important, as in neurovisual tests), its main parameters (e.g. set pulse) and resolution (e.g. velocity of pulse receipt, accuracy of data fixation) into description of the operation performed by means of this device. Similar to description of correction effect or experimental manipulations this material can be presented in the text of article, in appendix hereto or in online archive. If necessary, when clinical or pedagogical effect is planned, it is necessary to describe, who performs effect, level of his/her professional education and professional readiness to such invasions. Provide information about number of experimenters performing the effect, average and standard deviation in results of test subjects obtained after such effect, as well as number of test subjects under the effect by each experimenter.

Provide information of: (a) conditions of invasion or manipulation of variables, (b) number of exposures and their duration (it means how many experimental sessions, episodes and events, related to the effect on test subjects took place and how long they were), (c) frequency of exposure on test subjects (e.g. whether the experiment

with variation of variables was completed after a single experimental session or participants were several times exposed and in such a case how long was the interval between the first and the last sessions?) and (d) specific acts and stimuli from the point of their correspondence to tasks of research. If the title of experimental technique is translated from a foreign language to the language of publication, describe specific method of translation (e.g. reverse translation, in which the text is translated into foreign language and then vice-versa to original language, to make sure that this title is an exact equivalent of the respective method and its application ensures data comparability).

Describe principle of test subjects classification during data collection (test subjects were exposed individually, in a small or in a big group, e.g. school grade?). Describe minimum exposure unit in your experiment (individual, work group, school grade), the results of which were analyzed from the point of effect value. If a unit used for statistical analysis differs from a unit used for exposure (i.e. differs from a group formed upon random principle), describe analytical methods, used for consideration of this difference (e.g. method of estimate standard error or method of multilevel analysis).

**Test subjects selection.** Specify terms within test subjects are selected, and basis locations of selection, if it is important. If your data differ from group standards, assess each group.

### **Results (3)**

Only the data are described in the section “Results”, which were obtained in research. State your data as much detail as possible, to obtain substantiated conclusions and to confirm them. State all obtained results, including those which are at variance with your initial considerations; do not forget to mention small values of effect (or statistically insignificant coefficients) in the cases when a bigger value of effect was supposed in theory (or statistically significant indices). Do not hide the results uncomfortable for you. Do not provide indexes of individual test subjects or raw data, except of the cases, when an individual case is

assessed or a spectacular example is needed. For application of scientific data by maximum possible range of scientists, unprocessed data, including individual characteristics and effect values used in meta-analysis can be placed at additional websites and in electronic archives.

**Statistics and data analysis.** Data analysis and publication of results are fundamental aspects of research. Exact, objective, full and deep presentation of processed data (either in quantity or in quality analysis) shall be one of elements of all scientific and research works. Psychological researches apply various approaches to data analysis and in their choice they rely first of all on how a method suits to answer questions set before experiment and based on nature of obtained data. Applied methods shall correspond to volume of performed work, be reliable in use and provide exact and unambiguous understanding of data.

Reporting the results logically derived from statistical analysis or indexes of effect value, provide sufficient information to help the reader to imagine the essence of made analysis and consider alternative explanations of results of this analysis. Because analytical techniques are chosen according to nature of analyzed data and made assumptions, it is impossible to specify what “effective set of statistical procedures” is for each type of analysis. This set usually includes however at least the following evaluation parameters: sampling size in each sub-group; average indexes in each sub-group (or frequency of events for each category of test subjects for categorical variables); standard deviations in each sub-group or deviations of subgroup indexes from indexes of the entire sampling group as a whole.

From time to time information which determines set of statistical methods can be excessive; in this case it can be included into appendix. Raw data in form of a table or diagram can be presented during analyzing data obtained in small sampling groups (including study of an individual case). Your paper can become a part of aggregated knowledge in a field, if you present sufficiently full statistical information which allows including your data in meta-analysis.

It is necessary to include data about effect value into section “Results” so that readers can evaluate scale or importance of research conclusions. Anywhere you can do it, report of confidence interval for each value of effect to demonstrate exactness of its evaluation. Effect values can be expressed in original units (e.g. average number of questions answered correctly or kg per month, which are analyzed by means of statistical assessment of regression slope) and are perceived in the easiest way in description of responses in various subgroups of test subjects. Sometimes effect values shall be better presented not in original units, but in a standardized form (e.g. via Cohen’s d-value or via standardized regression coefficient). Effect value coefficient with several degrees of freedom is often less useful than effect value coefficient with a single degree of freedom, especially when the letter is subject of discussion. General principle which is to be followed is however to provide the reader enough information to allow assessment of scale of observed effect.

#### **Discussion (4)**

After presentation of results you may assess and interpret their meaning upon consideration of hypotheses made. Research data are generalized and results are analyzed which relate to the subject of discourse in section “Results”. In section “Discussion” you may analyze, interpret and assess obtained results and draw conclusions.

