

TERMS OF PUBLISHING ARTICLES IN THE JOURNAL "TEACHING METHODOLOGY IN HIGHER EDUCATION" GENERAL PROVISIONS

Since 1999, the collection of scientific articles "TEACHING METHODOLOGY IN HIGHER EDUCATION" ("TMHE") has been published in Russian as a non-periodical publication. Since 2012, the annual collection has been published as an independent periodical printed edition under the double title: "Voprosy Metodiki Prepodavaniya v Vuze" = "Teaching Methodology in Higher Education" with the right to publish articles in Russian and English. Since 2017, it has been published 4 times a year.

The journal has official registration with the Federal Service for Supervision of Communications, Information Technology and Mass Media: Registration Certificate PI No. FS 77 – 72908 dated 05/22/2018. In the system of International standard serial numbering it was assigned the number **ISSN 2227-8591**.

Information about publications is presented in the database "Russian Science Citation Index" (RSCI), hosted on the platform of the Scientific Electronic Library <http://www.elibrary.ru>, in the EBSCO database, as well as on the platform of the scientific library open access (Open Access) **CyberLeninka** <https://cyberleninka.ru>.

The journal is sent to the leading libraries of the country, distributed in Russia, countries near and far abroad. The printed version of the magazine is distributed according to the Unified catalog "Press of Russia": subscription index 33083.

More detailed information about the journal and an archive of all its issues are posted on the website <https://tmhe.spbstu.ru>

Publication of scientific articles for all authors is free, royalties are not paid.

All articles submitted to the journal "TMHE" undergo a mandatory review procedure.

All Russian authors are to provide an **expert opinion** on the article about the possibility of its open publication. The authors of published articles are responsible for the accuracy of the facts, statistics, personal names and other information, as well as for the content of materials that are not subject to open publication.

A **license agreement** is concluded with the authors of the articles that have passed peer review.

When selecting articles, the editorial board is guided by the scientific and editorial policy publishing and observance of the publication ethics principles. Editorial point of view may not coincide with the opinion of the authors of the articles.

"TMHE" is a scientific publication covering a wide range of pedagogical, linguodidactic and methodological problems in higher education.

Since 2022, the journal has been publishing works corresponding to the group of specialties 13.00.00 – Pedagogical Sciences (13.00.01/13.00.02/13.00.08), which corresponds to **5.8** in the system of new codes: **Pedagogy** (5.8.1/5.8.2/5.8.7).

The journal accepts for publication original articles, surveys, critical reviews, comments and reports on scientific events.

The publication is intended for higher education teachers, scientists, graduate students and applicants, as well as for everyone interested in discussing modern pedagogical ideas and teaching practices in higher education.

RULES FOR AUTHORS

Content Requirements

The article should contain a complete and logically coherent material on a topical scientific problem, the text should begin with an *Introduction*, *Relevance of the Subject*, *Formulation of goals* sections and end with *Conclusion*, recommendations for implementing the results into practice and assessing the prospects for further solving the problem. The title of the article should be short and reflect the main idea of its content. **Abbreviations and contractions in the title are not recommended.**

The percentage of the article originality when checking in the **Anti-Plagiarism** system should strive for 85%.

Original, previously unpublished articles containing new scientific results obtained by the authors are accepted and published in accordance with the following thematic sections:

- General pedagogy, history of pedagogy and education;
- Theory and methodology of vocational education;
- Informatization of education;
- