

The Rules for English Articles Submission to "Journal of Information Technologies and Computing Systems" (Informacionnye tekhnologii i vychislitel'nye sistemy)

I. General Provisions

1. The Editorial Boards of the "Journal of Information Technologies and Computing Systems" accept articles which have not been published previously in any print editions or in electronic form on the Internet. The submitted articles should contain the results of researches, definition of problems, comparison with the available methods of problems solution of the given class and must reflect the advantages of the author's method.
2. Publication of article submitted by the author(s) must not violate regulations of chapters 69, 70, section VII, part IV of the Russian Federation Civil Code which specify the rights to the results of intellectual activity and means of individualization, including copyrights. Responsibility for violation of the Russian Federation Civil Code concerning copyrights, in case of making claims to the Editorial Board of the journal, rests upon the authors of the articles.
3. When working on an article, authors must comply with the ethical principles outlined in the «Publication Ethics» section of the journal's website.
4. Submitting an article to the Editorial Board, the authors retain their ownership rights for this article, but transfer the non-exclusive rights for article publication in Russian (or the article language, if it is not Russian) to the Founders and the Editorial Board of the journal, for its translation into English, and also for its distribution in Russia and abroad.
5. After an article have been accepted for publication by Editorial Board, each author should submit there fulfilled and signed "License Agreement for transfer of non-exclusive rights for using of the article", text of which is available online at the journal's website, in the Section "For Authors", within 5 working days from the moment of obtaining the above information. License Agreement can be presented in paper (2 copies) or electronic form (the scanned copy of the completed and signed document) by e-mail to the address of the Editorial Board of the journal which is given in item 25 of these Rules.
If License Agreements are not submitted from all the authors of the article, then according to the legislation of the Russian Federation, the publication of this article in the journal is impossible.
6. The Editorial Office of the journal conducts reviewing of the submitted articles in accordance with accepted in the journal procedure which presented on the journal's website. The solution of the Editorial Office on publication or deviation of the article is reported to the author responsible for correspondence with the editorial office by e-mail. Discussions concerning the rejected articles are not conducted.
7. If there are no staff of the FRC CSC RAS among the Russian authors of the article, an expert opinion must be attached to the article, in addition to the License Agreements, stating that the submitted article does not contain information that falls within the scope of the List of information constituting a state secret (Article 5 of the Law Of the Russian Federation "On state secrets"), do not refer to the List of information approved by the Decree of the President of the Russian Federation of November 30, 1995 № 1203, is not subject to classification and can be published in the open press. The expert opinion must be signed by the head of the organization and certified by the organization's seal.
8. Publication of articles in journal "Journal of Information Technologies and Computing Systems" is free of charge. The authors don't get the fees.
9. Materials submitted to the Editorial Board in any form will not be returned.
10. The editorial board conducts all correspondence only with the corresponding author. The responsibilities of the corresponding author include:
 - informing all co-authors of the manuscript about all editorial messages;
 - collecting the License Agreements from all co-authors of the article and sending them to the editors in accordance with clause 5 of these Rules (at the request of the editors);
 - for Russian authors who are not employees of the FRC CSC RAS, preparation and submission of an expert opinion regarding the article in accordance with clause 6 of these Rules (at the request of the editor).
- 11 The editorial board does not enter into discussions with anyone about rejected articles. Returning a manuscript for revision does not mean its acceptance for publication. The author has the right to send a revised version, taking into account the comments for an additional review round within two months from the date of receipt of the review, or contact another publication, informing the editorial board about it.

12. In the revised version, all changed fragments of text, including formulas, should be highlighted in color or in another clearly visible way from the set of options provided by the Word text processor, which can be easily removed during editing. In the absence of such a selection, the revised manuscript will not be sent to the reviewer. The revised version of the article should be accompanied by the authors' reply to the reviewer's comments in the form of a separate file named "Reply to the reviewer's comments".

If a properly revised article has not been received by the editorial office within the time period indicated above, then after a one-time reminder to the author, it is removed from the editorial portfolio.

II. Requirements for Article Typesetting

13. Articles should not exceed 40 000 characters (with spaces) and no more than 20 pages of the A4 format including equations, formulas, tables, figures, and charts.

14. An article is submitted to the Editorial Board in electronic form, in the Microsoft Word formats (*.doc, *.docx) only, and sent by e-mail in the form of a single file (see item 21 of these Rules) to the Editorial Board address stated in item 23 of these Rules. Paper version of an article is not required.

