



MOSCOW STATE
UNIVERSITY
OF PSYCHOLOGY
& EDUCATION



АНПИ

Ассоциация научных
редакторов и издателей

GUIDELINES FOR PREPARING PUBLICATIONS

**IN PEER-REVIEWED JOURNALS OF MOSCOW STATE
UNIVERSITY OF PSYCHOLOGY AND EDUCATION**

METHODOLOGICAL GUIDE

**Authors A.A. Shvedovskaya,
V.V. Ponomaryova, & N.V. Meshkova**



**Moscow State University
of Psychology and Education
Moscow
2025**

Moscow State University of Psychology and Education
Association of Science Editors and Publishers (ASEP)

**GUIDELINES FOR PREPARING PUBLICATIONS
IN PEER-REVIEWED JOURNALS OF MOSCOW STATE
UNIVERSITY OF PSYCHOLOGY AND EDUCATION**

METHODOLOGICAL GUIDE

Compiled by A.A. Shvedovskaya,
V.V. Ponomaryova, & N.V. Meshkova

Moscow
Moscow State University
of Psychology and Education
2025

UDC 050+159.9.072
BBK 72 + 76.02 + 88.9
R85

Compiled by: A.A. Shvedovskaya, V.V. Ponomareva, N.V. Meshkova

Edited by: O.V. Kirillova, Candidate of Technical Sciences, President of the Association of Science Editors and Publishers (Russian Federation)

Recommended by: Association of Science Editors and Publishers (ASEP)

R85 **Guidelines for Preparing Publications in Peer-Reviewed Journals of Moscow State University of Psychology and Education:** Methodological Guide / Moscow State University of Psychology and Education, Association of Science Editors and Publishers; Compiled by V.V. Ponomareva, A.A. Shvedovskaya, N.V. Meshkova; General Editor O.V. Kirillova. — Moscow: Moscow State University of Psychology and Education, 2025. — 60 p.

ISBN 978-5-94051-347-6

The methodological guide “Guidelines for Preparing Publications in Peer-Reviewed Journals of Moscow State University of Psychology and Education” outlines requirements and recommendations for researchers preparing to publish the results of their scientific or applied research in the university’s peer-reviewed journals. The guidelines describe the unified process of preparing, submitting, and publishing manuscripts in all scientific journals of MSUPE. A detailed explanation of this process, along with requirements and recommendations for its implementation, helps authors effectively collaborate with journal editorial boards, as well as utilise and promote their published results. The recommendations are intended for researchers and practitioners in psychology and related scientific fields, as well as for journal editors, with the aim of improving the quality of scientific publications.

UDC 050+159.9.072
BBK 72 + 76.02 + 88.9



This publication is distributed under a
Creative Commons CC BY-NC-ND 4.0 licence

Оглавление

1.1. Author Affiliation for MSUPE Employees	7
1.2. Titles of MSUPE Scientific Journals in Russian and English	7
2. Submission of Manuscripts to the Editorial Board.	9
2.1. Cover Letter	10
2.2. Manuscript Text and Metadata	12
2.3. Illustrative Material	12
2.4. Author's Photograph	12
2.5. Translation of Title, Abstract, Keywords.	12
2.6. Additional Materials	13
2.6.1. Data Availability	13
2.6.2. Media Materials	14
3. Manuscript Registration and Review Procedure	16
3.1. Registration	17
3.2. Originality Check	17
3.3. Peer Review	17
3.4. Publishing Licence Agreement	18
3.5. Personal Data.	18
4. Structure of the Manuscript	19

5. Manuscript Formatting Requirements.	26
5.1. File Naming	27
5.2. Manuscript Length	27
5.3. Title of the Article	28
5.4. Author Information	28
5.5. Abstract	31
5.6. Keywords	31
5.7. Funding Information	32
5.8. Acknowledgements	32
5.9. Sections and Subsections in the Text	32
5.10. Main Text.	33
5.11. Tables	35
5.12. Figures	36
5.13. References	38
5.13.1. Formatting In-Text Citations	39
5.13.2. Digital Object Identifier (DOI)	40
5.13.3. Bibliographic References	41
5.13.4. Footnote Bibliographic References (Footnotes)	44
5.14. Authors' Contribution	46
5.15. Conflict of Interest	47
5.16. Ethics Statement	47
6. Retraction	48
References	50

1 General Provisions



The methodological guide “*Guidelines for Preparing Publications in Peer-Reviewed Scientific Journals of the Moscow State University of Psychology and Education*” (hereinafter referred to as the *Guide*) outlines the requirements for manuscript formatting, scientific review, preparation for publication, and the use of manuscripts submitted to the journals of the Federal State Budgetary Educational Institution of Higher Education “Moscow State University of Psychology and Education” (hereinafter referred to as MSUPE), published by the MSUPE Publishing House (hereinafter referred to as the *Publisher*).

The interaction between authors and the editorial boards of the Publisher’s journals is regulated by:

- the editorial policy and ethics of the Publisher, adhering to principles of transparency and international scientific publication practices (COPE) (Kirillova & Popova, 2023; *General Approach to Publication Ethics...*, 2022);
- the publishing license agreement;
- consent for personal data processing;
- consent for the processing of personal data authorized for dissemination by the subject of the data;
- [this Guide](#).

The Publisher releases 15 peer-reviewed scientific journals, each with approved titles in both Russian and English (Table 1).

The electronic versions of the Publisher’s journal issues are freely available on the PsyJournals.ru portal (hereinafter referred to as the *PsyJournals.ru Portal*). The address of the PsyJournals.ru Portal on the internet is: <https://psyjournals.ru/>. Media registration certificate: El. No. FS77-66447, dated 14.07.2016, Publisher: MSUPE.

It is recommended that datasets associated with article manuscripts be uploaded to the All-Russian Repository of Scientific Data in Psychology, [RusPsyDATA](#).

Current contact details for the editorial boards of MSUPE journals are available in the corresponding sections of the journals on the PsyJournals.ru Portal.

All editorial preparation processes for an author’s manuscript prior to publication are conducted on the [Electronic Edition of Psychological Journals platform](#).



1.1. Author Affiliation for MSUPE Employees

For authors affiliated with MSUPE, the following affiliation format is established:

- In Russian: Московский государственный психолого-педагогический университет, Москва, Российская Федерация;
- In English: Moscow State University of Psychology and Education, Moscow, Russian Federation.

1.2. Titles of MSUPE Scientific Journals in Russian and English

When citing MSUPE journals in the list of references, the established titles of the journals in both Russian and English (Table 1) must be followed. It is not recommended to abbreviate journal titles. In references using the Latin alphabet, only the English title should be used.

Table 1
Titles of MSUPE Scientific Journals in Russian and English

No.	Russian Journal Title for Citation	English Journal Title for Citation
1	Аутизм и нарушения развития	Autism and Developmental Disorders (Russia)
2	Вестник практической психологии образования	Bulletin of Practical Psychology of Education
3	Клиническая и специальная психология	Clinical Psychology and Special Education
4	Консультативная психология и психотерапия	Counseling Psychology and Psychotherapy
5	Культурно-историческая психология	Cultural-Historical Psychology
6	Моделирование и анализ данных	Modelling and Data Analysis
7	Психологическая наука и образование	Psychological Science and Education

No.	Russian Journal Title for Citation	English Journal Title for Citation
8	Психология и право	Psychology and Law
9	Психолого-педагогические исследования	Psychological-Educational Studies
10	Современная зарубежная психология	Journal of Modern Foreign Psychology
11	Социальная психология и общество	Social Psychology and Society
12	Социальные науки и детство	Social Sciences and Childhood
13	Экспериментальная психология	Experimental Psychology (Russia)
14	Экстремальная психология и безопасность личности	Extreme Psychology and Personal Safety
15	Язык и текст	Language and Text

2

Submission of Manuscripts to the Editorial Board



The editorial boards of the Publisher's journals accept original, complete scientific works for publication, which may be in various genres (Section 4. Manuscript Structure).

The submission of a manuscript to the journal assumes that the manuscript adheres to the editorial policy of the journal and includes the following:

- The manuscript has not been previously published in another journal;
- The manuscript is not under review in another journal;
- All authors agree to the publication of the current version of the text.

