

**The terms for the sending, reviewing and publishing of articles
in the journal “Latinskaya Amerika”.**

Dear authors!

Let us bring to your notice that if you want to publish some articles in our Journal, there are four essential requirements you ought to follow. In particular, every article must contain convincing proofs aiming to boost the author’s conclusions; be of novelty; be of interest for the scientists in the field of knowledge the article does with; be of interest for the researchers of other related fields.

Before you send the article to the Journal, you have to sign a contract with the Publishing House “Nauka”. You can get the contract at the Editorial office of the Journal or receive it by e-mail. You can also find it in the web site: www.naukaran.ru . The articles are not admitted without the contract being signed.

We accept to consider the article if it doesn’t exceed 15-16 pages (which is equal to one so called “printed sheet” or up to 40 thousands of symbols). The article must include an abstract of the content in the Russian and English (no more then 6-8 lines), a list of the key words (not more than 8 words) and the name of the article in English.

Presenting the article to the Editorial Staff you are supposed to supply the following information:

- your full name in Russian and English;
- place of your job or study, pointing out the full name of the organization or of the university, your position in it and, if you have, your scientific degree in Russian and English;
- your contact information (address, phone number, fax, e-mail).

The articles from the postgraduate researchers and students will be admitted only if there is a written recommendation made by their scientific tutor or by the director of the corresponding research center or university. Every such a recommendation must include the tutor’s position, scientific degree, e-mail and phone number.

The publishing is free of charge. The manuscript of the article will not be given back to the author.

The brief exposure of the articles that have been published in the Journal can be found in the Russian and English versions in the web site: www.ilaran.ru and, since January of 2010, in the electronic library in the web site: <http://elibrary.ru>

REVIEWING

1. All the articles, which have been sent to the Journal and do with our profile, are submitted to the Editorial Board expert review. The experts working with us are recognized specialists on the problems and issues dealt with the reviewing articles. In the last 10 years they have published their own investigations on the topic the reviewing article concerns.

2. The main goal of the review is to provide to the Editorial Staff reliable information necessary to judge and decide if the article is fit to be published. The positive review will provide recommendations to you how to improve the article. If the review is negative, it will draw your attention towards the weak sides of the article and help you to understand why the article has been rejected.

3. The reviews are kept in the Editorial office for 5 years.

4. The Editorial Staff of the “Latinskaya Amerika” will send the copies of the reviews or justified rejections to the authors and assume the obligation to send the copies of the reviews to the Ministry of Education of the Russian Federation when a corresponding inquiry gets to the Editorial office.

THE FORMATTING OF THE ARTICLES

1. Every article ought to be written in the Word format, in Times New Romans letters. The size of the letters is 12 and each page will hold 2200 symbols including the spaces between the words. The article will not exceed 15-16 pages (that amounts to 40 thousands symbols including the spaces). The space between the lines is of one and a half. If the topic of the article is too large, the number of the pages may increase. In such cases, the Editorial Staff has the right to publish the article in parts in two or several editions of the Journal. The author has to deliver the article on CD, USB flash drives or diskette and printed version. If the author is a resident of another city, he can send the article by e-mail to: revistala@mtu-net.ru

2. At the beginning of the first page the author’s full name will be written. Then will go the name of the article, summary (6-7 lines), key words (not more then 8 words) in the Russian and English languages and the name of the article in the English language.

The summary ought to reveal the main idea of the article, expose the main goals and ways of investigation, point out the most important result and its’ scientific meaning. It also must follow the logic of the article.

On the first page, below, the data about the author is given: his full name, scientific degree (if he has it), job position, place of job or study, e-mail.

3. The notes and explanations are written as an ordinary text (not in a special program of the notes) only beneath the page and must be signed by the symbol *. The point always is put down after that symbol. Such notes are used when the author wants to explain or precise something.

4. The list of the sources and literature pointed out in the text is given in the end of the article. The numbering is in order. Explanation of any kind must not be done. See examples on the following pages.

5. The sketches, graphic schemes, plans will be admitted only if they are really necessary as an additional element to back up the author's proofs and conclusions. They must have names and numbers, be done in the Word format and have width of 12,6 cm.

