**ENGLISH-LANGUAGE PAPER BLOCK PREPARATION**

We draw the attention of our authors that, in connection with the planned preparation of the journal for inclusion in the international databases, the bibliographic description and scientific citation of *Web of Science* and *Scopus* since 2014, the rules for the design of submitted manuscripts have been substantially changed. The main goal of the changes is to make the main provisions and conclusions of the papers published in the journal accessible to a broad foreign audience who does not speak Russian. The English abstract of the paper (Abstract) and the list of references used by the author (References) are of particular importance now, because it, and not the text of the paper itself, is reflected in the Scopus and Web of Science systems. In its content and informative Abstract and References should draw the attention of foreign readers to the topic of the paper. Accordingly, it is in the author's interest to carefully approach the preparation of these paper blocks and ensure its highest quality.

The English-language part of the paper is prepared on the next page, immediately after the Russian-language list of literature and includes:

* ***Title***, translated from the Russian language. In translation of the title of the papers into English there should not be any transliteration from the Russian language, except untranslated proper names and other objects having its own names; untranslatable slang, known only to Russian-speaking specialists, is also not used. This also touches on the author's annotations and keywords;
* ***Affiliation***.

For each author the following information is indicated:

* **family** name and first letter of the **name** and **patronymic**,
* degree,
* rank,
* position,
* e-mail,
* address [the official name of organization, which the author represents, the full postal address of organization (including the street name, city, postal code, country)].

To indicate the degree, rank and position, the following reference [materials](https://journals.nstu.ru/files/2_4/affiliation.doc) should be used;

* ***Abstract*** should include at least 250 words, it is recommended to follow the chronology of the paper, use the English-language special terminology, not include non-essential details and use an active voice rather than passive one, avoid complex grammatical constructions (not applicable in scientific English);
* ***Keywords***;
* ***References***. Reference to the sources in the English-language list should coincide with the references presented in the Russian-language list of used literature.

A list of **all** the literature used in the paper is given in **Latin** (sources in English, French, German, and other languages – in the original, Russian sources need to be translated (the rules of translation see below)). For automatic transliteration into the **Latin** it is recommended to use [http://translit.ru](http://ru.translit.net/?account=bsi) (transliteration standard – BSI, pre-transliteration setting).

* ***Funding*** (grants, if necessary).

Attention! Authors are not allowed to provide translations of papers headings, abstracts, keywords and information on the sources of funding prepared with the help of electronic translation systems (errors and incorrect translation will be rejected).

**Rules for preparation a list of literature in the English-language block[[1]](#footnote-1)**

Lists of literature in Russian journals include a wide variety of Russian-language sources: journals, conference proceedings, collections, monographs, patents, dissertations, reports, laws, regulations, etc. Therefore, there are constant questions about how to prepare descriptions for these publications for *References*.

To prepare a description of these types of documents, it is necessary to take into account the fact that these publications are not available in the system and are not intended to establish the correspondence between publications and references to it. However, it should also be necessarily represented in the Roman alphabet. Therefore, its descriptions can be made rather short. The exception is translated books, mostly monographs.

If one prepares links in *References* with an understanding of the purpose of its presentation in the system, then there are a number of rules, obey which one can get the maximum number of publication-related links in the journal. Such rules include:

1) a description of a translated version of a journal, which is likely to be or has already been submitted to Scopus should be presented in *References* instead of its Russian-language ones;

2) since it is known that the descriptions of citations included in foreign citation indexes and other publications databases are given by its English block, in the most ideal case, in *References* it is possible to include the translated title of the paper in the form indicated in the journal (and then in database). In this case, the transliteration of the paper title is not required, but the language of publication (**in Russian**) is indicated in round brackets after its description;

3) a description of an original version of the book (monograph) should be presented in *References* instead of its translated publication because citation indexes increasingly include books in its resources, including *Scopus*. A translated version can also be described as additional information (in round brackets). See the example below;

4) it is prohibited to present only transliterated (without translation) description in *References*, since it makes such description completely unreadable. Therefore, if it is necessary to shorten the description, it is better to give its translation description with the indication in round brackets (**in Russian**). This refers more to anonymous works: legislative, normative documents, as well as to patents, dissertations, reports and other documents not typical for citation indexes;

