

Dear authors of “Science and Science of Science” journal,

When preparing articles to our journal, you are asked to present them according to these Rules.

Languages: Ukrainian and English.

1. UDC

The appropriate UDC must be indicated by the article author(s).

2. AUTHORS’ DETAILS.

The following details must be provided: initials and surname, scientific degree, position, place of job and address (street with building number, city, postal code, country), e-mail (official personal e-mail is desirable), author’s identifier (preferably ORCID) in form of the full online address. Name of department or cathedra where author(s) works, need not be given.

In case of several authors, a contact person for communicating with the editorial board needs to be indicated: name (in full) and surname, phone number and e-mail.

Examples of formatting author details:

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3. ARTICLE'S NAME

It must be formulated in a clear and informative manner (so as it could be easily comprehensible what exactly is going to be discussed), in the scientific style, using not more than 10 to 11 words. It must correspond to the article content. It should not contain abbreviations or other shortened forms of words.

It must be aligned left.

4. ABSTRACT AND KEYWORDS

The abstract must present a clear and summarized text, without non-informative statements (general phrases) and *emotional coloring*.

Duplications of sentences from the article text in the abstract is not acceptable.

Each statement in the abstract must be logically consistent with the previous one.

References to literary sources are not permitted in the abstract. Shortened forms of words or abbreviations (except for units of CI system or commonly used abbreviations) should be avoided.

The abstract needs to provide the following general information to a reader:

1. Subject for analysis, topicality and/or novelty of the research theme.
2. Research objective and article objective.
3. Research methods.
4. Sources used for research.
5. Short description of produced results.
6. Main conclusions.

The abstract volume, together with keywords, must be from 1800 to 2500 symbols.

Authors must submit the ABSTRACT text and AUTHOR DETAILS in English (irrespectively of the article's language).

When an article is written in Ukrainian, its authors must provide its text in English.

When an article is written in ENGLISH, the Ukrainian translation of the abstract and author details should be provided, if the authors are capable of doing so.

It is desirable that, whenever possible, the abstract and author details be given also in Russian (this information will be posted only on the journal's website).

Keywords: five to ten words / word combinations must be given below the abstract in all the languages in which the abstract is presented. *The set of keywords* (word combinations) must conform with the article text, reflect the research theme, and enable for its thematic search in the virtual space.

5. ARTICLE STRUCTURE

A RESEARCH article must be structured as follows:

1. **Introduction** (highlighting the topicality of the selected theme or research, with substantiating the need in addressing a certain problem, problem setting, and problem novelty)
2. **Literature review** (with focus on studies accomplished in the latest five years. A brief description of the authors' developments in the research problem should be given, if available)*
3. **Novelty of problem setting and/or produced results** (their distinction from earlier research on the theme, with elaborating on the authors' contribution)
4. **Article objective****
5. **Research methods and sources**
6. **Results and their discussion**
7. **Conclusions and prospects for future research**

The structure of PROBLEM-ORIENTED THEORETICAL, REVIEW OR METHODOLOGICAL articles may differ from the above given one. These articles must contain the detailed authors' contribution (novelty).

REVIEW and CHRONICAL articles must contain clearly formulated subject of review and significance of the theme.

Literature review* must highlight main statements of earlier research and publications pertaining to an addressed problem, with making emphasis on unsolved aspects of a broader problem explored in the article.

A *review article*, intended as analysis and summing up of the results of topical works (articles, monographs or reports issued in recent years), should highlight the topicality and novelty of an addressed research problem, with providing insights into the authors' attempts to solve it, comparing results produced by various researchers, and showing prospects of its solutions.

However, in review, problem-oriented and research articles, the literature review *should not be confined to the sources published in the country where the author works* (as a problem needs to be explored from global perspective).

The authors need to avoid: unreasonably large lists of references containing sources not directly concerned with a research theme; citations of irrelevant text fragments taken from other publications.

When preparing the literary review, an author can use own publications (although in a small portion in the total number of sources) with making references to them. It is desirable that the literary review be finished by highlighting issues not solved before and substantiating the need to continue research on the selected subject.