Until the manuscript has been reviewed by the editorial board of MSUPE, the author cannot submit it to any other periodical. The author may submit the manuscript to another periodical only after receiving a rejection from the journal or withdrawing the manuscript independently, notifying the editorial board accordingly. The manuscript may only be withdrawn before receiving an offer from the editorial board to sign the Publishing License Agreement.

The list of documents to be submitted with a manuscript (hereinafter referred to as the *List*) for consideration by the editorial board of MSUPE journals includes:

- 1) A cover letter (mandatory);
- 2) An electronic version of the manuscript text (mandatory);
- 3) Illustrative material and appendices (if available);
- 4) A photograph (or photographs) of the author(s) (mandatory if there are no restrictions on public dissemination);
- 5) A translation of the manuscript text (if requested by the journal's editorial board or at the author's discretion).

2.1. Cover Letter

In the cover letter to the journal's editorial board, the author should justify why the manuscript is suitable for the journal and highlight the key findings of the research. The author should also notify the editorial board of any conflict of interest that might affect the decision to publish the manuscript.

The cover letter should follow the format of a standard business letter. It is recommended to begin with a paragraph stating the title of the manuscript and the names of the authors. The author should also specify the type of manuscript, provide a justification for the research and its main results, refer to any previous published works on the topic, and describe the strengths of the manuscript.

The author is advised to explain why the manuscript is appropriate for the chosen journal, based on its declared mission, goals, objectives, and scientific focus.

In the cover letter, the author should:

- State that the manuscript is original;
- Confirm that no part of the manuscript has been published previously and that no part is being considered for publication elsewhere;
- Declare the absence of any conflict of interest;
- Provide, if possible, a list of experts in the relevant field (at least three).

Sample Cover Letter:

[Your Name]
[Your Institution]
[Your Address]

[Date]

Dear [Name or Editorial Board],

I am pleased to submit for your consideration the original research article entitled [*Title of Manuscript*] for publication in [*Journal Name*].

I confirm that this work is original, has not been published elsewhere, and is not currently under consideration for publication by any other publisher.

In this manuscript, I/we present [list some key findings].

[Explain in your own words the significance and novelty of the work, the problem it addresses, and why the manuscript may be of interest to the journal. Do not include the abstract in the cover letter. Briefly describe your research and why it is important, and why you believe it will be of interest to the journal's readership.]

We hope that you will consider publishing this manuscript in [*Journal Name*] because it aligns with the journal's mission and objectives.

We have no conflicts of interest to disclose [if there are competing and/or conflicting interests, their nature should be disclosed, e.g., financial or personal relationships, academic competition, etc.].

In our view, experts in the field who may be suitable reviewers include: [list at least three specialists with full names and affiliations].

Please address all correspondence regarding this manuscript to me, as the designated corresponding author, at the following email address: [email address].

Thank you for your attention.

Sincerely,

[Your Name]

A style file template for [the cover letter](#) is available on the PsyJournals.ru portal.



2.2. Manuscript Text and Metadata

The electronic version of the manuscript text must be formatted according to the style file of the chosen journal. The style file is a Microsoft Word document containing a sample manuscript format. Each MSUPE journal has its own style file, which differs from other journals in terms of its bibliographic data. The full names of the authors and the title of the manuscript should be included in the citation blocks (“For citation:”). The citation block for English translation uses the phrase “For citation:.”

For online journals, the full names of the authors and the manuscript title are entered in the headers on the second page of the style file and in the citation blocks.

When formatting the manuscript in the style file, the sample text should be replaced with the actual text relevant to the manuscript, preserving the formatting of all elements.

2.3. Illustrative Material

Figures and graphs must be original and not previously used in any published work. If previously published illustrative material is included, written consent from the copyright holder must be provided (references in the text to the original source are not sufficient).

Figures and graphs included in the manuscript text must be provided as separate files in the format in which they were originally created.

Tables, diagrams, and graphs should be submitted in MS Word, MS Excel, or other compatible formats. The author must provide the original file containing editable tables, diagrams, and graphs (Section 5.11 “Table Formatting,” Section 5.12 “Figure Formatting”).

2.4. Author’s Photograph

The author’s photograph—portrait style—should be provided in JPEG or PNG format. The minimum dimensions of the photograph are 500 pixels in both width and height.

2.5. Translation of Title, Abstract, Keywords

If the original manuscript is in Russian, the author must provide a translation of the title, abstract, keywords, and author information in English. The translation should be included in the manuscript text (Oveshkova, 2023).

The quality of the English translation can be checked using online language assessment tools, such as [AJE Grammar Check](#) (recommended language quality score—7.5 and above) and [GrammarCheck](#).



2.6. Additional Materials

2.6.1. Data Availability

MSUPE journals encourage the submission of data supporting the research findings presented in the manuscript.

The availability of data should be indicated in the “Supplementary Data” section of the manuscript in the form of a statement on data availability. In English, the term “Supplemental Data” is used.

The data availability statement should specify where the data supporting the research results can be found. If the data is unavailable, this section should be left blank.

Types of data availability statements:

1. Datasets available online [provide a permanent web link to the datasets].

Examples:

Datasets available at: https://_____

Datasets available from https://_____

2. Datasets available upon request from the author (Full Name).

Examples:

Datasets can be requested from the author (I.I. Ivanov)

Datasets can be requested from the author (I.I. Ivanov)

3. Datasets available upon request from the organization [official name of the organization].

Examples:

Datasets can be requested from the organization FGBOU VO “South Ural State Humanitarian Pedagogical University.”

Datasets can be requested from the South Ural State Humanitarian Pedagogical University.

If the data is available online, a bibliographic citation for the dataset should be included in the manuscript's list of references. This is particularly recommended when the datasets have Digital Object Identifiers (DOIs).

The editorial boards of MSUPE journals recommend the Russian repository for data (datasets) storage: [RusPsyDATA](#). Datasets uploaded to this repository are assigned a DOI. Bibliographic references for datasets in the RusPsyDATA repository are included in the Russian Science Citation Index (RSCI).



Instructions for uploading data to the RusPsyDATA repository are available on the PsyJournals.ru portal in the “[Data Repositories and Research Materials](#)” section and on the [RusPsyDATA](#) repository portal.



Examples of international research data repositories with public access: [Mendeley Data](#), [FigShare](#), [The Open Science Framework](#).

Rules for formatting bibliographic references to datasets are provided in Section 4. Manuscript Structure (Table 2) and Section 5.13.3. Bibliographic References to Sources (Table 6).

2.6.2. Media Materials

The editorial boards of the Publisher's journals recommend submitting additional media materials with the manuscript, such as an audio recording. The content of the audio recording should be an author's narrative describing the research or practice presented, highlighting interesting facts not included in the manuscript, and discussing future prospects for the work.

The audio recording should be 3 to 15 minutes long and in mp3 format. The audio file should be accompanied by an updated portrait photo of the author, sized 1440 pixels in both width and height, in JPEG or PNG format. This photo will be used as an illustration for the podcast episode. The audio recording and portrait photograph should be sent together to the editorial email address.

The audio recording will be published as a [PsyJournals Live](#) podcast episode and on the journal's publication page.



The PsyJournals Live podcast is published on the following platforms:

- In the [Podcast section of the PsyJournals.ru portal](#);
- On the [Podster.fm](#) service's podcast channel;
- On [Yandex Music](#);
- On iTunes, under the “[Science and Medicine](#)” category;
- On the PsyJournals video channels (VK Video, Rutube, YouTube).



3

Manuscript Registration and Review Procedure



3.1. Registration

The procedure of manuscript registration takes place on the platform “Online Publishing System of Psychological Journals”. Instructions are available in the corresponding section of the PsyJournals.ru portal [“MSUPE Journal Manuscript Submission”](#).



Upon submission, each manuscript is assigned a unique registration number, ensuring anonymity during the peer review process. This number is used to track the manuscript throughout its evaluation.

3.2. Originality Check

All submitted manuscripts undergo a mandatory plagiarism check using the [“Antiplagiat.VUZ”](#) system. Any quoted or paraphrased text, including the author’s own previous work, must be properly cited with references to the source and specific pages. Manuscripts may include materials from the author’s thesis or dissertation only if they have not been previously published in peer-reviewed journals.