At the beginning of “Discussion” section you may expressly declare about existence of data in your paper supporting your main and auxiliary hypotheses or about their absence. If hypotheses did not turn up evidence, give a post hoc explanation (a posteriori, upon the results obtained). Analogy and difference between your results and results of other researchers shall be used for contextualization, confirmation and clarification of your conclusions. In this section you shall not repeat in other words the ideas you stated earlier; each new statement shall supplement previous interpretation and increase the reader’s level of understanding of this problem.

Interpreting results, you shall pay attention to (a) sources of systematic error, conditional upon subjective factor, which may misrepresent indexes of internal validity; (b) incorrectness of measurements; (c) total number of tests and existence of test tasks duplicating each other; (d) observed effect values and (e) other limitations and disadvantages of research. If correction effect was used in the research, discuss its success and describe mechanisms of its action (e.g. causal relationships) or alternative mechanisms. Besides, describe all difficulties you faced in performing correction effects or experimental manipulations, as well as accuracy of instructions reproduction in the course of these experiments to exclude non-conformity between the planned procedure and its implementation.

Discuss generalization level of your data or their external validity. This critical analysis allows considering objective differences between your target group of population and those part hereof, which was included into your sampling group. In description of tests with correction effect discuss specific features of this effect, which make them suitable for conditions different from experimental, e.g. which results of effect and how they were measured (compare with other possible means of measurement); interval of measurement (what time has passed after exposure and measurement of its effect); incentives used in exposure; indexes of compliance with requirements; specific techniques and condition of performance.

Finalize the section “Discussion) with substantiated and reasoned comment on importance of your conclusions. The final part of this section can be not only brief, but extended, provided that the text contains necessary arguments, is neither over-extended nor over-loaded. You may discuss in brief in this section, why the problem discussed by you is important (as stated in introduction); what more complicated problems beyond your scientific field can be resolved relying upon the results obtained by you; and what prospective projects can (or cannot) be based on your data.

What theoretical, clinical or practical importance do the results of your work have and what makes you think so? If your data are correct and reproducible,



what psychological events of real life can be explained or simulated by means of them? Can these data be applicable in real life?

What problems are unresolved or what new questions arise after obtaining these results by you?

Answering these questions is the essence of the contribution you made in science by your research work, therefore try to substantiate for the readers both within and beyond your scientific branch the reason why they should accept your conclusions. Your readers shall receive clear unambiguous and direct answers.

### **“Conclusion(s)”**

This section usually does not exceed 10% of the whole text. It includes repeated generalized enumeration of basic results and their importance (assessment) for the science. This section shall include all answers to what the author has stated as targets and hypotheses, as well as research issues.

The text shall be written in present tense.

It is appreciated to include a paragraph (if necessary) which may contain further research program (in what direction shall this subject matter be developed), as well as description of limitations.



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## Article preparation guidelines

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## IV. Articles preparation rules

### 4.1. Article length

Article length shall comply with established norms for each journal (excl. References), number of characters is specified with spaces:

1. Journal **Psychological science and education** – no more than 25000 characters.
2. Journal **Cultural-Historical Psychology** – no more than 40000 characters.
3. Journal **Experimental Psychology (Russia)** – no more than 30000 characters
4. Journal **Social Psychology and Society** – no more than 40000 characters
5. Journal **Counseling Psychology and Psychotherapy** – no more than 25000 characters
6. Journal **Modelling and Data Analysis** – no more than 25000 characters
7. Web journal **Psychological-Educational Studies** – no more than 25000 characters
8. Web journal **Psychology and Law** – no more than 30000 characters
9. Web **Journal of Modern Foreign Psychology** – no more than 30000 characters
10. Web journal **Clinical Psychology and Special Education** – no more than 25000 characters
11. Journal **Autism and Developmental Disorders (Russia)** – no more than 25000 characters (with spaces)
12. Web journal **Bulletin of Applied Psychology Education** – no more than 25000 characters
13. Web journal **Language and Text** – no more than 25000 characters (with spaces)

### 4.2. Heading, grant references, information about authors, abstract and keywords

## **Heading**

Heading is placed in the center of the page and is marked bold. Heading shall not be written in capitalized words. There is no point at the end of the heading. The same rules are applied **for translation of heading into English**, and all words except of prepositions and articles shall be written capitalized.

### *Example:*

## **Psychosomatic development as process of mastering body acts**

### **Authors' names**

Authors' names and initials shall be specified in the following line after heading and are put according to style files for printing and electronic journal (see Appendix 2).

The first is the last name then initials follow. No spaces between initials. Authors' names are aligned left and put in bold and italics. A comma follows the initials.

**For electronic journal:** information about the author follows the name in the next line in the following order: scientific grade, position, organization, city/town, country, e-mail.

**For printing journal:** author's affiliation follows the name in the next line in the following order: organization, city/town, country. E-mail is specified in the next line. Besides, full information about the author are presented after keywords of the article in the following order: full name, scientific grade, position, organization, city/town, country, e-mail.

No abbreviations in information about the author are acceptable.

Information about the author shall be put in nominative.

In case of collective authorship, all the authors are stipulated name in turn: first comes the name of the first author and information about him, then the name of the second author in the next line, then information about him etc.