Article objective** is not similar to research objective. An article is intended to present results of one's research by way of publishing. It follows that "the article objective is to present/formulate/highlight the results..."; "the article objective is to publish the results of assessment..."; "the article objective is to show / sum up..."; "the article objective is to update/summarize...", etc.

6. TEXT, TABLES, GRAPHS, FORMULAS, PHOTOS, CONCLUSIONS

The article text must be printed in Word for Windows. It shall be sent as a separate file named by the first author surname ("Ivanenko-Text").

***Illustrative material* (figures, diagrams, tables, graphs, etc.) must be presented in the article text according to the first reference, with each illustration provided as a separate file in its original format.**

Figures, tables and information in the text must not duplicate each other.

All the illustrative material must have references in the text.

Tables must be compact, they must have names and serial numbers according to their references in the text, and be constructed in Word or Excel. Notes to tables must be placed under them. All the abbreviations (except for commonly used ones and units of SI system) inside the tables must be decoded.

For example:

Note: NO – number of recipient organizations..., STA – science and technology activities, R&D – research and development.

Graphic material (figures: graphs, diagrams, photos) must be of good quality and discernibility, all the illustrations must have names and numbering (Figure 1. Structural diagram...).

Personal photos, book covers (especially in chronological material) **do not need numbering**. These photos must have names put under them, with indicating their origin in brackets (archives, author's own archives, Internet sources, etc.).

Highly structured figures should be simplified, to show only what is really necessary.

Graphs and diagrams should not be overloaded by legends; all the required explanations and decoded symbols need to be placed in the notes.

The language of legends in figures must correspond to the one of *the article text*.

The size of figures must not exceed the size of printed page (sheet) of the journal given good readability of all the symbols and legends within the figure margin (i. e. the maximal size is 126 × 208 mm).

Using screenshots for article illustration is **not acceptable**.

All the illustrative material must be numbered in order of reference in the text and provided as separate files together with the text file (named as the file name plus the number of table/figure). This material with the resolution not less than 300 dpi needs to be saved and provided together with the article file in *.jpg, *.tif, or *.eps format.

Each figure, table, photo, etc. must have the **information source** (input data, original source, author's update, etc.). For example:

Source: constructed by the author by data of the State Statistics Service of Ukraine (URL: (last accessed: XX.XX.XXXX))

Source: [13, 18].

Source: Google Maps. URL: (last accessed: XX.XX.XXXX)

Source: [10, p. 49].

Source: author's development.

Source: constructed by the author on the basis of data [7] and own calculations.

If a photo is taken from open Internet sources, this must be indicated in brackets: (*Source:* https://.... (last accessed: XX.XX.XXXX)).

Formulas must be printed in the formula application *Microsoft Equation*.

Footnotes in an article must be given page by page **with the sequential numbering** (1, 2, 3...). But presentation of too large scopes of information in footnotes should be avoided; they can be used for providing details of unpublished information (e. g. information is obtained in discussion with I. Ivanov; information is given in an unpublished analytical note); it can be author's reflections not directly concerned with the research subject (if necessary), or information about additional data sources for ones who may be interested in it, etc.

7. REFERENCES

When a source has several editions, the latest one is desirable; when several versions of an edition in various languages are available, preference should be given to the English edition or a source published openly in other language of OECD countries.

Numbering of the sources referred to in an article must be sequential, in order of the first mention of a source in the text (i. e. beginning with “1”).

References in the text must be given in square brackets, with reference numbers corresponding with the numbers in the list of references.

In case of **direct** citation (reproduction of the cited author’s text), the text must be presented as a citation, in quotation marks, with indicating a serial number of a cited source and page(s) of citation.

Large citations, longer than 500 symbols (with intervals), need to be avoided.

When an author cites a piece of text which original exists only in other language, it is necessary to indicate who have made the translation (translated by the author; translated by I.I. Ivanov; unofficial translation of P.P. Petrenko; unofficial translation taken from the website...; etc.). This information can be given in a footnote.

In case of **indirect** citation (free retelling of material), its reference may or may not contain citation pages.