5) in the description of publications without authors (collected papers, multi-authored monograph) it is allowed to write one or two editors instead of authors;

6) for unpublished documents, it is possible to make the shortest name with an indication in brackets (**unpublished**), if it has authorship (to account for the author's references), or simply **“Unpublished Source”** or **“Unpublished Report”**, etc., if there is no authorship in the document;

7) since Russian-language sources are difficult to identify by foreign experts, it is recommended to italicize the original source name, as in most foreign standards;

8) if the described publication has doi, it should be indicated in the *References*, since this identifier is the most accurate source of information about the paper and a link with publication is made on it;

9) it is undesirable to make arbitrary abbreviations of source names in the references. This often leads to a loss of link, since the name may not be identified.

10) all major publishing imprint (in the descriptions of the journal: volume, number, pages; in the descriptions of the books: the place of publication – the city, the publishing house (except proper name of the publishing house, it is transliterated)) should be presented in English.

11) in the descriptions of Russian-language textbooks and teaching aids it is not necessary to indicate the type of publications. This information in the references is redundant.

12) the publications imprint in the references (papers, books) should indicate the number of pages of publication: the range of pages in the publication is indicated by “pp.” before the pages; the number of pages in the full edition (book) is indicated as “p.” after the number of pages;

13) the translation of the paper title or the source is taken in square brackets; round brackets are sometimes used, however, if square brackets are used for other purposes in the descriptions of publications, round brackets may have a different use, so using it may cause confusion in the descriptions;

14) one publication is described in the *References* once only, no matter how many times the source is mentioned in the text of the publication;

15) if the book in the *References* is described in its entirety, then the full volume of the publication should be indicated in the bib-bipisation, regardless of which pages of the publication were cited in the text; exceptions are cases where separate chapters are used from the book; In this variant, the description of the chapter is given in the list of references, with the indication of pages "from-to."

16) use the system of automatic translation of Cyrillic alphabet into the Roman alphabet; do not do transliteration manually. This will avoid transliteration errors.

For the transliteration of Russian words, it is advisable to use the site: <http://translit.net/>

One need to enter the **Translit.net** program, turn on the Russian language, select the variant of the **BSI standard** (British Standard Institute), insert the text of the link in Russian into the required field and click **“to translit”**.

The last two paragraphs of the “rules” refer to the process of writing bibopanies in general. Some examples of links to different types of publications are presented below.

**Journal paper description:**

Atapin V.G., Skeeba V.Yu. Chislennoe modelirovanie beskarkasnykh arochnykh pokrytii [Numerical simulation of frameless arched covers]. *Obrabotka metallov (tekhnologiya, oborudovanie, instrumenty)*=*Metal Working and Material Science*, 2012, no. 4(57), pp. 23–27.

Kiselev E.S., Unyanin A.N., Kurzanova Z.S., Kuznetsova M.A. Sovremennye smazochno-okhlazhdayushchie zhidkosti [Modern coolants]. *Vestnik mashinostroeniya - Russian Engineering Research*, 1996, no. 7, pp. 30-34.

**Electron journal description:**

Swaminathan V., Lepkoswka-White E., Rao B.P. Browsers or buyers in cyberspace? An investigation of electronic factors influencing electronic exchange. *Journal of Computer- Mediated Communication*, 1999, vol. 5, no. 2. Available at: http://www. ascusc.org/ jcmc/vol5/ issue2/ (Accessed 28 April 2011).

**If the paper has a DOI – be sure to specify it!**

**Paper with DOI description:**

Abul’khanov S.R., Goryainov D.S., Skuratov D.L., Shvetsov A.N. Formation of the surface layer in diamond smoothing. *Russian Engineering Research*, 2015, vol. 35, iss. 2, pp. 147-149. doi: 10.3103/S1068798X15020033

Ding H.T., Shin Y.C. Laser-assisted machining of hardened steel parts with surface integrity analysis. *International Journal of Machine Tools and Manufacture*, 2010, vol. 50, iss. 1, pp. 106-114. doi:10.1016/j.ijmachtools.2009.09.001