***Example for electronic journal:***

**Иванов И.И.**

Кандидат психологических наук, заведующий кафедрой психологии факультета психологии, Московский психологический университет (ГБОУ ВПО МПУ), Москва, Россия, [abc@yandex.ru](mailto:abc@yandex.ru)

In case if the author of the article is a MSUPE employee, then information about the author's affiliation is in the following form: MSUPE

***Example for printing journal:***

**Иванов И.И.**

ФГБОУ ВО МГППУ, Москва, Россия,

[ivanovxxx@gmail.com](mailto:ivanovxxx@gmail.com)

Abstract

**Keywords:** .....

**Иванов Иван Иванович**, кандидат психологических наук, проректор по образованию, ФГБОУ, Moscow, Russia. E-mail: [ivanovxxx@gmail.com](mailto:ivanovxxx@gmail.com)

The same rules are applicable **for translation of author's information** and all names except of prepositions and articles shall be written in capitalized letters.

***Example:***

**Ivanov I.I.**

PhD (Psychology), Professor, Head of Psychology Chair, Psychological Faculty, Moscow State University of Psychology, Moscow, Russia, [abc@yandex.ru](mailto:abc@yandex.ru)

***Example for MSUPE employees***

**Alekhina S.V.,**

PhD (Psychology), Director, Institute of Inclusive Education, Moscow State University of Psychology & Education, Moscow, Russia, [ipio.mgppu@gmail.com](mailto:ipio.mgppu@gmail.com)

### **Abstract**

Abstract is placed after information about author before the text of the article. Abstract shall be put in the same font as the text of the article (for electronic journals see style file for electronic journal in Appendix 2). The word “abstract” is not specified in the text. Text of abstract is not divided into paragraphs.

### **Keywords**

Keywords are placed after abstract. The phrase “keywords” shall be put in bold. Keywords are specified in the line with comma. A point is at the end.

### ***Example:***

**Keywords:** education, over 5 age, socio-dramatic play.

## **4.3. Article text layout**

### **Typing parameters**

Text shall be typed with Times New Roman 14, line spacing 1,5, full justification. The rules of style files are applicable for articles in electronic journals. (Appendix 2).

Document margins shall be put with values:

- Left margin: 3 cm, right: 1,5 cm; upper/lower: 2 cm
- First line indent: 1,25 cm.

No hyphenation (including automatic hyphenation) is used in the text.

Manuscript pages shall be numbered in lower part of the page with automatic number insert.

### **Subsections, footnotes and emphasis**

*Subtitles in the text* are separated from main text by Enter button, are emphasized by bold and center aligned.

*Text emphases.* It is not recommended to emphasize big text fragments with italic/bold. No more than 5-7% of the text can be emphasized.

*Footnotes* in the text are created automatically in MS Word.

### **Text typing rules**

*Typing last names* in the text shall be after initials. No space is between initials. But a space shall be between initials and last name.

*Decimal fractions shall be typed with a comma.* (0,25 instead of 0.25).

Such « » quotation marks shall be used.

If other quoted words occur within words in quotation marks, then « » are used as external and „ “ as internal quotation marks.

Quotation marks and brackets are not separated with spaces from the words inside them:

(at 300 K), (a) – correct;

(at 300 K), (a) – wrong.

*The letter «ë»* shall be replaced by «e» except of last names and special cases.

*Dates* in format «date.month,year» are typed as follows:

*Example:* 02.05.1991, 26.12.1874 etc.

### **Punctuation rules**

#### **No point:**

- After heading of article, titles and subtitles;
- After last names of authors of the article;
- After e-mails;
- After names of tables;

- After notes to figures and tables;
- In subscripts:  $T_m$  – melting temperature.

#### **A point:**

- After footnotes (including those in tables);
- After brief abstract;
- After keywords.

#### **Abbreviations**

All abbreviations in text except of common applicable shall be deciphered at first mention.

Abbreviations of several words shall be divided with spaces.

*Example:* 760 mm Hg; i.e.

Abbreviations or formulas of chemical compounds used as adjectives shall be written with a dash:

*Example:* IR-spectroscopy, PE-film, LC-state, Lga<sup>+</sup>-form, OH-group, but group OH.

#### **Placing spaces between words**

References to pictures and tables are typed with spaces:

*Example:* pic.1, tab. 2.

A space shall be placed between designation of number, paragraph and figure:

*Example:* №1; § 5.65.

Figures with letters in designations shall be typed without spaces:

*Example:* IVd; 1.3.14a; fig. 1d.

After point follows a space in geographical names in Russian language:

*Example:* р. Енисей, г. Новосибирск.



No spaces are typed between figures and dashes in page numbers (number intervals):

p. 28-33 – correct;

p. 28 – 33 – wrong.

### **Translated terms and proper names**

If foreign family names are mentioned, their original version shall be typed in brackets (except of well-known names including in encyclopedia and names referenced in references).

If foreign educational institutions, organization, companies and foreign geographical names (except of commonly known) are mentioned in Russian transcription, their original version or English version shall be typed in brackets.

All newly introduced or rarely used translated terms shall be followed by their corresponding terms in original language in brackets.

