
GUIDELINES FOR AUTHORS

To be considered for a publication in the journal, only research papers that have never been published before are accepted. The article should be devoted to the relevant subjects, present the results of a thorough study, be characterized by innovations and scientific conclusions in accordance with article's goals (specified tasks). The publication is **free of charge** for the authors.

The length of accepted manuscripts should be 17–20 pages (including references and extended summaries) of A4 format, 1.5 spacing. All margins – 2 cm, indent – 1.27 cm, font:

Times New Roman 14 pt saved in Word for Windows (*.doc). To create formulas, tables and charts, special functions of the Word for Windows should be used. The articles should be provided in two copies, in printed and electronic variants (by e-mail or on a flash drive). The articles are accepted in Ukrainian, Russian or English. No separation of words is accepted. The last page should be signed by the author. Postgraduate students and competitors for PhD should provide a letter of reference from their supervisors.

The author should also sign the License Agreement to agree with publication in the Journal (the Form of Agreement is available at the web-site).

Every manuscript should be classified with UDC and JEL Classification Codes. **The scheme of situation of abbreviations**, font sizes, intervals, structure of paragraphs and sub-paragraphs, as well as references, **is described at the web-site in details (<http://www.dse.org.ua>)**.

At the beginning of the article, authors' name and surname should be placed, as well as their academic degree and rank, position, affiliation, postal and electronic address, the publication's title, summary and the key words – **in three languages**.

The article should consist of the next structural components: description of the research problem, relevance of the theme, innovative character, analysis of the recent studies and publications, setting of the article's goal and tasks, the main findings of the study, conclusions and prospects of future studies in the field. The references are placed in the end of the article.

The Summary in Ukrainian and Russian should be within 150–250 words. The **English Summary** should be within 250–300 words (not less than 1,800 printed signs).

Mandatory guidelines for the Summary: informing character (no general words); well-developed structure (successive logic of description of the article's findings should be assured); relevant (description of article's main contents; define the study's main tasks; summarize the key findings and their importance); detailed definition of the author's contribution (which positions are developed, proposed, defined, justified, made, revealed, etc.); compact character.

Author's summary should: explain the study's approaches, but without methodological details; provide no references and abbreviations.

When describing the paragraph «Analysis of the recent studies and publications», the author should provide 3–4 examples of studies in brief, and describe the contribution of these authors (name and surname in the language of the article).

All graphic materials (figures, illustrations, schemes, charts, etc.) should be clear and expressive. The sources of information should be placed below the titles of figures.

The tables should be accompanied with a title, while their headlines should precisely respond to the contents, with no empty cells. The sources of information should be placed below the tables.

Attention! Due to inclusion of the journal into some international bibliography and reference databases, the References of publications should be prepared in two blocks: LITERATURE and REFERENCES (this requirement is also eligible for publications in English):

1) LITERATURE – sources of reference in Ukrainian, prepared in accordance with the Ukrainian standard of bibliography description (Form # 23, approved by the Decree of the State Certification Committee of Ukraine from March 3, 2008 №147). Based on VAK.in.ua (<http://vak.in.ua>) you can quickly, easily and automatically prepare your «LITERATURE» list.

2) REFERENCES – the same list of references transliterated into English (guidelines of international bibliographic standard APA-2010, guidelines of transliterated references at <http://www.dse.org.ua>, section for authors).

* transliteration is the conversion of a text from one script to another (conversion of letters of some writing system into another one).

The titles of periodic journals in Ukrainian and Russian languages (journals, collections, etc.) are given in the transliterated form (guidelines of Ukrainian transliteration: decree of the Cabinet of Ministers of Ukraine from 27 of January, 2010 №55, The Government Courier from 10.02.2010 № 5), while they should be accompanied with English translation in brackets. <http://www.slovnyk.ua/services/translit.php>.

When citing the Journal «Demography and Social Economy», the authors should refer to the transliterated form of the Journal's name – Demohrafiia ta sotsialna ekonomika.

The references (no more than 15 works) are placed in accordance with the order of citing over the text. To simplify the procedure of citing references in accordance with the requirements of the State Certification Commission of the Ministry of Education of Ukraine, you could use the on-line resource for making automatic references: <http://vak.in.ua>.

The Journal «Demography and Social Economy» is classified with DOI index since 2009.

All manuscripts are subjects for internal and external review by the members of the

Editorial Board, and experts from the respective research fields. The Editorial Board should receive at least one external review and at least one internal review. To ensure the fair examination of scientific value of manuscript, an independent blind review can be used (without mentioning the names of authors and reviewers).

The Editorial Board has a privilege to review, edit, abridge (not changing author's opinion), and select the manuscripts. In case of a negative review or important remarks, the manuscript can be returned to the author (authors) for working out. Declined manuscripts should not be returned. The manuscripts submitted with no consideration of the mentioned requirements, cannot be published in the Journal. The reviewed manuscripts are examined by the Editorial Board of the Journal and recommended by the Scientific Council of the Institute.

The author is responsible for authenticity of the information, data, references, names and translation. The materials that are being published in the journal reflect the view of their authors, and not necessarily are agreeing with the position of Editorial Board.

Deadline for submission of articles to the journal:

- *the first volume: 20th of December* (journal submission for publication in March of this year);
- *the second volume: 25th of March* (journal submission for publication in July of this year);
- *the third volume: 10th of September* (journal submission for publication in December).

The manuscript should be attached with the author's reference: full name and surname of the author, academic degree and rank, affiliation, including institutions and positions, full postal address (with index), e-mail, contact telephone numbers

GUIDELINES OF MAKING THE REFERENCES IN THE ENGLISH TRANSLITERATION*

We recommend the next approach to structuring bibliographic references in the article: authors' surname and name (transliterated), a title of publication in the transliterated form and translation into English in the brackets [], reference in the transliterated form and its translation into English in the brackets [], output data with English specifications, or only digital data (depending on the used standard).

There is a detailed description of making the References at the web-site: <http://www.dse.org.ua>. A free program of transliteration of Ukrainian texts is available at the web-site: <http://www.slovnyk.ua>, while transliteration of Russian texts is available at: <http://www.translit.ru>.