3.3. Peer Review

Manuscripts that pass [the plagiarism check](#) are sent for expert review by specialists in the relevant field. The review process follows a double-blind model, meaning neither the authors nor the reviewers are aware of each other’s identities.



Primary review period: up to 60 days.

Reviews are advisory and serve as the basis for either acceptance or rejection of the manuscript.

Should revisions be required, the author must submit an updated version of the manuscript within the timeframe specified by the editorial team. All changes must be clearly highlighted in the revised manuscript.

If the author disagrees with any reviewer comments, a reasoned response must be provided; otherwise, the manuscript may be rejected.

3.4. Publishing Licence Agreement

Prior to publication, the manuscript must be accepted through the signing of a Publishing Licence Agreement. This is a compulsory step for all manuscripts, without which the article will not be published.

3.5. Personal Data

The regulation of issues related to personal data, according to the requirements of the Federal Law of July 27, 2006 No. 152-FZ “On Personal Data” with the amendments adopted thereto, effective from 01.09.2022, is carried out by concluding (in writing):

- Consent to the processing of personal data;
- Consent to the dissemination of personal data.

When submitting a manuscript, the corresponding author confirms the consent to the processing of personal data in the section “Submission Checklist” of the Online Publishing System.

Authors must provide consent for the processing and dissemination of personal data. This consent is confirmed during the manuscript submission process via the Online Publishing System. Original signed consent forms must be submitted to the editorial office along with the signed Publishing Licence Agreement.

These procedures ensure that all published work meets the high academic and ethical standards set by the publisher.

Consent forms are available on the PsyJournals.ru portal in the section [“MSUPE Journal Manuscript Submission”](#).



4

Structure of the Manuscript



The structure of the manuscript should comply with the genre of scientific texts and international standards for presenting the results of original scientific research (Tikhonova et al., 2023). The main genres of scientific texts in MSUPE journals include empirical articles (including case analysis), theoretical articles, methodological articles, and review articles (Raitskaya & Tikhonova, 2019) (see Table 2).

For manuscripts on original scientific research, the publisher follows the IMRaD structure for the main body of the text (see Figure 1). According to this structure, the main part of the article must contain the following sections: I — Introduction; M — Materials and methods; R — Results; A — and; D — Discussion, followed by Conclusions. In the case of theoretical research, the Materials and Methods section is replaced by the Theoretical Basis section (GOST R 7.0.7-2021, 2021; Kirillova, 2018; Kulkarni et al., 2018).

	1.	Title	
	2.	Full name, affiliation, contacts	
	3.	Abstract	
	4.	Keywords	
	5.	Funding	
	6.	Acknowledgements	
	7.	Supplemental Materials	
I	1.	Introduction	} Main Text
M	2.	Methods and Materials	
R	3.	Results	
and	4.	Discussion	
D	5.	Conclusions	
	1.	Limitations	
	2.	References	
	3.	Contributions of the Authors	
	4.	Conflict of Interest	
	5.	Ethics Statements	
	6.	Informed Consent	

Figure 1. Structural components of a scientific article prepared according to the IMRaD structure, with metadata and other required manuscript sections.

Table 2

Description of the contents of manuscript sections according to their genre:

Section Title	Empirical Article	Theoretical Article	Methodological Article	Review Article
Specifics of the Manuscript	Results of original research	Introduction or clarification of theoretical constructs; presentation of a new theory or its principles; critical analysis of existing theories; comparison of multiple theories	Description of a new methodological approach; modification of an existing method; description of new methods, techniques, tools	Analysis, synthesis, and critical evaluation of published research; systematisation and summarisation of known scientific data on a process, phenomenon, or object, on the basis of which new conclusions and forecasts are made
Title	The maximum length of the manuscript title should be 10–12 words. The title should be concise and informative, containing the main keywords that characterise the topic of the work, without the use of abbreviations or formulas. It is recommended to use three main types of titles: nominal (a descriptive phrase identifying the subject of research); compound (two nominal parts separated by a colon); or a full sentence (a problem question).			
Author Information	Authors of the manuscript are those who have made a significant contribution to the research, are responsible for the manuscript content, and have participated in its preparation. The order of co-authors depends on their contribution to the work, with the primary author being listed first. In the case of equal contribution, authors are listed alphabetically. The corresponding author is marked with an asterisk ✉. The primary author's information includes: initials and surname, affiliation (institution name), city, and country. For formatting, see section 5.4: Author Information.			
Corresponding Author	The details of the corresponding author, to whom queries can be addressed, should be listed after the asterisk ✉ and must include their email address.			

Section Title	Empirical Article	Theoretical Article	Methodological Article	Review Article
Abstract	<p>The abstract should be between 150 and 250 words (1200 to 2000 characters including spaces). Technical terms (e.g., section headings) are not included in the word count, which should amount to 10 words (81 characters with spaces). The abstract should follow the structure of the manuscript and for original research, it should be written according to the IMRaD format, with appropriate headings included. The abstract must not include references to sources from the full text or abbreviations that are only explained in the main text. Abbreviations and acronyms must be spelled out.</p> <p>Context and relevance: The problem statement, context, and justification for the study. Purpose: The aim of the research and the anticipated outcome. Hypothesis: The hypotheses or research questions. Materials and Methods: Research design, participants (description of the sample, comparison group, number of subjects, sex, age, etc.), research setting, methods, and theoretical approaches. Results: A description of the results obtained. Conclusions: The main conclusions drawn from the study.</p> <p>For formatting, see section 5.5: Abstract.</p>			
Keywords	<p>Keywords form the semantic core of the manuscript and include the key concepts, terms, and important figures related to the issue being studied. Keywords serve as search terms in databases.</p> <p>There should be between five and ten keywords, with each phrase consisting of no more than three words. Jargon, neologisms, phrases with coordinated members, or abbreviations not explained in the abstract are not acceptable. Keywords should be ordered from general to specific.</p> <p>It is preferable to use keywords commonly found in publications on the same topic. Keywords in English should also be matched with those used in English-language publications on the topic of the manuscript.</p> <p>For MSUPE publications, keywords can be checked for consistency with those already published on the PsyJournals.ru portal.</p> <p>For formatting, see section 5.6: Keywords.</p> 			
Funding	<p>Acknowledgement of funding sources: the name of the sponsoring organisation and, if applicable, the project/grant/programme number, or government task number, that supported the research.</p> <p>For formatting, see section 5.7: Funding Information.</p>			
Acknowledgements	<p>Acknowledgements of individuals and organisations.</p> <p>For formatting, see section 5.8: Acknowledgements.</p>			

Section Title	Empirical Article	Theoretical Article	Methodological Article	Review Article
Supplemental Data	<p>A statement regarding the availability of data, including information on where data supporting the results of the published article can be found, such as hyperlinks to publicly available datasets that were analysed or compiled during the research. Publicly available datasets mentioned in the data availability statement should also be cited in the manuscript's reference list.</p> <p>For formatting, see section 2.6.1: Data Availability.</p>			
Introduction	<p>Problem statement; historical background; relevance; novelty; current state of the problem; aims; research objectives; hypotheses/questions.</p>			
Materials and Methods	<p>Research design, including programme/procedures and study phases; description of the sample; description of methods, techniques, materials, and equipment. Statistical procedures, if applicable, should be briefly outlined, as most use well-known methods.</p>			
Results	<p>Theoretical basis (if necessary). The empirical results of the research (text, tables, figures, graphs, photographs).</p>	<p>Theoretical positions, both existing and/or new, can be introduced. Empirical data are included when they are relevant to resolving the theoretical problem posed in the manuscript.</p>	<p>Methodology should be described in sufficient detail. Empirical data can be used to illustrate methodological positions.</p>	<p>Review articles should synthesise information on the topic using methods such as summarisation, classification, analysis, or comparison. The main types of reviews are: <i>Literature Review:</i> Fact-based description of the current state of the problem based on published research. <i>Systematic Review:</i> Analysis of research based on predefined criteria. <i>Meta-analysis:</i> Systematisation of quantitative data to test a hypothesis proposed by the author.</p>