### **Tables**

Tables shall be created in MS Word (Table > add table) or MS Excel. Manually typed tables (by means of many spaces without allocation to cells) are not acceptable.

Tables shall contain no more than ten columns and have an informative heading.

*Abbreviated* words in tables are unacceptable.

Tables are numbered in Arabian figures consequently as there are mentioned in the text.

In table headings the word “Table” and its corresponding number are aligned right. No point at the end.

**Table name** shall be typed in the next line after number of the table. No point at the table. Name is typed in bold and center aligned:

**Example:**

Table 4

**Results of dispersion analysis in four factors tested**

If a table is referenced, abbreviation “tab.” Shall be used in text.

**Example:** “The results are presented in tab.4...”

If there is a single table in publication, it has no number and layout is the same.

All designations specified in the tables shall be explained in notes to the tables.

If there are *large tables* which are supposed to be places in several pages, headings of such tables shall include title (number) of the column. All cells in the headings shall be completed and contain measurement units, if any. If a table contains data of a single measurement type, measurement unit shall be typed after table title.

**Example 1:**

**Results of teenager groups comparison on “positive emotions” criterion**

| <b>№</b> | <b>Teenager group</b>                  | <b>Positive emotions prevail (%)</b> | <b>Empirical value <math>\varphi^*</math></b> |
|----------|--|--------------------------------------|---|
| 1        | 2                                      | 3                                    | 4   |
| 1        | Teenager girls – 1 <sup>st</sup> group | 80                                   | $\varphi^*=6,026$                             |
| 2        | Teenager girls – 2 <sup>nd</sup> group | 60                                   | ( $p \leq 0,01$ )                             |

**Pictures and drawings**

All pictures shall be compulsory included into the text of the article in respective places.

The picture shall be understandable, clear, inscriptions shall correspond to text content. If scans are used, scanned pictures shall be made in maximal scanning dimension.

All pictures and diagrams for printing journals shall be designed in black and white colors only.

Photos are submitted in undamaged condition. Minimal format of the photos is 800x600 px (size – no less than 1 Mb).

Authors are responsible for quality of pictures and diagrams.

***Title*** shall be typed below the picture.

Abbreviation “Fig.” and its corresponding number are typed in italics.

Title of the picture is not emphasized.

***Example:*** *Fig. 1.* Semantic area of role positions dynamics...

If there is a single picture in publication, it has number and its layout is the same.

All pictures shall be referenced in the text.

All inscriptions inside the picture shall be capitalized.

If a picture is referenced, it shall be abbreviated as “fig.”

***Example:*** Average response time in younger group is more than in elder (fig. 1).

All ***legends*** to illustrations (diagrams, graphs etc.) are given under *the picture* as follows.

***Example:***

*Pic. 1.* Schematic presentation of sociometric structure “Group with outsider: ----- - positive option;\*\*\*\*\* - negative option; 1, 2, 3, 4, 5 – moral consciousness development level”.

## **References to literature**

Any materials, theory, statement, study published earlier shall be compulsory followed by a reference to a source of literature.

For literature reference, *after-text references* are used (they are specified in references).

All sources included in references list shall be referenced in square brackets in text of the article.

Reference to literature source is typed after name or citation.

Reference to source is a number of the source in references only and is typed in square brackets.

**Example:** [5].

If *several sources* are referenced, number of sources are typed in square brackets with a semicolon between the sources.

The sources are enumerated in ascending order.

**Example:** [3;10].

In *citation* pages in brackets are typed after number of the source with a comma.

**Example:** [4, p.12].

In case of *citation from a foreign source* it is necessary to check translation of the citations thoroughly. A separate file containing all citations in foreign languages and their translations shall be included into materials.

#### **4.4. Reference list and transliteration**

Information on sources (after text references reference) shall be specified due to Russian State Standard GOST 7.0.5 – 2008.

Cited literature is listed at the end of the article after Russian language part (“**Литература**”) and after English language part (“**References**”).

The heading “**Литература**” shall be left aligned and emphasized in bold. All sources (“**Литература**”) are given in a *numbered list*, in alphabetical order – first in Cyrillic, then in Latin letters. The sources are listed in original language. If

names of papers in foreign language are referred their capitalized and small letters shall remain as in the origin.

During preparation of References list in Latin letters, Russian sources shall be *transliterated*, and foreign sources shall comply with transliteration requirements.

The heading “**References**” shall be left aligned and in bold. All transliterated sources are referred in numbered list in the same sequence as in «**Литература**» list.

To obtain a transliterated list of references please make use of online transliteration service from Russian language into Latin letters available at <https://antropophob.ru/utility-i-prochie-melochi/16-transliteratsiya-bsi> (BSI format).

Each reference shall be supplemented by translation of titles (of article, monography, journal, conference, place of publication), which shall be given in square brackets after transliterated parts of reference. Correct punctuation between reference components is important (space, comma, point, colon, dash).

