

# **Formatting Rules for GSOM SPbU series “Working Papers” (preprints)**

## **1. General requirements for structure, volume and format**

1.1. The volume of papers is 0.5–2 author’s pages (1 AP is 40 000 characters with spaces).

1.2. The structural elements of the report are:

- title page;
- content;
- introduction;
- main text;
- bibliography;
- applications;
- abstract in English (for papers in Russian) of 2–6 thousand characters with spaces.

1.3. The text of the scientific report is presented in Microsoft Word format (any version) to the staff of GSOM SPbU Research Department.

1.4. The title page and the sheet following it are drawn up in accordance with the model in Annexes No. 1 (English-speaking) and No. 2 (Russian-speaking) to these rules.

## **2. Requirements for formatting**

- Fields: top - 1.7; lower - 2,3; left - 2.5; 2.5 on the right; from edge to footer: top - 1.25; lower - 1.6.
- Point size (font size): body text - 12; footnotes - 10; in tables and figures - 11 or 12 by occupancy; formulas - 11.
- Single line spacing.
- Paragraph indention in the text - 1.0.
- Page numbering - at the bottom of the page in the center, size 12.
- Automatic hyphenation enabled.
- Headings in the title of the work and the text should be typed without using Caps Lock key.
- All drawings and illustrations must be provided in an editable format or scanned with high resolution, allowing resizing. At the request of GSOM SPbU Research Department, an author who uses scanned images in the case of low quality is obliged to provide editable versions.

## **3. Copyright protection**

3.1. The copyright for a published Working Paper series belongs to the author of the paper and to Graduate School of Management, SPbU.

#### **4. Additional Notes**

4.1. Author's punctuation and spelling are preserved.

4.2. At the request of the authors, electronic versions of reports in PDF format are published by posting at SPbU Institutional Repository (open access archive Dspace).

4.3. The titles and annotations of the reports are published in the corresponding section on the page of GSOM SPbU Research Department at the GSOM SPbU website.

#### **5. Terms of prepress preparation and publication conditions**

5.1. The term of processing and technical editing is 3 working days, the period of printing is 3 working days. The author himself determines the deadline for submission, taking into account these 6 working days.

5.1.2. For doctoral students: an additional period is set for approval by Academic Director of GSOM SPbU Doctoral program - 1-2 working days.

5.2. 10 copies are printed free of charge: 3 for GSOM SPbU Research Department, 2 for GSOM SPbU Library, 5 for authors. At the request of the author, you can print additional copies at the expense of the author.

St. Petersburg University  
Graduate School of Management

**WORKING PAPER**

**I.Ivanov, P.Petrov**

**TITLE OF THE PAPER**

**# \_\_ (E) – 2018**

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**НАУЧНЫЙ ДОКЛАД**

**И.И. Иванов, П.П. Петров**

**НАЗВАНИЕ ДОКЛАДА**

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