Section Title	Empirical Article	Theoretical Article	Methodological Article	Review Article
Discussion of Results	Interpretation of the research findings; alignment with the research hypotheses or answers to research questions; summarising and explaining the results (Tikhonova, 2024).			
Conclusion	The main outcomes of the article, including key findings. It is advisable to compare the results with those initially expected and highlight their novelty and practical significance. Conclusions and recommendations should be listed and specific. Future research directions should be determined. It is recommended that conclusions be numbered and formulated as specifically as possible.			
Limitations	Possible limitations in generalising the results (e.g., sample size, limited data access).			
References	The reference list should include at least:			
	15 sources for empirical articles,	20 sources for theoretical articles,	20 sources for methodological articles,	25 sources for review articles.
	It is recommended not to exceed the minimum number of sources by more than twice. For formatting, see section 5.13: Formatting the Reference List and Citations.			
Full Author Information	<p>Full author details should be provided after the reference list at the end of the manuscript: Full name, academic degree, position, affiliation, city, country, ORCID, and email address.</p> <p>ORCID details are mandatory. To obtain or verify an ID, visit https://orcid.org/.</p> <p>It is recommended that the ORCID profile contain open information sufficient for author identification and a list of publications (if available).</p> <p>Multiple institutional affiliations may be listed, and abbreviations should not be used.</p> <p>All author information should be in nominative case.</p> <p>For formatting, see section 5.4: Author Information.</p>			
Authors' Contributions	<p>Author contributions should be indicated after the "Full Author Information" section. The personal contribution of each author to the manuscript should be specified, covering areas such as conceptualisation, data collection, analysis, writing, scientific editing, and data visualisation.</p> <p>Authors may contribute in multiple roles.</p> <p>For formatting, see section 5.14: Authors' Contributions.</p>			

Section Title	Empirical Article	Theoretical Article	Methodological Article	Review Article
Conflict of Interest	Any competing and/or conflicting interests, such as personal relationships or academic competition, should be disclosed. If there is no conflict of interest, the following should be stated: “The authors declare no conflict of interest.” For formatting, see section 5.15: Conflict of Interest.			
Ethics Statement	The ethics statement should include confirmation of compliance with ethical standards (or a reasoned explanation if such a statement is unnecessary), the name of the ethics committee or institutional review board, the registration number/identifier of the approval, and confirmation that participants (or their legal representatives) provided informed consent prior to participating in the study. The statement format should be: “The study was reviewed and approved by the Ethics Committee [name of institution] [approval number, date].” For formatting, see section 5.16: Ethics Statement.			

5

Manuscript Formatting Requirements



Manuscripts should be submitted to the journal editors of the Publisher electronically via the [Electronic Editorial System](#).



Authors should use the style files corresponding to the specific journals when preparing manuscripts. Style files can be found in the section [“Manuscript Submission to the Scientific Journals of the FSBEE MSUPE”](#).

When preparing a manuscript using the style file, authors should not make any changes (such as modifying, adding, or deleting information) in the sections of the style file that are highlighted in red.

The text must be typed in “Times New Roman” font, size 12, with single line spacing and justified alignment.

The page margins should be set as follows:

- Left margin: 2 cm,
- Right margin: 2 cm,
- Top and bottom margins: 2 cm,
- First-line indentation: 0.5 cm.

Hyphenation, including automatic hyphenation, should not be used. Pages should be numbered at the bottom centre using the automatic page number insertion function.

5.1. File Naming

When submitting a manuscript through the Electronic Editorial System of psychological journals, authors should indicate the type of each uploaded file (e.g., photo, illustration, appendix, etc.) in a special field during the upload process. This should be done in both Russian and English.

5.2. Manuscript Length

The length of the publication must adhere to the established norms for each journal of the Publisher. The recommended length includes the entire manuscript text and the reference list (i.e., the length is calculated excluding the sections: “Abstract,” “Keywords,” “Funding,” “Acknowledgements,” “Supplemental Data,” “Information about the Authors,” “Authors’ Contributions,” “Conflict of Interest,” and “Ethics Statement”). The minimum manuscript length is 20,000 characters. Length should be calculated in terms of characters with spaces (Table 3).

Table 3

Publication Length in MSUPE Journals

No.	Journal Title	Recommended Length
1	Autism and Developmental Disorders	Up to 30,000 characters
2	Bulletin of Practical Psychology in Education	Up to 30,000 characters
3	Clinical and Special Psychology	Up to 30,000 characters
4	Consulting Psychology and Psychotherapy	Up to 40,000 characters
5	Cultural-Historical Psychology	Up to 40,000 characters
6	Modelling and Data Analysis	Up to 30,000 characters
7	Psychological Science and Education	Up to 35,000 characters
8	Psychology and Law	Up to 30,000 characters
9	Psychological and Pedagogical Research	Up to 30,000 characters
10	Contemporary Foreign Psychology	Up to 40,000 characters
11	Social Psychology and Society	Up to 40,000 characters
12	Social Sciences and Childhood	Up to 30,000 characters
13	Experimental Psychology	Up to 40,000 characters
14	Extreme Psychology and Personal Safety	Up to 30,000 characters
15	Language and Text	Up to 30,000 characters

5.3. Title of the Article

The title should be centred horizontally and set in bold font. The title should be written in title case (capital letters are only used for proper nouns and established abbreviations). A period should not be placed at the end of the title. The English translation of the title should be formatted in the same way as the Russian version.

5.4. Author Information

The main information about the author(s) should be placed on the next line after the manuscript title, aligned to the left, and set in bold font. This information includes the author's initials and surname. On the next line, following the author's

name, the author’s affiliation should be listed in the following order: the place of employment (full name), city, country. After listing all authors, on the next line, the email address of the corresponding author (marked with the “envelope” icon) should be provided (Table 4).

Table 4

Examples of Author Information Formatting

Main Information	
Number of Authors and Affiliation Variations	Example in English
One author, one affiliation	V.A. Ivanov Saint Petersburg State University, St. Petersburg, Russian Federation ✉ ivanov@yandex.ru
One author, two affiliations	V.A. Ivanov^{1,2} ¹ Saint Petersburg State University, St. Petersburg, Russian Federation ² Moscow State University of Psychology and Education, Moscow, Russian Federation ✉ ivanov@yandex.ru
One author, no institutional affiliation	V.A. Ivanov Independent Researcher, Moscow, Russian Federation ✉ ivanov@yandex.ru
Two or three authors with the same affiliation	V.A. Ivanov ✉, V.N. Petrov Saint Petersburg State University, St. Petersburg, Russian Federation ✉ ivanov@yandex.ru

Main Information	
Number of Authors and Affiliation Variations	Example in English
Two or three authors with different affiliations	V.A. Ivanov ¹ ✉, V.N. Petrov ² ¹ Saint Petersburg State University, St. Petersburg, Russian Federation ² Moscow State University of Psychology and Education, Moscow, Russian Federation ✉ ivanov@yandex.ru
Four or more authors	V.A. Ivanov ¹ , V.N. Petrov ¹ ✉, I.P. Orlov ² , N.I. Semenov ² ¹ Saint Petersburg State University, St. Petersburg, Russian Federation ² Moscow State University of Psychology and Education, Moscow, Russian Federation ✉ petrov@yandex.ru

Full author information should be provided after the reference list at the end of the manuscript. This includes the author's full name, academic degree, academic title, position, place of employment (with the official abbreviated name of the organization in parentheses), city, country, ORCID, and email address.

It is permissible to indicate more than one institutional affiliation.

Abbreviations are not allowed in the author information (except for the PhD degree, which should be specified with the relevant field if the author has obtained a PhD, as well as other standardised expressions). All author details should be provided in nominative case (see Table 5).

Table 5

Examples of Full Author Information Formatting

Full Information Information about the authors
Example in English
<i>Vitalyi N. Ivanov</i> , Candidate of Science (Psychology), Associate Professor, Chair of General Psychology, Faculty of Psychology, Saint Petersburg State University, St. Petersburg, Russian Federation, ORCID: https://orcid.org/0000-0002-0777-1111 , e-mail: ivanov@yandex.ru
<i>Vladimir N. Petrov</i> , Doctor of Science (Pedagogy), Leading Research Associate, Centre for Applied Psychological and Pedagogical Studies, Moscow State University of Psychology and Education, Moscow, Russian Federation, ORCID: https://orcid.org/0000-0002-0777-1122 , e-mail: petrov@yandex.ru

5.5. Abstract

The abstract is placed after the author information (affiliation) and before the main text of the manuscript. It should be formatted using the same font as the manuscript text. The heading “Резюме” (in Russian) or “Abstract” (in English) should be presented in bold and italics.