Translation of title of article, book, collection and journal into English shall be given in square brackets. Attention shall be paid to the following in preparation of transliterated reference:

When using transliteration service (BSI format) the sign “//” shall be removed from transliterated version of reference and replaced by point;

Place of publication shall be referred in full. E.g. Moscow instead of M.;

When using transliteration service (BSI format) number of pages in form of “s” (123 s.) shall be removed from transliterated version and replaced by “p” (123 p. – if total number of pages in the source is specified) or pp. (pp. 23-25 – if an interval of pages of the article in journal or collection of articles is specified);

If publishing house is translated into English, “Publ.” shall be used.

***Names and initials*** of authors shall be specified first (if a paper of one-three authors is referred):

Initials follow names and are not separated by a space from each other;

In enumeration of authors no comma is used between author's name and his/her initials, "&" sign is not used.

For papers of four authors or more, title of the paper is specified first and either all authors are referred to in information about responsibility or only first author (see example) or any other responsible person (editor, compiler) is referred to.

Example:

1. Handbook / Ivanov A.A. [et al.].

If a publication has a DOI index, it shall be specified.

DOI index search is performed through a special form ***Free DOI Lookup***, no registration is required: <http://www.crossref.org/questquery>.

To check entire reference list of the publication you shall use a special form ***Simple Text Query Form***: <http://www.crossref.org/SimpleTextQuery>.

Step 1: Free registration required.

Step 2: Complete respective boxes with registration e-mail and reference list.

You should keep in mind that not all publications have DOI, because DOI is an identifier for electronic documents. E.g. printing books which have no electronic version do not have a DOI. Accordingly, if a cited paper does not have a DOI, its original bibliographic description shall be provided in reference list.

**Types of bibliography sources:**

[One-volume publication](#)

[Multi-volume publication](#)

[Article in book](#)

[Article in serial journal](#)

[Dissertation materials](#)

[Conference papers](#)

[Electronic sources](#)

[Documents](#)

[Remarks for DOI](#)

## Examples of references and their transliteration

### One-volume publication

1. *Асмолов А.Г.* Психология личности: Учебник. М.: Изд-во МГУ, 1990. 367 с.

*Reference transliteration:*

Asmolov A.G. Psikhologiya lichnosti: Uchebnik [Personality Psychology]. Moscow: MGU Publ., 1990. 367 p.

2. *Ахутина Т.В.* Нарушения письма: Диагностика и коррекция // Актуальные проблемы логопедической практики / Под ред. М.Г. Храковской. СПб.: Акционер и К°, 2004. С. 225–247.

*Reference transliteration:*

Akhutina T.V. Narusheniya pis'ma: Diagnostika i korrektsiya [Violations of the letter: diagnosis and correction]. In Khrakovskaya M.G. (ed.), *Aktual'nye problemy logopedicheskoi praktiki* [Actual problems of speech therapy practice]. Saint-Petersburg: Aktsioner i K°, 2004, pp. 225–247.

3. *Пиаже Ж.* Моральное суждение у ребенка: Пер. с фр. М.: Академический проект, 2006. 480 с.

*Reference transliteration:*

Piazhe Zh. Moral'noe suzhdenie u rebenka: Per. s fr. [The moral judgment of the child]. Moscow: Akademicheskii projekt, 2006. 480 p. (In Russ.).

4. *Ремшмидт Х.* Подростковый и юношеский возраст: Проблемы становления личности / Пер. с нем. Г.И. Лойдиной; под ред. Т.А. Гудковой. М.: Мир, 1994. 319 с.

*Reference transliteration:*

Remshmidt Kh. Podrostkovyi i yunosheskii vozrast: Problemy stanovleniya lichnosti [Adolescence and youth: problems of identity formation]. Gudkova T.A. (ed.). Moscow: Mir, 1994. 319 p. (In Russ.).

5. Нейропсихологическое обследование / Т.В. Ахутина [и др.] // Нейропсихологическая диагностика, обследование письма и чтения младших школьников / Под ред. Т.В. Ахутиной, О.Б. Иншаковой. 2-е изд. М.: Сфера; В. Секачев, 2012. С. 4–64.

*Reference transliteration:*

Akhutina T.V. [i dr.] Neiropsikhologicheskoe obsledovanie [Neuropsychological examination]. In Akhutina T.V. (eds.), *Neiropsikhologicheskaya diagnostika, obsledovanie pis'ma i chteniya mladshikh shkol'nikov* [Neuropsychological diagnosis, examination of writing and reading of younger schoolboys]. 2nd ed. Moscow: Sfera Publ.; V. Sekachev Publ., 2012, pp. 4–64.

## Multi-volume publications

6. Гуссерль Э. Логические исследования: В 2 т. Т. 2. М.: ДИК, 2001. 332 с.

*Reference transliteration:*

Gusserl' E. Logicheskie issledovaniya: V 2 t. T. 2. [Logical Investigations: in 2 vol. Vol. 2]. Moscow: DIK Publ., 2001. 332 p. (In Russ.).

7. Выготский Л.С. Собрание сочинений: В 6 т. Т.3. Проблемы развития психики. М.: Педагогика, 1983. 368 с.