**Serial paper description (collected works):**

Astakhov M.V., Tagantsev T.V. [Experimental study of the strength of joints "steelcomposite"]. *Trudy MGTU «Matematicheskoe modelirovanie slozhnykh tekhnicheskikh sistem»*[Proceedings of the Bauman MSTU “Mathematical Modeling of Complex Technical Systems”], 2006, no. 593, pp. 125–130. (In Russian)

**Proceedings description:**

Usmanov T.S., Gusmanov A.A., Mullagalin I.Z., Muhametshina R.Ju., Chervyakova A.N., Sveshnikov A.V. [Features of the design of field development with the use of hydraulic fracturing]. *Trudy 6 Mezhdunarodnogo Simpoziuma “Novye resursosberegayushchie tekhnologii nedropol'zovaniya i povysheniya neftegazootdachi*” [Proceedings 6th International Symposium “New energy saving subsoil technologies and the increasing of the oil and gas impact”]*.*Moscow, 2007, pp. 267–272. (In Russian).

**It is undesirable to leave only the translation name of the conference, since it is difficult to identify when trying to find these materials.**

Sen'kin A.V. [Issues of vibration diagnostics of elastic spacecraft]. *Problemy teotrii i praktiki v inzhenernykh issledovaniyakh. Trudy 33 nauchnoi konferentsii RUDN*[Problems of the Theory and Practice of Engineering Research. Proc. Russ. Univ. People’s Friendship 33rd Sci. Conf.]. Moscow, 1997, pp. 223-225. (In Russian)

**Description of the book (monographs, collections):**

Nenashev M.F. *Poslednee pravitel'stvo SSSR* [Last government of the USSR]. Moscow, Krom Publ., 1993. 221 p.

*Ot katastrofy k vozrozhdeniyu: prichiny i posledstviya razrusheniya SSSR*[From disaster to rebirth: the causes and consequences of the destruction of the Soviet Union]. Moscow, HSE Publ., 1999. 381 p.

Lindorf L.S., Mamikoniants L.G., eds. *Ekspluatatsiya turbogeneratorov s neposredstvennym okhlazhdeniem* [Operation of turbine generators with direct cooling]. Moscow, Energiya Publ., 1972. 352 p.

Kanevskaya R.D. *Matematicheskoe modelirovanie gidrodinamicheskikh protsessov razrabotki mestorozhdenii uglevodorodov* [Mathematical modeling of hydrodynamic processes of hydrocarbon deposit development]. Izhevsk, 2002. 140 p.

Izvekov V.I., Serikhin N.A., Abramov A.I. *Proektirovanie turbogeneratorov* [Design of turbo-generators]. Moscow, MEI Publ., 2005, 440 p.

Latyshev V.N. *Tribologiya rezaniya. Kn. 1: Friktsionnye protsessy pri rezanie metallov* [Tribology of Cutting, Vol. 1: Frictional Processes in Metal Cutting], Ivanovo, Ivanovskii Gos. Univ. Publ., 2009. 245 p.

Belousov, A.I., Bobrik, P.I., Rakhman\_Zade, A.Z. *Teplovye yavleniya i obrabatyvaemost' rezaniem aviatsionnykh materialov. Trudy MATI* [Thermal Phenomena and the Ease of Cutting of Aviation Materials: Proceedings of the Moscow Aviation Engineering Institute]. Moscow, Mashinostroenie Publ., 1966, no. 64.

*The last description is not complete. It is not clear whether the book as a whole (monograph), published in the series of works of the institute, is described, or this paper (in the description without the title of the paper). In this case, there is no indication of the pages. If it is the monograph, then total amount of pages should be indicated (235 p.), If it is a paper – a range of pages or one page should be indicated (pp. 220-222). However, in any case, this link will be found when searching for authors publications.*

**Translated book desription:**

Timoshenko S.P., Young D.H., Weaver W. *Vibration problems in engineering*. 4th ed. New York, Wiley, 1974. 521 p. (Russ. ed.: Timoshenko S.P., Iang D.Kh., Uiver U. *Kolebaniya v inzhenernom dele*. Moscow, Mashinostroenie Publ., 1985. 472 p.).