6. The Russian words *год* and *годы* (year and years), *век* and *века* (century and centuries) are written only by numbers (2009 г.; 2009-2010 гг.; XX в.; XIX-XX вв.; 90- годы; в 80-х годах); *миллионы*, *миллиарды*, (millions, billions) are written as *млн*, *млрд* (without points in the end); *рубли*, *доллары* (rubles, dollars) are written as *руб.*, *долл.* (with points in the end). The names of the other national money *песо* (peso), *боливар* (bolívar), *йена* (yen), *евро* (euro) are written fully and without inverted commas.

7. You should read very attentively the whole text before you send it to the Reduction. The names and toponyms which repeat through the text ought to be written only in one way. If you mention some person, you have to write his (her) full name and then only the initials; point out his (her) nationality and kind of occupation (for example, Brazilian politologist, Argentinian writer, US economist) and, if it's possible, the years of his (her) lifetime or governance (if this person is or was leader of some country).

8. If you mention some known and famous organizations, political parties, associations, etc., you should write them in the Russian language fully and without inverted commas and point out its' acronyms in the parenthesis, for example, Всемирный банк (ВБ), Международный валютный фонд (МВФ), Азиатско-Тихоокеанский регион (АТР), etc. After that only the acronyms are used through the text.

9. When the names of foreign organizations and companies are mentioned for the first time in the text, they are written in Russian without inverted commas. Then you point out its' full name and acronyms in the parenthesis; for example: Общий рынок стран Южного конуса (Mercado Común del Sur, Mercosur); Государственная нефтяная компания Венесуэлы (Petróleos de Venezuela S.A., PDVSA), Национальный индейский совет Венесуэлы (Consejo Nacional Indio de Venezuela, CONIVE); Североамериканское соглашение о свободной торговле (North American Free Trade Agreement, NAFTA); Конференция ООН по торговле и развитию (United Nations Conference on Trade and Development, UNCTAD); Соглашение о свободной торговле Америк (Acuerdo de Libre Comercio de las Américas, ALCA); Боливарианская альтернатива для народов нашей Америки (Alternativa Bolivariana para Nuestros Pueblos de América, ALBA); Карибское сообщество (Caribbean Community, CARICOM); Комиссия ООН для стран Латинской Америки и Карибского бассейна (Comisión Económica para América Latina y el Caribe, CEPAL).

In the case of CEPAL you can also use the Russian acronym of that organization (but you should choose only one option). Then only the foreign acronyms will be used through the text.

10. When the names of political parties, associations or social movements are mentioned for the first time in the text, they will be written fully in the Russian language, then will be written fully with acronyms in the original language in parenthesis, for example: Социал-демократическая

радикальная партия (Partido Radical Socialdemócrata, PRSD), Сандинистский фронт национального освобождения (Frente Sandinista de Liberación Nacional, FSLN). Then only the foreign acronyms will be used through the text.

11. The names of companies, newspapers, journals, magazines are written in the text in the original language and in inverted commas, for example: “Motorola”, “Excelsior”, “Clarín”, “The Washington Post”.

12. Such words as *литры* (liters), *километры* (kilometers), *метры* (meters), *тонны* (tons), *проценты* (per cent), *килограммы* (kilograms), etc. are written in brief form and without points at the end, for example: *л, км, м, %*; but *8-процентный*.

13. The data and citations must have references to the sources pointing out its’ corresponding number in the end of the article.

14. If the text holds more then 15 thousands symbols, it will be divided in chapters. Smaller texts also may be divided in chapters, if its’ content requires.

REQUIREMENTS FOR THE ILLUSTRATIONS

If the article has good illustrations, the possibility that it will be published grows.

We admit photo pictures (photo prints) made by the author, colored or in black and white version. The photo pictures, colored or in black and white, are also admitted in electronic form with the resolution of 150-300 dips, in the JPG format of the corresponding size (not of the 2x3 cm size).

The photo pictures taken from Internet are also admitted if the file is more then 50 KB and is in the JPG format.

The diagrams, schemes, plans are admitted only in electronic form in the DOC (Word) format with its’ width of 12,6 cm.

In the diagrams, schemes, plans only the brief forms of the Russian words like *млн, млрд, трлн, %* (without points in the end) are used.

The illustrations offered by the author must be printed beforehand, numbered and have notes. If you send the photo pictures by e-mail, the notes will go in a separate file in the Word format.