*Reference transliteration:*

Vygotskii L.S. Sbranie sochinenii: V 6 t. T.3 [Collected Works: in 6 vol. Vol. 3]. *Problemy razvitiya psikhiki* [Problems of development of the mind]. Moscow: Pedagogika Publ., 1983. 368 p.

## Article in book

8. Ениколопов С.Н. Современный терроризм и агрессивное поведение // Психология и психопатология терроризма. Гуманитарные стратегии / Под ред. М.М. Решетникова. СПб.: Восточно-Европейский Институт Психоанализа, 2004. С. 181–193.

*Reference transliteration:*

Enikolopov S.N. Sovremennyi terrorizm i agressivnoe povedenie [Modern terrorism and violent behavior]. In Reshetnikov M.M. (ed.), *Psikhologiya i psikhopatologiya terrorizma. Gumanitarnye strategii* [Psychology and Psychopathology of Terrorism. Humanitarian strategy]. Saint-Petersburg: Vostochno-Evropeiskii Institut Psikhooanaliza Publ., 2004, pp. 181–193.

9. Лебедева Н.М. Теоретические подходы к исследованию взаимных установок и стратегий межкультурного взаимодействия мигрантов и населения России // Стратегии межкультурного взаимодействия мигрантов и населения России: Сб. статей / Под ред. Н.М. Лебедевой, А.Н. Татарко. М.: Изд-во РУДН, 2009. С. 10–64.

*Reference transliteration:*

Lebedeva N.M. Teoreticheskie podkhody k issledovaniyu vzaimnykh ustanovok i strategii mezhkul'turnogo vzaimodeistviya migrantov i naseleniya Rossii [Theoretical approaches to the study of the mutual attitudes and strategies of intercultural interaction of migrants and the population of Russia]. In Lebedeva N.M. (eds.), *Strategii mezhkul'turnogo vzaimodeistviya migrantov i naseleniya Rossii: Sb. statei* [Strategy intercultural migrants and the population of Russia]. Moscow: RUDN Publ., 2009, pp. 10–64.

## Article in serial journal

10. Карпов А.В. Эксперимент в исследованиях процессов принятия решения: Проблемы и перспективы // Экспериментальная психология. 2013. № 2. С. 5–18.

*Reference transliteration:*

Karpov A.V. Eksperiment v issledovaniyakh protsessov prinyatiya resheniya: Problemy i perspektivy [The experiment in the study of decision making process: Problems and prospects]. *Eksperimental'naya psikhologiya* [Experimental Psychology], 2013, no. 2, pp. 5–18. (In Russ.; abstr. in Engl.).

11. Дубровина И.В. Идеи Л.С. Выготского о содержании детской практической психологии [Электронный ресурс] // Психолого-педагогические исследования. 2013. № 3. URL: <http://psyedu.ru/journal/2013/3/3432.phtml> (дата обращения: чч.мм.гггг).



*Reference transliteration:*

Dubrovina I.V. Idei L.S. Vygotskogo o sodержanii detskoj prakticheskoj psikhologii [Elektronnyi resurs] [Ideas of L.S. Vygotsky on the content of children's practical psychology]. *Psikhologo-pedagogicheskie issledovaniya* [Psychological-Educational Studies], 2013, no. 3. Available at: <http://psyedu.ru/journal/2013/3/3432.phtml> (Accessed чч.мм.гггг). (In Russ., Abstr. in Engl.).

12. Кузнецов И.М. Мигранты в мегаполисе и провинции: Вариативность реализации интеграционного потенциала // Россия реформирующаяся: Ежегодник / Отв. ред. М.К. Горшков. Вып. 7. М.: ИС РАН, 2008. С. 270–275.

*Reference transliteration:*

Kuznetsov I.M. Migranty v megapolise i provintsii: Variativnost' realizatsii integratsionnogo potentsiala [Migrants in the city and the province: the variability of the implementation of the integration potential]. In Gorshkov M.K. (ed.), *Rossiya reformiruyushchayasya: Ezhegodnik. Vol. 7* [Russia reformed]. Moscow: IS RAN Publ., 2008, pp. 270–275.

13. Example of reference with 4 or more authors:

Инклюзивное образование в различных условиях интеграции / Э.И. Леонгард [и др.] // Инклюзивное образование / Ред. С.В. Алехина. М.: МГППУ, 2010. Вып. 1. С. 139–148.

*Reference transliteration:*

Leongard E.I. et al. Inklyuzivnoe obrazovanie v razlichnykh usloviyakh integratsii [Inclusive education in different conditions of integration]. In Alekhina S.V. (ed.), *Inklyuzivnoe obrazovanie* [Inclusive education]. Moscow, 2010. Vol. 1, no. 1, pp. 139–148.

## Dissertation materials

14. Иванов И.И. Структура и динамика интеллектуальных способностей: Дис. ... д-ра психол. наук. М., 2004. 370 с.

*Reference transliteration:*

Ivanov I.I. Struktura i dinamika intellektual'nykh sposobnostei. Diss. dokt. psikhol. nauk. [Structure and dynamics of the intellectual abilities. Dr. Sci. (Psychology) diss.]. Moscow, 2004. 370 p.