Brooking A., Jones P., Cox F. *Expert systems. Principles and case studies.* Chapman and Hall, 1984. 231 p. (Russ. ed.: Bruking A., Dzhons P., Koks F. *Ekspertnye sistemy. Printsipy raboty i primery.* Moscow, Radio i sviaz' Publ., 1987. 224 p.).

*If the original, by which the translation of the book was made, can be identified then it is useful to describe it as the main name, instead of the translation one. This variant of the description makes it possible to find the authors' publications in the real representation of their surnames, and the differences from the translated version (by all rules, when translating the description into the Latin alphabet, the names of the authors are transliterated, which significantly distorts its writing - the example above shows it well).*

*When it is not possible to reveal information about the original version of the book, or the translated version is, for example, a collection of several foreign publications, a translation edition should be used.*

**Unpublished document description:**

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

Pressure generator GD-2M. Technical description and user manual. Zagorsk, Res. Inst. of Appl. Chem. Publ., 1975. 15 p. (In Russian, unpublished).

**Internet resource description:**

Kondrat'ev V.B. *Global'naya farmatsevticheskaya promyshlennost'*[The global pharmaceutical industry]. Available at: http://perspektivy.info/rus/ekob/globalnaja\_farmacevticheskaja\_promyshlennost\_2011-07-18.html. (accessed 23.06.2013)

*APA Style* (2011). Available at: http://www.apastyle.org/apa-style-help.aspx (accessed 05.02.2011).

**Thesis work or synopsis of thesis description:**

Semenov V.I. *Matematicheskoe modelirovanie plazmy v sisteme kompaktnyi tor.* Diss. dokt. fiz.-mat. nauk [Mathematical modeling of the plasma in the compact torus. Dr. phys. and math. sci. diss.]. Moscow, 2003. 272 p.

Grigor'ev Iu.A. *Razrabotka nauchnykh osnov proektirovaniia arkhitektury raspredelennykh sistem obrabotki dannykh. Diss. dokt. tekhn. nauk* [Development of scientific bases of architectural design of distributed data processing systems. Dr. tech. sci. diss.]. Moscow, Bauman MSTU Publ., 1996. 243 p.

**All-Union standard description:**

*GOST 8.586.5-2005. Metodika vypolneniia izmerenii. Izmerenie raskhoda i kolichestva zhidkostei i gazov spomoshch'iu standartnykh suzhaiushchikh ustroistv* [State Standard 8.586.5 - 2005. Method of measurement. Measurement of flow rate and volume of liquids and gases by means of orifice devices]. Moscow, Standartinform Publ., 2007. 10 p.

**or**

State Standard 8.586.5-2005. Method of measurement. Measurement of flow rate and volume of liquids and gases by means of orifice devices. Moscow, Standartinform Publ., 2007. 10 p. (In Russian)

**Patent description:**

Palkin M.V., e.a. *Sposob orientirovaniiapo krenu letatel'nogo apparata s opticheskoi golovkoi samonavedeniia* [The way to orient on the roll of aircraft with optical homing head]. Patent RF, no. 2280590, 2006.

The description does not contain all the authors as it is given in the basic *References*. If one works with References in good faith, then he/she can find a patent and add authors

Inventor's Certificate should be done likewise.

**Anonymous documents description:**

Russian Pharmaceutical Market. Results of 2010. The Analytical Review. DSM Group, 2011. 74 p. (In Russian)

Current status of the Russian pharmaceutical industry and international experience. Materials for the working group of the Commission for Modernization and Technological Development of Russia's Economy. Available at: http://www.strategy.ru. (In Russian)

Code of Business Conduct of OJSC “LUKOIL”. Available at: http://www.lukoil.ru/materials/doc/documents/lukoil\_corp\_code.pdf. (In Russian)

RF Federal Law “On Protection of Consumers' Rights” of February 07, 1992 N 2300-1 (as amended by Federal Law of January 09, 1996 N 2 FZ, December 17, 1999 N 212 FZ). (In Russian)

1. Based on the works of O. V. Kirillova: 1. Editorial preparation of scientific journals for inclusion in foreign citation indexes: methodological recommendations. M., 2012, 68 p.; 2. Editorial preparation of scientific journals on international standards. Recommendations of the expert DB Scopus. M., 2013. Part 1. 90 p. [↑](#footnote-ref-1)