5.6. Keywords

Keywords should be listed immediately after the abstract. The phrase “Ключевые слова:” (“Keywords:”) should be written in bold and italics. The keywords should be written in a single line, separated by commas, without a final period.

5.7. Funding Information

References to sources of funding (if applicable) should be placed after the keywords, following the word “Funding,” which should be in bold font. If no funding was received, this section should be omitted from the manuscript.

The funding information should include the following details:

- The name of the funding source (organisation, institution, foundation, etc.) that provided financial support for the research;
- The project number (grant, government assignment, etc.) under which the funding was provided (if applicable);
- The web address where publicly available information about the funding under the specified project (grant, government assignment) can be accessed (if applicable).

Examples

Funding. The study was supported by the Russian Science Foundation, project number 00-00-00000, <https://rscf.ru/en/project/00-00-00000/>.

5.8. Acknowledgements

Acknowledgements to individuals and organisations that contributed to the preparation and/or implementation of the research should be placed after the funding statement, following the word “**Acknowledgements.**”, which should be in bold font.

5.9. Sections and Subsections in the Text

Subheadings within the text:

First-level headings should be separated from the main text by a paragraph break (press “Enter”), formatted in bold font, and centred.

Second-level headings should be separated from the main text by a paragraph break (press “Enter”), formatted in bold italics, and left-aligned with an indented first line.

Third-level headings should be separated from the main text by a paragraph break (press “Enter”), formatted in italics, and left-aligned with an indented first line.

Text Emphasis:

It is not recommended to use italics or bold font to emphasise text, except for key definitions and fundamental concepts that structure the text. Underlining should not be used.

5.10. Main Text

When referring to authors in the text, initials must always precede the surname, with no space between the initials but a space before the surname.

Example: I.I. Ivanov.

Decimal fractions should be written using a comma (except in cases of automatic data export used in illustrations). It is recommended to use no more than three decimal places, and if there is no whole number, a leading zero should be included.

Example: 0,25.

Negative numbers should be indicated using a short dash (not a hyphen), without a space before the following character.

Quotation Marks and Parentheses:

- The primary quotation marks in Russian-language manuscripts should be «guillemets». If an additional quotation is nested within the main quotation, it should be enclosed in “double quotation marks”.
- For English-language manuscripts, “double quotation marks” should be used consistently throughout the text.
- Quotation marks and parentheses should not be separated by spaces from the words they enclose.

Examples:

«Cultural adaptation of the programme “Support for People with Disabilities”»
(at 300 K), (a).

The letter «ë» should be replaced with «e» everywhere except in surnames. Dates should be formatted as day.month.year.

Example: 17.05.2022.

Punctuation Rules

A period should not be placed:

- After the manuscript title, headings, and subheadings;
- After the authors' names;
- After email addresses;

- After keywords;
- After table titles;
- After figure and table captions;
- In subscript indices;
- At the end of text in table cells.

A period should be placed:

- After footnotes (including in tables);
- After the abstract.

Abbreviations and Acronyms

All abbreviations, acronyms, and initialisms must be spelled out in full the first time they appear in the text, followed by the abbreviation in parentheses. They should then be used consistently throughout the manuscript.

Example: Autism Spectrum Disorders (ASD).

Abbreviations consisting of multiple words should be separated by spaces.

Example: e.g.

Compound words and abbreviations should be written with a hyphen and no spaces.

Examples: F20-F29, EAT-26.

Spacing Rules

References to figures and tables should include spaces.

Examples: fig. 1, table 2.

There should be a space between a number and a section (§) or paragraph symbol.

Examples: № 1; § 5.65.

There should be no space between a number and a percentage sign.

Examples: 100%, 25%.

Numbers combined with letters should be written without spaces.

Examples: IVd; 1.3.14a; fig. 1d.

In geographical names, a space should be placed after the period.

Examples: r. Yenisei, g. Novosibirsk.

For numerical ranges, an en dash should be used without spaces between the numbers and the dash.

Example: pp. 28–33.

Mathematical symbols such as modulus, equality (=), inequality (<, >), and arithmetic operations (+, −, /) should be separated by spaces on both sides.

Example: $F = 9.43$, $df = 4$, $p < 0.05$.

Translated Terms and Proper Names

When mentioning foreign surnames, the original spelling should be provided in parentheses (except for widely recognised names).

When translating the names of foreign educational institutions, organisations, or geographical locations (except widely recognised ones), the original name (or its English version) should be given in parentheses.

Newly introduced or rarely used translated terms should be accompanied by the corresponding term in the original language, placed in parentheses.

5.11. Tables

Tables should be formatted in an editable format. Each table must have a meaningful title. The title should be placed on the line following the table number, formatted in bold, and centred. Tables should be numbered sequentially using Arabic numerals in the order they appear in the text. If only one table is included in the manuscript, the table number should be omitted, but the formatting should remain the same.

When referring to a table in the text, the abbreviation “table” should be used.

Example: The results are presented in table 4.

All designations in tables must be explained in table notes.

If a table contains data of only one measurement unit, the unit should be specified in parentheses after the table title.

Explanatory notes and symbols used in tables should be placed below the table, preceded by the word “Note.” in bold.

Example:

Note. * Indicates a correlation significant at the 0.01 level (two-tailed);
** indicates a correlation significant at the 0.05 level (two-tailed).

The table title, content, and notes should be translated into English, with the translation provided after a slash following the Russian text. In bilingual tables, it is recommended to present information in both Russian and English using a slash.

Example:

Table

**Relationship between the Indicators
of Creativity and Aggression in Students (N = 80)**

Parameters	M (SD)	1	2	3	4	5	6	7
Creativity								
1. Fluency	7.43 (2.90)	1	-	-	-	-	-	-
2. Flexibility	2.56 (0.95)	0.47*	1	-	-	-	-	-
3. Originality in prosocial situations	3.27 (2.44)	0.79*	0.63*	1	-	-	-	-
4. Originality in situations with negative connotations	0.38 (0.63)	0.30*	0.35*	0.16**	1	-	-	-
5. Overall originality	3.47 (2.90)	0.78*	0.59*	0.91*	0.33*	1	-	-
Aggression (Buss – Perry)								
6. Aggression	5.90 (2.43)	0.57*	0.55*	0.33*	0.41*	0.49*	1	-
7. Hostility	3.59 (0.73)	0.27*	0.42*	0.38*	0.44*	0.49*	0.45*	1

Note: *p < 0.01 (two-tailed); **p < 0.05 (two-tailed).

5.12. Figures

All figures must be included in the manuscript text at their appropriate locations. For print publications, all graphs and diagrams should be formatted in black and white only.

The title, legend, and symbols used in the figure should be translated into English and placed after the Russian-language text.

If the figure includes text, it should be provided in both Russian and English, separated by a slash. To avoid excessive textual content, complex figures should be presented sequentially, separately in Russian and English.

Photographs, screenshots, and other illustrations must be uploaded separately in JPEG or TIFF format when submitting the manuscript. The file size should be at least 1 MB, with a resolution of at least 300 dpi. The image format should have minimum dimensions of 800×600 px (file size at least 1 MB).

Each image file should be named with the corresponding figure number in the text.

In the manuscript text, each figure should be referred to using the abbreviation “**Fig.**” followed by the figure number, followed by the title (not on the actual figure). The text within the image should be minimal, but all abbreviations and symbols should be explained. The figure title should not be formatted in bold or italics. If only one figure is included in the publication, the number should be omitted while maintaining the same formatting.

Example:

Fig. 1. Semantic space of role position dynamics...

All figures must be referenced in the text. When referring to a figure in the text, the abbreviation “Fig.” should be used.

Example: The mean reaction time in the younger group was higher than in the older group (Fig. 1).

Legends and symbols used in illustrations (graphs, charts, etc.) should be placed below the figure, following the title and separated by a colon.

Example:

Fig. 1. Schematic representation of the sociometric structure “Group with outsider”: ---- — positive choice; — — negative choice; 1, 2, 3, 4, 5 — level of development of moral consciousness.