15. Петров И.И. Структура и динамика интеллектуальных способностей: Автореф. дис. ... канд. психол. наук. М., 2004. 370 с.

*Reference transliteration:*

Petrov I.I. Struktura i dinamika intellektual'nykh sposobnostei. Avtopref. diss. kand. psikhol. nauk [Structure and dynamics of the intellectual abilities. Ph. D. (Psychology) Thesis]. Moscow, 2004. 370 p.

## Conference papers

16. Алехина С.В. Инклюзивная образовательная практика как объект психолого-педагогических исследований // Материалы II международной научно-практической конференции «Инновационный потенциал субъектов образовательного пространства в условиях модернизации образования» (г. Ростов-на-Дону, 24–25 ноября 2011 г.). Ростов-на-Дону: ИПО ПИ ЮФУ, 2011. С. 155–163.

*Reference transliteration:*

Alekhina S.V. Inklyuzivnaya obrazovatel'naya praktika kak ob"ekt psikhologo-pedagogicheskikh issledovaniy [Inclusive educational practice as an object of psychological and educational research]. *Materialy Vtoroi Mezhdunarodnoi nauchno-prakticheskoi konferentsii "Innovatsionnyi potentsial sub"ektov obrazovatel'nogo prostranstva v usloviyakh modernizatsii obrazovaniya"* (g. Rostov-na-Donu, 24–25 noyabrya 2011 g.) [Proceedings of the Second International Scientific and Practical Conference "Innovation potential subjects of educational space in the modernization of education"]. Rostov-on-Don: IPO PI IUFU Publ., 2011, pp. 155–163.

## Electronic sources

17. Эльконин Д.Б. Избранные психологические труды [Электронный ресурс]. М.: Педагогика, 1989. 560 с. // Электронная библиотека МГППУ. URL: <http://psychlib.ru/mgppu/eit/EIT-001-.HTM> (дата обращения: 10.08.2013).

### Reference transliteration:

El'konin D.B. Izbrannye psikhologicheskie trudy [Elektronnyi resurs] [Selected psychological works]. Moscow: Pedagogika Publ., 1989. 560 p. *Elektronnaya biblioteka MGPPU* [Digital Library MGPPU]. URL: <http://psychlib.ru/mgppu/eit/EIT-001-.HTM> (Accessed 10.08.2013).

## Documents

18. Федеральный компонент государственного стандарта общего образования. Часть I. Начальное общее образование. Основное общее образование / Министерство образования Российской Федерации. М.: Институт новых образовательных систем, 2004. 221 с.

### Reference transliteration:

Federal'nyi komponent gosudarstvennogo standarta obshchego obrazovaniya. Chast' I. Nachal'noe obshchee obrazovanie. Osnovnoe obshchee obrazovanie [The federal component of state standard of general education. Part I. Initial general education. Basic education]. Ministerstvo obrazovaniya Rossiiskoi Federatsii (ed.). Moscow: Institut novykh obrazovatel'nykh sistem Publ., 2004. 221 p.

19. Федеральный государственный образовательный стандарт начального общего образования [Электронный ресурс] // Федеральные государственные образовательные стандарты. М.: Институт стратегических исследований в образовании РАО. URL: <http://standart.edu.ru/catalog.aspx?CatalogId=959> (дата обращения: чч.мм.гггг).

### Reference transliteration:

Federal'nyi gosudarstvennyi obrazovatel'nyi standart nachal'nogo obshchego obrazovaniya [Elektronnyi resurs] [The federal state educational standard of primary education]. *Federal'nye gosudarstvennye obrazovatel'nye standarty* [Federal state educational standards]. Moscow: Institut strategicheskikh issledovaniy v obrazovanii RAO. URL: <http://standart.edu.ru/catalog.aspx?CatalogId=959> (Accessed чч.мм.гггг).

## Digital Object Identifier (DOI)

Article from a serial journal, having a DOI:

Condray R. et al. Language comprehension in schizophrenia: Trait or state indicator? // *Biological psychiatry*. 1995. Vol. 38 (5). P. 287–296. doi:10.1016/0006-3223(95)00378-T

### Reference transliteration:

Condray R. et al. Language comprehension in schizophrenia: Trait or state indicator? *Biological psychiatry*, 1995. Vol. 38, no. 5, pp. 287–296. doi:10.1016/0006-3223(95)00378-T

Article from electronic serial journal, having a DOI:

Забродин Ю.М., Метелькова Е.И., Рубцов В.В. Концепция и организационно-структурные модели психологической службы образования [Электронный ресурс] // Психолого-педагогические исследования. 2016. Том 8. № 3. С. 1–15. doi:10.17759/psyedu.2016080301

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Zabrodin Yu.M., Metelkova E.I., Rubtsov V.V. Conception and Organizational and Structural Models of Psychological Service in Education [Elektronnyi resurs]. *Psikhologo-pedagogicheskie issledovaniya* [Psychological-Educational Studies], 2016. Vol. 8, no. 3, pp. 1–15. doi:10.17759/psyedu.2016080301. (In Russ., abstr. in Engl.)