15. Article text, all figures and tables are submitted **only in black-and-white version**.

16. Times New Roman font should be used for typesetting. Font size – 11, line spacing – 1.5. Pages parameters: top – 3.6 cm; bottom – 3.6 cm; left – 2.5 cm; right – 2.5 cm. Left paragraph indent – 0.5 cm. Text alignment is justified. It is unacceptable to use manually placed shifts, double and triple spaces, and intervals compressions in the text. First line indents in the text paragraphs should be set automatically, not by using the space character.

17. Necessary meaningful emphases in the text can be made using bold and italic styles.

18. Such sections as introduction, conclusion and references must not be numbered (see an example in the Appendix 1 to these Rules).

19. When writing an article you should use only generally recognized abbreviations and acrobymys, new ones you can use only in case of sufficient grounds. Non-standard abbreviations and acronyms are defined at their first use and remain invariable throughout the whole text.

20. The equations and formulas which do not demand special mathematical characters should be printed in Microsoft Word format. You should type other formulas only using Microsoft Equation 3.0 or MathType equation editors and stick to a single consistent style throughout the whole document.

21. Tables should have consecutive numbering through the whole article . All tables should have captions. Tables are directly inserted in the text and should be formatted in the same way as normal text.

22. Figures should have consecutive numbering through the whole article. All figures should have captions. They should be grouped (i.e. figures should not "break-up" when displacing or formatting). Figures, schemes, photos, etc. are submitted in the following formats: *.tif, *.gif, *.jpg. Figures are to be clear, sharp, and suitable for reproduction. Whenever possible, it is necessary to avoid using figures and tables with landscape page orientation. Maximum size of the figure should not be more than 16.0 cm (width) x 20.0 cm (height).

The Editorial Board has the right to request from the author(s) submission of figures, equations, formulas, and tables in the form of separate files.

23. English article should cover materials which are to be submitted in the file form (**file title: corresponding author's first name and last name, file**) containing information arranged in the following order:

1) article title is in the center of the sheet (no more than 10 words);

Article title should reflect the considered problem in short, exact form and be informative.

2) initials and the last name of the author(s) are lower in the center;

If all authors of the article have the same affiliation, then below is the full name of the organization, city and country.

If the authors have different affiliation, or have several affiliations, then after the full name of each author, a superscript index of this author's affiliation to the organization is placed in Roman numerals. The same index number corresponds to all employees of the same organization (i.e. to all authors with the same affiliation).

Below is the legend for each Roman numeral of the index, i.e. an indication of the full name of the organization, city and country (see Appendix 1)

3) abstract (author's summary);

The abstract should be informative, laconic, with convincing formulations. It should reflect the main contents of the article and the research results. An abstract is treated as an

independent source of information about the article. Abstract size - no more than 250 words written in the form of a single paragraph. Inclusion of formulas, equations, charts, tables, figures, reductions, acronyms and abbreviations in the summary is not allowed.

4) keywords;

It is recommended to use keywords from International thematic thesauri for scientific and technical literature. There should be no more than 10 keywords.

5) full article text in English;

6) list of references entitled "References". There should be no more than 50 references.

References to literature in the article text are numbered in square brackets and located in the list of references in order of first mention. All titles in the reference list must be cited in the text.

Directly quoted text is enclosed in quote marks. In this case, besides the source number in square brackets there is a specification of a page number: [9, p. 6]. If there are multiple references in the square brackets, they are separated by semicolons.

7) Information about the author(s)

Information about the author(s) should contain the following about each author of an article:

- Full name (including last, middle, and first name(s));
- Work position and title, full work address
- Academic degree and rank
- E-mail address

In case of several authors it is necessary to appoint the author responsible for correspondence with the Editorial Board.

An example of article formatting is given in the Appendix 1 to these Rules.

24. If the submitted material is missing some information or issued incorrectly, the article can be rejected or returned for revision.

25. All questions regarding the publication of materials in the "Journal of Information Technologies and Computing Systems" should be directed to the following addresses:

9, 60-letiya Oktyabrya prospect, Moscow, 117312, Russia,
Institute for Systems Analysis FRC CSC RAS;

website address: <http://www.jitcs.ru/>

e-mail: itvs@isa.ru

Managing editor: L.S. Shibayeva, tel. 8-499-135-24-33, 8-926-490-87-87

26. When sending letters and files by e-mail follow the Rules:

- in the subject field it is necessary to mention a full name of the corresponding author
- electronic version of an article should contain the file with materials submitted in accordance with item 23 of these Rules.