5.13. References

Any materials, theories, propositions, or research previously published and mentioned in the manuscript must be accompanied by a reference to the source. The References section reflects the key characteristics of the manuscript — relevance, novelty, significance, breadth, continuity, depth, and thoroughness in addressing the topic.

The heading References should be centre-aligned and set in bold font.

It is recommended to prioritise bibliographic references to recent studies published within the past five years, particularly those appearing in journals indexed in the Core Collection of the Russian Science Citation Index (RSCI). Ideally, self-citations (including co-authored works) should not exceed 15% of the total number of references (Kuleshova et al., 2019). References to works by researchers from the author's own institution should also not exceed 15% of the total reference list.

Information about sources and in-text citations should follow the principles set out in this Guide and the Publication Manual of the American Psychological Association, 7th edition (2020)¹.

The References list should be arranged in alphabetical order and numbered. Russian-language sources (if present) should be listed first, followed by English-language sources (if present). For sources originally published in Russian, both Russian and English bibliographic references should be provided under the same entry number, separated by a line break². The English version should prioritise the original official translation (if available), or alternatively, a paraphrase (author's translation). Author names in English must match those given in the cited source. Other bibliographic elements (such as publisher names or journal titles, if they lack official English translations) should be transliterated using the BSI system via specialised tools, such as [Translit.net](https://translit.net). When specifying page ranges, the transliterated "s." should be replaced with "pp.", and "Изд-во" (where applicable) should be replaced with "Publ."



If the publication language is Russian, the English reference should end with (In Russ.).

¹ American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington: American Psychological Association. <https://doi.org/10.1037/0000165-000>

² In most cases, the key combination Shift+Enter is used.

5.13.1. Formatting In-Text Citations

The reference list should include only scholarly sources and documents that are cited or referenced in the main text and are relevant to its content. To link sources to the text, in-text citations should be formatted according to the rules outlined below, with the year of publication always specified. If citing a specific part of a source, the page numbers should also be provided.

When translating a manuscript into English, the citation formatting rules remain unchanged, except for page notation, which should be written as "p." in lowercase.

Citing a Work by One Author

If referencing a work by a single author, only the surname is included, without initials, followed by a comma and the publication year.

Examples:

(Vygotsky, 1934). (Galperin, 2023, p. 12).

Citing a Work by Two or Three Authors

For two or three authors, surnames are listed without initials, separated by commas.

Examples:

(Ivanov, Smirnov, 2023). (Ivanov, Smirnov, Petrov, 2023).

Citing a Work by Four or More Authors

For works with four or more authors, only the surname of the first author is included, followed by "et al." (in English), and the year of publication. If necessary, page numbers should also be provided.

Examples:

(Petrov et al., 2023).

Citing a Work Without an Author

If no author is specified, the citation should include the title of the source and the year, separated by a comma. Titles containing up to five words should be written

in full. For longer titles, a shortened version (up to three words) should be used while maintaining meaning.

Examples:

(Evidence on the Interplay ..., 2021). (Education Indicator in Focus, 2016).

Citing Multiple Sources in One Citation

When citing multiple sources in the same citation, they should be enclosed in a single set of parentheses, separated by a semicolon. Sources should be listed in alphabetical order. The recommended number of sources should not exceed five.

Example:

(Galperin, 2023; Obukhova, 2022).

Citing Multiple Works by the Same Author from the Same Year

If multiple works by an author published in the same year are cited, a lowercase letter should be added immediately after the year (without a space). For English manuscripts, a, b, c, d... should be used.

Examples of Year Formatting in References:

(2023A). (2022b).

In-text citations should also include the corresponding letter after the year.

Examples:

(Smith, 2023a; McCormack, 2022b).

5.13.2. Digital Object Identifier (DOI)

When preparing bibliographic references, it is essential to check whether the cited publication has a Digital Object Identifier (DOI) and include it as a hyperlink if available. The accuracy of the DOI can be verified using the [Free DOI Lookup](#) tool, which does not require registration, or [the Simple Text Query Form](#) for checking an entire reference list.



5.13.3. Bibliographic References

In the reference list, for all types of bibliographic entries, a comma should be placed after the surname before the initials.

Table 6

Examples of Bibliographic References Formatting

<p>Journal Articles</p>	<p>The reference entry should follow this order: author(s), year (in parentheses), article title, journal title (italicised), volume, issue number (in parentheses), page range (using an en dash), and DOI as a hyperlink. If a DOI is unavailable, provide the URL from the publisher’s website or a legitimate repository (e.g., eLibrary.ru), specifying the access date: In English: (viewed: XX.XX.XXXX) If an article has up to 20 authors, list them all. For articles with 21 or more authors, list the first 19 authors, followed by an ellipsis (...) and the last author. If no page range is available, specify the article number, preceded by “Article” (in English).</p>
<p>One to Twenty Authors</p>	<p><i>Example:</i> 1. Gromyko, Y.V. (2023). Cultural-Historical Psychology of Mastering Activity and Alternatives to Digitalization. <i>Cultural-Historical Psychology</i>, 19(2), 27–40. (In Russ.). https://doi.org/10.17759/chp.2023190204</p>
<p>Twenty-One or More Authors</p>	<p><i>Example:</i> Eriksson, K., Strimling, P., Gelfand, M., Wu, J., Abernathy, J., Akotia, C.S., Aldashev, A., Andersson P.A., Andrighetto G., Anum A., Arikan G., Aycan Z., Bagherian F., Barrera D., Basnight-Brown, D., Batkeyev, B., Belaus, A., Berezina, E., Björnstjerna, M., ... Van Lange, P.A. (2021). Perceptions of the appropriate response to norm violation in 57 societies. <i>Nature Communications</i>, 12(1), Article 1481. https://doi.org/10.1038s41467-021-21602</p>
<p>No Author</p>	<p><i>Example:</i> To the 100th Anniversary of A.V. Petrovsky: Interview with the Scientist. (2024). <i>Cultural-Historical Psychology</i>, 20(2), 97–99. (In Russ.). URL: https://psyjournals.ru/journals/chp/archive/2024_n2/Petrovsky_interview (viewed: 10.09.2024).</p>

Books	<p>The reference entry should follow this order: author(s), year (in parentheses), book title (italicised), place of publication, and publisher. If the book has an online version, provide the DOI as a hyperlink or a URL from the publisher's website or a legitimate repository (e.g., eLibrary.ru) with the access date.</p> <p>In English: (viewed: XX.XX.XXXXX)</p> <p>If the author is also the editor, this should be indicated once at the beginning of the reference.</p> <p>If authors and editors are different, list authors first, followed by editor(s) in parentheses after the title.</p> <p>If the book is by an organisation, the organisation's name is listed as the author.</p> <p>For 21 or more authors, list the first 19 authors, insert an ellipsis (...), then add the last author.</p> <p>For translated books, include the original title in Latin script.</p>
Example: One Author	<p>1. Asmolov, A.G. (1990). <i>Psychology of Personality</i>. Moscow: MSU. (In Russ.).</p>
Example: Two or More Authors	<p>2. Zvereva, N.V., Kaz'mina, O.Yu., Karimulina, E.G. (2023). <i>Pathopsychology of Childhood and Adolescence</i>. Moscow: Urait. (In Russ.).</p>
Example: Edited Volume	<p>3. Karvasarskii, B.D. (Ed.) (2006). <i>Psychotherapy Encyclopedia</i> (3rd rev. ed.). St. Petersburg: Piter. (In Russ.).</p>
Chapters in Edited Books	<p>The reference entry should follow this order: Author(s) of the chapter, year (in parentheses), chapter title, editor(s), book title (italicised), page range, place of publication, publisher. If an online version is available, add the DOI or URL with the access date.</p>
Example: Chapter in a Book	<p>Akhutina, T.V. (2004). <i>Writing Disorders: Diagnosis and Correction</i>. In: M.G. Khrakovskaya (Ed.), <i>Actual Problems of Logopedic Practice</i> (pp. 225–247). St. Petersburg: Aktsioner i K. (In Russ.).</p>
Conference Proceedings	<p>Follow this format: Author(s), year (in parentheses), title, conference proceedings title, publication details, page range, DOI or URL (if applicable).</p>
Example: Conference Paper	<p>Alekхина, S.V. (2011). <i>Inclusive Educational Practice as an Object of Psychological and Pedagogical Research</i>. In: Innovative Potential of Subjects of Educational Space in the Conditions of Modernization of Education: Proceedings of the 2nd International Scientific and Practical Conference (pp. 155–163). Rostov-on-Don: SFedU Publ. (In Russ.).</p>