The photo pictures and the printed copies are delivered on CD, USB flash drives or diskette. If you live in another city, you can send them by e-mail to: revistala@mtu-net.ru

LIST OF THE SOURCES AND LITERATURE

The references of the sources in the list are numbered in the consecutive order starting from their first mention in the text and will be written in Arabic figures.

The sources and literature which have been used to prepare the article are given in the original language. The Russian sources are written in the Russian and Latin letters (author's full name, name of the article, place of edition, name of the publishing house, year of the edition). The name of the article must be translated into English. In order to carry out the transliteration from Russian into Latin letters automatically, we suggest making use of the web site: <http://translit.ru> (standard transliteration is BSI; putting in order before the transliteration).

The last names and initials of the authors of the articles, books, etc. must be spaced out. First the initials are written, then the last name, for example:

В.П.П а л к и н а. Недвижимость Испании: цены достигли «дна», продажи иностранцам растут. Полис. Политические исследования, 2014, № 1, сс. 49—59 [V.P.Palkina. Nedvizhimost' Ispanii: tseny dostigli "dna", prodazhi inostrantsam rastut [Spain Real Estate: Prices Have Reached the "Bottom", Sales to Foreigners are Growing]. Polis. Politicheskiye issledovaniya, 2014, N 1, pp. 49—59).

Book (monogrophy) of a single autor

Ю.А.Ф а д е е в. Революция и контрреволюция в Боливии. М., Прогресс, 1969, с. 66. [Y.A.Fadeev. Revolutsia i kontrevolutsia v Bolivii. [Revolution and Contrevolution in Bolivia]. Moscow, Progress, 1969, p. 66.

A.R a m a. Transcultación narrativa en América Latina. Montevideo, Grupo Norma, 1989, p. 35.

Repeated source

Ю.А.Ф а д е е в. Op. cit., p. 79.
Ibidem.
Ibid., p. 80.

A.R a m a. Op. cit., p. 37.
Ibidem.
Ibid., p. 44.

Collection of Works

А.С.П у ш к и н. Собр. соч. в 6 т. М., Художественная литература, 1969, т. 1, с. 9. [A.S.Pushkin. Sbranie sochineniy v 6 tomakh]. [Collected works in 6 volumes]. Moscow, Khudozhestvennaya literatura, 1969, t.1, p. 9.

Articles

О.В.А в е р и н а. Женщины Чили вчера и сегодня. — Латинская Америка, 2006, № 2, с. 14.
[O.A.Averina. Zhenzchiny Chili vchera i segodnya [Women of Chile yesterday and today]. Latinskaya Amerika, 2006, N 2, p. 14

L.S e i j o. Un país sin caras femeninas en política. — La Prensa Libre. Guatemala, 2007.

Inform of the Conferences

В.В.И в а н о в. Эволюция концепций экономического развития. — Мате-риалы X конференции экономистов. Москва, 24—26 мая 2005 г. [V.V.Ivanov. Evolutsia kontseptsiy ekonomicheskogo razvitiya [Evolution of concepts of economic development]. Materialy X konferentsii ekonomistov [The proceedings of the conference of economists]. Moscow, 24—26 may, 2005.

Research Thesis and summaries of the Research Thesis

А.И.П е т р о в. Революция в Мексике. Дисс. докт. ист. наук. М., 2013, 190 с. [A.I.Petrov. Revolutsia v Meksike. Diss. doct. ist. nauk [The Revolution in Mexico. Dr. Diss. Hist.]. Moscow, 190 p.

Newspapers, Journals, Magazines (are pointed out without commas)

La Prensa. Buenos Aires, 13.X.2007.
Известия. [Izvestiya]. Moscow, 13.X.2009.

Sites in the Internet. A streak is put down before the site. No point in the end. –

— Available at: www.idea.int/publications (accessed 24.05.2014)
— Available at: www.mininterior.gov.ar (accessed 25.07.2014)
— Available at: http://perspektivy.info/rus/ekob/globalnaya_promyshlennost_2001-07-18.html
(accessed 23.06.2013)

News Agencies

TACC [TASS], 31.V.2007.
Reuters, 25.VI.2005.
Prensa Latina, 26.VII.2006.