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## Appendix

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## Appendix 1. MSUPE journal author's questionnaire

### SCIENTIFIC JOURNAL AUTHOR'S QUESTIONNAIRE

#### AUTHOR'S PROFILE



MOSCOW STATE  
UNIVERSITY  
OF PSYCHOLOGY  
& EDUCATION

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#### AUTHOR'S DATA

---

**Name, Surname**

**Academic degree**

**Academic Title**

**Place of work**

**City**

**Country**

**Position**

**Division/Department**

**Education – status**

**Education – organization**

E-mail

Skype

Phone (mob.)

Phone (add.)

**PUBLICATION INDICATORS OF AUTHOR**

Number of  
publications in the  
Web of Science

Total number of  
citations in the  
Web of Science

h-index Web of  
Science

Number of  
publications in the  
Scopus

Total number of  
citations in the  
Scopus

h-index Scopus

**PERSONAL PHOTO REQUIREMENTS**

Please, attach one personal photo with no additional people.

Format: .jpg, .jpeg, .png

**AUTHOR'S PHOTO IS ENCLOSED**      COMPLETION DATE \_\_\_\_\_

## **Appendix 2. Using style file**

### **Introduction**

Style file serves for facilitation of layout of the article submitted by the author with the publication purpose in MSUPE scientific journals.

Style file is in DOTX format and constitutes a Microsoft Word template with a layout model of the article, as well as styles, specific for layout of the articles accepted for consideration by MSUPE editors. Using the style file you should follow this guide and Rules of preparation, review and publication of manuscripts in MSUPE scientific journals.

### **Requirements to software**

You shall use Microsoft Word of Microsoft Office 2007 or newer version hereof in use of style file.

### **Work with style file**

To start working with style file, open it in Microsoft Word.

**ATTENTION:** own style files are developed for printed journals and for web (electronic) journals, because presentation of information about authors and fonts are different.

Style file contains metadata of article: title of article, information about authors, abstract, keywords etc., designed and placed due to the rules of editor. Some information, e.g. about source of financing is optional.

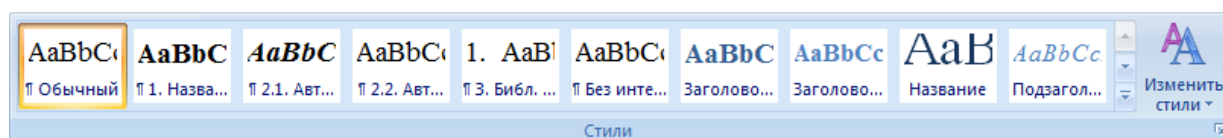
During preparation of the article, all demonstration data shall be replaced by actual data and unused optional data shall be removed. It is reasonable to replace information for each element consequently to avoid loss of format of the next elements. E.g. amending title of the article, you should not remove following information about authors and further elements.

Some details have their own format which is arranged with Microsoft Word express-styles. Express-styles applicable and specific for MSUPE journals have descriptive names and are consequently numbered as they follow in style file. Such styles among others are

- title of the article;
- information about authors (styles “Author- Full name” and “Author-information”);
- elements of references (Style References - list);

The styles above are applied on paragraph level. For the text which has no specificity of layout, standard style “Usual” is applied.

Microsoft Word express styles are represented in Home tab in Group Styles (Fig.1)



**Fig. 1 Express-styles collection**

Full name of express-style can be seen by appointing mouse at the style name in express-style collection; it will be prompted.

After layout completion, changes shall be saved in Microsoft Word DOCX format.

## Style file for article in printed journal

### The Organizational Model of Psychosocial Support of Substitute Families

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The article presents the results of a study of social anxiety and social anhedonia symptoms in adolescents from different social groups, depending on channels of communication with other people they prefer — face-to-face contact, social networking, smartphones, Skype and various sites on the Internet. The study involved 110 people from two Moscow colleges and orphanage. In this study we have used complex of four methods, one of which — “Questionnaire of the channels of social communication” — used for the first time. Based on these results it is concluded that the most common ways of communication in modern adolescents — face-to-face contact and social networks, which are used by them about equally often, however, the majority of adolescents prefer face-to-face contact to all other channels of communication. Adolescents who prefer face-to-face contact to all other ways of communications, are more prosperous in terms of the two questionnaires of social anxiety (scale of social avoidance and distress — SADS; Watson, Friend; brief scale of fear of social evaluation — BENE; Leary) and the scale of the social anhedonia (RSAS; Eckblad et al.) and ones who prefer to communicate in social networks have higher rates in all three questionnaires. It is suggested that the relationship between social anxiety and the frequency of use of social networking is not direct, but mediated by avoiding face-to-face contact. The mechanism of anxiety response leads to amplification of avoidance of face-to-face contact in everyday social situations and further strengthen of social anxiety.

**Keywords:** preschool, child.

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PSYEDU.ru. 2013. № 3. URL: [http://psyedu.ru/journal/2013/3/ot\\_redaktora.phtml](http://psyedu.ru/journal/2013/3/ot_redaktora.phtml) (дата обращения: 11.04.2015).

# The Organizational Model of Psychosocial Support of Substitute Families

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