<p>Dissertations and Theses</p>	<p>The citation of dissertations and theses should follow this sequence:</p> <ul style="list-style-type: none"> ▪ Author, ▪ Year (in parentheses), ▪ Title of the dissertation/thesis (italicised), ▪ Additional information (after a colon), ▪ Institution, ▪ Location. <p>The title of the dissertation or thesis, including additional information, should always be italicised.</p> <p>If the dissertation or thesis is available in an online repository, the repository name and URL should be included after the abbreviation “URL:” in English, followed by the date of access: In English: (viewed: XX.XX.XXXX)</p>
<p>Example: Dissertations</p>	<p>Ivanov, I.I. (2004). <i>Structure and dynamics of intellectual abilities: Diss. Dr. Sci. (Psychol.)</i>. Institute of Psychology RAS. Moscow. (In Russ.).</p>
<p>Example: Theses (Extended Abstracts)</p>	<p>Ivanov, I.I. (2004). <i>Structure and dynamics of intellectual abilities: Extended abstr. Diss. Dr. Sci. (Psychol.)</i>. Institute of Psychology RAS. Moscow. (In Russ.).</p>
<p>Example: Online Repository (Theses or Dissertations)</p>	<p>Shvedovskaya, A.A. (2006). <i>Features of experiencing parent-child relationships and interaction with parents of older preschool children: Extended abstr. Cand. of Psychol. Sci.</i>: 19.00.13 Developmental Psychology, Acmeology. Moscow State University named after M.V. Lomonosov. Moscow. URL: https://search.rsl.ru/ru/record/01003304993 (viewed: 10.09.2024).</p>
<p>Regulatory Documents</p>	<p>For electronic regulatory documents, follow this sequence:</p> <ul style="list-style-type: none"> ▪ Editor(s), ▪ Year (in parentheses), ▪ Title (italicised), ▪ Additional information (after a colon), ▪ Publisher, ▪ URL, ▪ Date of access. <p>The document title and additional information should always be italicised. The URL should be provided after the abbreviation “URL:” in English, followed by the date of access: In English: (viewed: XX.XX.XXXX)</p>

Example: Online Regulatory Document	On approval of the federal state educational standard of higher education — Bachelor’s degree in the direction of training 44.03.02 Psychological and Pedagogical Education: With amendments and additions: Order of the Ministry of Education and Science of the Russian Federation from February 22, 2018, no. 122. (2018). Moscow. (In Russ.). URL: https://fgosvo.ru/uploadfiles/FGOS%20VO%203++/Bak/440302_B_3_15062021.pdf (viewed: 10.09.2024).
Example: Family Code of the Russian Federation	Family Code of the Russian Federation from 29.12.1995 N 223-FZ: ed. from 31.07.2023: with amendments and additions, in force since 26.10.2023. (1995). Moscow. URL: https://www.consultant.ru/document/cons_doc_LAW_8982 (viewed: 10.09.2024).
Datasets	<p>Datasets should be formatted as follows:</p> <ul style="list-style-type: none"> ▪ Author(s) or responsible organisation, ▪ Year (with publication date in parentheses), ▪ Dataset title (italicised), ▪ Additional information (after a colon), ▪ Type of material (in square brackets), ▪ Data repository name, ▪ URL. <p>The dataset title should always be italicised.</p>
Example: Dataset in Repository (Without DOI)	1. Shumakova, N.B., Shcheblanova, E.I., Sorokova, M.G. (2023). « <i>Classroom Climate</i> »: Russian language version of the modified School Climate Questionnaire: Dataset. RusPsyData: Psychological Research Data and Tools Repository. Moscow. (In Russ.). URL: https://ruspsydata.mgppu.ru/items/b004fd71e4ad-4691b4f3-7d1d53015314 (viewed: 10.09.2024).
Example: Dataset in Repository (With DOI)	2. Shumakova, N.B., Shcheblanova, E.I., Sorokova, M.G. (2023). « <i>Classroom Climate</i> »: Russian language version of the modified School Climate Questionnaire: Dataset. RusPsyData: Psychological Research Data and Tools Repository. (In Russ.). URL: https://doi.org/10.48612/MSUPE/f3x6-d81x-uuu9

5.13.4. Footnote Bibliographic References (Footnotes)

Sources that do not present the results of previous research on the manuscript’s topic and are generally anonymous should be placed in footnotes on the respective pages where they are cited in the text.

These sources include:

- Statistical compilations, reports
- Websites, portals, social media
- Regulatory documents without an electronic version, which serve as supplementary material to the manuscript

- Newspaper articles, publications in popular science journals, etc.

Formatting Rules for Footnotes

- Footnotes should be numbered consecutively throughout the manuscript.
- Footnote numbers should be Arabic numerals.
- Citations in footnotes should follow the same formatting rules as references in the reference list.
- After citing the source, the author may include additional comments, which should be separated by an em dash.
- The text of the footnote should be in the language of the manuscript.

General Formatting of Footnotes

- Font: Times New Roman
- Font size: 10 pt
- Alignment: Justified
- First-line indentation: 0.5 cm
- Line spacing: Single

Examples of Footnotes

Presentation

¹ Gavrilova, M.N. (2023). *Stylistics and Lexicon of Academic Texts [Presentation]. International Level Scientific Publishing – 2023: Achievements, Realities, Prospects: 11th International Scientific and Practical Conference*, Moscow, Russian Federation. URL: https://rassep.ru/upload/iblock/48d/5qywwh8samrce96k5d0x7srwunc514q/GavrilovaStilistika-i-leksika-akademicheskikh-tekstov_-_ANRI-25-maya.pdf (viewed: 10.09.2024).

Poster Presentation

² Kotyusov, A.I., Kasanov, D., Kosachenko, A.I., Gashkova, A.S., Pavlov, Y.G. (2023, June 21–22). *Electroencephalographic Markers of Cognitive Processes under Working Memory Load [Poster presentation]. In: Cognitive Science in Moscow: New Research: Seventh Poster Conference*, Moscow, Russian Federation.

Master's Theses in a Repository

³ Gorkun, N.V. (2017). *Adaptation of Children with Emotional Difficulties to School Learning Conditions: Master's Thesis*. Moscow State University of Psychology and Education, Moscow. URL: <https://psychlib.ru/inc/absid.php?absid=370187> (viewed: 10.09.2024).

Newspaper Article

⁴ Dashkovskaya, O. (2023, October 10). *Developmental Learning: Five Secrets of Happiness*. *Vesti Obrazovaniya*. URL: https://vogazeta.ru/articles/2023/10/10/quality_of_education/23896-razvivayuschee_obuchenie_pyat_sekretov_schastya (viewed: 10.09.2024).

Web Page

⁵ *Methodological Cabinet: Support for Authors, Reviewers, Editors* [n.d.]. PsyJournals.ru: Psychological Publications Portal. URL: <https://psyjournals.ru/info/standart> (viewed: 10.09.2024).

Video on an Online Platform

⁶ UNESCO. (2022, February 3). *UNESCO Report on Education Perspectives: Rethinking Our Future Together* [Video]. RuTube. URL: <https://www.rutube.com/watch?v=sPUJNL6tEN0> (viewed: 10.09.2024).

Prohibited Use of Restricted Social Networks and Foreign Agent Publications

Prohibited social networks / Foreign agent publications.

5.14. Authors' Contribution

Details of each author's contribution should be provided at the end of the manuscript after the "Information about the Authors" section. It is recommended to use the CRediT taxonomy (Kochetkov et al., 2024; Holcomb, 2020). This section should begin with the heading "Authors' Contribution", formatted in bold and left-aligned. After the surname and initials of each author, their specific contributions should be briefly described (e.g., idea development, data collection, analysis, manuscript writing, scientific editing, etc.).

If all authors contributed equally, the following phrase should be used:

"The authors contributed equally to the research, data analysis, and preparation of this manuscript."

If there is a single author, this section should not be included.

Example

Vitalyi N. Ivanov — ideas; annotation, writing and design of the manuscript; planning of the research; control over the research.