Example of article typesetting

Analysis of a problem Calculations (no more than 10 words)

A.A. Ivanov^I, V.V. Petrov^{II}, B.B., B.B.Sidorov^{II}

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Moscow, Russia

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Abstract. The work proposed approaches to research and decision...(no more than 250 words)

Keywords: methodology, information support, ... (no more than 10 words)

Introduction

Now perspective approach to increase an efficiency

1. Modern means and technologies ...

Now a large number of resources and technologies is created

2. Structure of methodology of information support ...

The uniform methodological base offered in work ...

Conclusion

In work the perspective of providing regional is investigated ...

References (no more than 50 references)

See Appendix 2 to these Rules

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B.B. Sidorov.....

Examples of English references typesetting in the list of References**Description of article in journal:**

Zagurenko, A.G., V.A. Korotovskikh, A.A. Kolesnikov, A. V. Timonov, and D. V. Kardymon. 2008. Tekhnikoekonomicheskaya optimizatsiya dizayna gidrorazryva plasta [Technical and economic optimization of the design of hydraulic fracturing]. *Neftyanoe hozyaystvo* [Oil Industry] 11:54–57.

Zhang,Z., andD.Zhu. 2008. Experimental research on the localized electrochemicalmicromachining. *Rus. J.Electrochem.* 44(8):926–930. doi:10.1134/S1023193508080077.

Description of article in electronic journal:

Swaminathan, V., E. Lepkoswka-White, and B. P. Rao. 1999. Browsers or buyers in cyberspace? An investigation of electronic factors influencing electronic exchange. *JCMC* 5(2). Available at: <http://www.ascusc.org/jcmc/vol5/issue2/> (accessed April 28, 2011).

Description of article in continued publication (collection of works):

Astakhov, M. V., and T. V. Tagantsev. 2006. Eksperimental'noe issledovanie prochnosti soedineniy "stal'-kompozit" [Experimental study of the strength of joints "steel-composite"]. *Trudy MGTU "Matematicheskoe modelirovanie slozhnykh tekhnicheskikh sistem"* [Bauman MSTU "Mathematical Modeling of Complex Technical Systems" Proceedings]. 593:125–130.

Description of conference proceedings:

Usmanov, T. S., A.A. Gusmanov, I.Z. Mullagalin, R. Ju. Muhametshina, A.N. Chervyakova, and A. V. Sveshnikov. 2007.

Osobnosti proektirovaniya razrabotki mestorozhdeniy s primeneniem gidrorazryva plasta [Features of the design of field development with the use of hydraulic fracturing]. *Trudy 6-go Mezhdunarodnogo Simpoziuma "Novye resursoberegayushchie tekhnologii nedropol'zovaniya i povysheniya neftegazootdachi"* [6th Symposium (International) "New Energy Saving Subsoil Technologies and the Increasing of the Oil and Gas Impact" Proceedings]. Moscow. 267–272.

Description of books (monographs, collected articles):

Lindorf, L. S., and L.G. Mamikonians, eds. 1972. *Ekspluatatsiya turbogeneratorov s neposredstvennym okhlazhdeniem* [Operation of turbine generators with direct cooling]. Moscow: Energy Publs. 352 p.

Latyshev, V.N. 2009. *Tribologiya rezaniya. Kn. 1: Friksionnye protsessy pri rezanii metallov* [Tribology of cutting. Vol. 1:Frictional processes in metal cutting]. Ivanovo: Ivanovskii State Univ. 108 p.

Description of unpublished document:

Latypov, A.R., M.M. Khasanov, and V. A. Baikov. 2004. Geology and production (NGT GiD). Certificate on official registration of the computer program No. 2004611198. (In Russian, unpubl.)

Description of Internet resource:

Pravila tsitirovaniya istochnikov [Rules for the citing of sources]. Available at: <http://www.scribd.com/doc/1034528/> (accessed February 7, 2011).

Description of dissertation or thesis:

Semenov, V. I. 2003. *Matematicheskoe modelirovanie plazmy v sisteme kompaktnyy tor* [Mathematical modeling of the plasma in the compact torus]. D.Sc. Diss. Moscow. 272 p.

Kozhunova, O. S. 2009. *Tekhnologiya razrabotki semanticheskogo slovaryaya informatsionnogomonitoringa* [Technology of development of semantic dictionary of information monitoring system]. PhD Thesis. Moscow: IPI RAN. 23 p.

Description of patent:

Bolshakov, M. V., A. V. Kulakov, A.N. Lavrenov, and M. V. Palkin. 2006. *Sposob orientirovaniya po krenu letatel'nogo apparata s opticheskoy golovkoy samonavedeniya* [The way to orient on the roll of aircraft with optical homing head]. Patent RF No. 2280590.