A reference to **unpublished material (reports, theses, analytical reports)** is impermissible. A possible exception can be sources available in open access given that an online source is indicated in the list of references.

References to manuals or online sources of non-scientific nature, on legal and regulatory acts (laws, decrees, directives, agreements, conventions, orders, etc.), standards, archive documents, statistical databases are **UNDESIRABLE. IF NECESSARY, references to them must be given in footnotes, with the sequential numbering in the article text.** References to encyclopedias, glossaries or guidebooks should also be avoided.

References to certificates of authorship or patents must be given in the list of references.

References are a list of literature, composed in keeping with an international style of presentation of research publications, *APA* (American Psychological Association). The sources written in other than Latin script must be presented in English translation, with attaching the indication of original language (for example: [in Ukrainian]) and *DOI*, if available.

In the list of references:

Names of cities must not be abbreviated.

Publishing houses that have official abridged versions (Naukova dumka – Nauk. Dumka) must be indicated in abridged versions. Legal forms and other additions to publisher names must not be indicated. Publisher names must not be put in quotation marks.

Date of access (last accessed) in the list of references must be indicated, when it is simply a hyper-reference, irrespective of the source type. When **doi** is given (which is a stable reference to the global register), date of access need to be indicated.

Several examples of literature presentation

Book, monograph:

Dobrov G.M. (1989). *Science about science: the essentials of science studies*. 3rd ed., suppl. and revised. Kyiv: Naukova dumka [in Russian].

Article in a periodical edition:

Isakova, N.B. (2017). Potential and achievements of higher education research in Ukraine. *Science and Science of Science*, 2, 90–111. <https://doi.org/10.15407/sofs2017.02.090> [in Ukrainian].

Nicholas D. Social media use in the research workflow. *Information Services and Use*. 2011. No. 31(1). P. 61–83. <https://doi.org/...>

Nicholas D. (2011). Social media use in the research workflow. *Information Services and Use*, 31(1), 61–83. <https://doi.org/...>

Article in a scientific collection:

Luhovyi, V., Sliusarenko, O., & Talanova, Zh. (2017). Academies and universities: the dichotomy of the global research area. Proceedings from: *International Symposium “International and National Scientific Organizations: A Factor for Building up the Global Scientific Community”*, pp. 184–200. Kyiv: Nash format [in Ukrainian].

Article online:

Hryshchenko, O.F. (2012). Investigation of the problem: place and role in the development and adoption of innovative marketing solutions. *Effective economy*, 7. URL: <http://www.economy.nayka.com.ua/?op=1&z=1289&p=1> (last accessed: XX.XX.XXXX) [in Ukrainian].

IMPORTANT: online addresses of references must be correctly written in a way enabling to download the referred source, with indicating date of access (“last accessed”) after online addresses.

If an article has doi, its online address should not be given: doi should be put without date of access. Doi must be correctly written in a way enabling to download a referred article. Authors are required to check switchovers from doi when preparing the list of references.

Certificates of authorship and patents:

A. s. 1810306 USSR, MKI5 S 02 F 1/469. The method of demineralization of aqueous solutions. V.D. Grebenjuk, N.P. Strizhak, V.V. Goncharuk, A.O. Samsoni-Todorov, A.V. Grechko. No. 4934753; stated. 08.05.91; published 23.04.93, Bulletin No. 15.

Online sources:

Periodicals:

Pererva, P.H., & Tkachova, N.P. (2011). Synergetic effect of benchmarking of competitive advantages. *Marketing and Management of Innovations*, 4 (1), 55–66. URL: http://mmi.fem.sumdu.edu.ua/sites/default/files/mmi2011_4_1_55_66.pdf (last accessed: XX.XX.XXXX) [in Ukrainian].

Books:

Illiashenko, S.M., & Shypulina, Yu.S. (2007). *Product innovative policy*. Sumy: Universytetska knyha. URL: <http://lib.sumdu.edu.ua/Books/1539.pdf> (last accessed: XX.XX.XXXX) [in Ukrainian].

Examples of formatting references ([download](#))