Vladimir N. Petrov — application of statistical, mathematical, or other methods for data analysis; conducting the experiment; data collection and analysis; visualization of research results.

All authors participated in the discussion of the results and approved the final text of the manuscript.

5.15. Conflict of Interest

Information regarding the presence or absence of a conflict of interest should be provided at the end of the manuscript after the “Authors’ Contribution” section. This section should begin with the heading “Conflict of Interest”, formatted in bold and left-aligned.

Example (No Conflict of Interest)

The authors declare no conflict of interest.

Example (With Conflict of Interest)

I.I. Petrov is an employee of Psikholog, the company that funded this study. For organizations without an official English name, their transliteration in BSI format should be used (e.g., Psikholog).

5.16. Ethics Statement

An ethics statement should be included at the end of the manuscript after the “Conflict of Interest” section. This section should begin with the heading “Ethics Statement”, formatted in bold and left-aligned.

Typically, the ethics statement is based on the decision of an ethics committee. If the study involved human participants but no ethics committee approval was obtained, the conditions of participation should be specified to ensure adherence to ethical principles. For example, this can include informed consent obtained from the participants, their legal guardians, or next of kin.

Examples (Ethics Committee Approval)

The study was reviewed and approved by the Ethics Committee of Moscow State University of Psychology and Education (report no. 2025/01/10).

Examples (Informed Consent)

Written informed consent for participation in this study was obtained from the participants (or legal guardians / next of kin of the participants).

- ¹ American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.). Washington: American Psychological Association. <https://doi.org/10.1037/0000165-000>
- ² In most cases, the key combination Shift+Enter is used.

6 Retraction



If unauthorised plagiarism of data (scientific research results) or ideas is detected, an article may be withdrawn from publication (retracted). Retraction is carried out in accordance with the recommendations of the Association of Science Editors and Publishers (ASEP) and the Retraction Guidelines of the Committee on Publication Ethics (COPE)(General Approach to Publication Ethics..., 2022; Kirillova & Popova, 2023).

When a decision is made to retract an article, the editorial board specifies the reason for retraction (in the case of plagiarism, the sources of the copied material are identified) and the retraction date. The article and its description remain on the journal's website as part of the corresponding journal issue, but the electronic version of the text is marked as "Retracted", with the date of retraction indicated. This same label and date are placed in the table of contents of the issue next to the retracted article.

The publisher strongly discourages plagiarism and other violations of publication ethics and hopes that there will be no need to retract published articles.

Rules for Retraction of Articles from Publication (2021). Rosnauchperiodika. Ecosystem for the Sustainable Development of Scientific Periodicals: Association of Science Editors and Publishers Platform. URL: <https://rassep.ru/sovet-po-etike/retraksiya/> (viewed: 10.09.2024).

References

1. GOST 7.11-2004 System of Standards for Information, Librarianship and Publishing. Bibliographic Record. Abbreviation of Words and Word Combinations in Foreign European Languages. (2004). Moscow. URL: https://psyjournals.ru/files/staticpages/0/37/custom/librarians_SIBID_7112004.pdf (viewed: 10.09.2024).
2. GOST R 7.0.12-2011 System of Standards for Information, Librarianship and Publishing. Bibliographic Record. Abbreviation of Words and Word Combinations in the Russian Language. General Requirements and Rules. (2011). Moscow. URL: https://psyjournals.ru/files/staticpages/0/37/custom/gost_r_7.0.12-2011.pdf (viewed: 10.09.2024).
3. GOST R 7.0.7-2021 System of Standards for Information, Librarianship and Publishing. Articles in Journals and Collections. Publishing Design. (2021). Moscow. URL: https://psyjournals.ru/files/staticpages/0/37/custom/gost_r_7.0.7-2021.pdf (viewed: 10.09.2024).
4. Kirillova, O.V. (2018). How to arrange an article and a scientific journal to avoid indexing errors in international scientometric databases. *Science Editor and Publisher*, 3(1–2), 52–72. (In Russ.). <https://doi.org/10.24069/2542-0267-2018-1-2-52-72>.
5. Kirillova, O.V., & Popova, N.G. (Eds.). (2023). *Ethics of scientific publication: Guidelines, standards and flowcharts Committee on Publication Ethics (COPE): Translated from English*. Moscow: Association of Scientific Editors and Publishers. (In Russ.). <https://doi.org/10.24069/ASEP-2023-ethics>.
6. Kochetkov, D.M., Popova, N.G., & Kochetkova, I.A. (2024). Contributorship collaboration: Translating the CRediT taxonomy into Russian. *Science Editor and Publisher*, 9(1), 38–43. (In Russ.). <https://doi.org/10.24069/SEP-24-09>.
7. Kuleshova, A.V., Chekhovich, Yu.V., & Belenkaya, O.S. (2019). Walking the razor's edge: How to avoid self-plagiarism when you recycle your texts. *Science Editor and Publisher*, 4(1–2), 45–51. (In Russ.). <https://doi.org/10.24069/2542-0267-2019-1-2-45-51>.
8. Kulkarni, S., Rodrigues, V., & Joshi, Y. (2018). Research paper titles, abstracts and keywords as keys to successful publication: From Editage Insights blogs. *Science Editor and Publisher*, 3(1–2), 80–85. (In Russ.). <https://doi.org/10.24069/2542-0267-2018-1-2-80-85>.
9. COPE Flowcharts and Infographics – General Approach to Publication Ethics for the Editorial Office. (2022). *Science Editor and Publisher*, 7(2), 221. (In Russ.). <https://doi.org/10.24069/SEP-22-45>.

-
10. Oveshkova, A.N. (2023). Abstract writing in English: Translation issues and their solutions. *Science Editor and Publisher*, 8(1), 6–17. (In Russ.). <https://doi.org/10.24069/SEP-23-01>.
 11. Raitskaya, L.K., & Tikhonova, E.V. (2019). Reviews as a promising type of scholarly publication, its types and characteristics. *Science Editor and Publisher*, 4(3–4), 131–139. (In Russ.). <https://doi.org/10.24069/2542-0267-2019-3-4-131-139>.
 12. Tikhonova, E.V. (2024). Discussion of results in original research: Rhetorical moves and their implementation. *Science Editor and Publisher*, 9(1), 6–37. (In Russ.). <https://doi.org/10.24069/SEP-24-14>.
 13. Tikhonova, E.V., Popova, N.G., Kirillova, O.V., Dem'yanets, M.V., & Mzhel'skii, A.A. (2023). *Preparing an article for publication in a reputable journal: Brief recommendations for authors and editors*. Moscow: Association of Scientific Editors and Publishers. (In Russ.). <https://doi.org/10.24069/rec-author-2023>.
 14. Holcombe, A.O. (2020). Contributorship, not authorship: Use CRediT to indicate who did what. *Science Editor and Publisher*, 5(2), 123–134. (In Russ.). <https://doi.org/10.24069/2542-0267-2020-2-123-134>.
 15. American Psychological Association. (2020). *Publication Manual of the American Psychological Association (7th ed.)*. Washington, DC: American Psychological Association. <https://doi.org/10.1037/0000165-000>.

**GUIDELINES FOR PREPARING PUBLICATIONS
IN PEER-REVIEWED JOURNALS OF MOSCOW STATE
UNIVERSITY OF PSYCHOLOGY AND EDUCATION**

METHODOLOGICAL GUIDE

Authors: A.A. Shvedovskaya,
V.V. Ponomaryova, N.V. Meshkova

Design and digital layout: V.V. Zabkova

Editor: R.K. Lopina

Digital version operators: K.S. Ryzhenkov,
M.A. Kanevskiy, A.V. Shekhorina

Electronic publication for online distribution

Approved for publication on 15 January 2025

Format: 60×90 1/16. Typeface: Minion Pro

Printing sheets: 3.75

Electronic version



Moscow State University
of Psychology and Education
29 Sretenka St., Moscow, 127051;
tel.: (495) 632-90-77; fax: (495) 632-92-52

GUIDELINES FOR PREPARING PUBLICATIONS

IN PEER-REVIEWED JOURNALS OF MOSCOW STATE
UNIVERSITY OF PSYCHOLOGY AND EDUCATION

METHODOLOGICAL GUIDE

Authors A.A. Shvedovskaya,
V.V. Ponomaryova, & N.V. Meshkova

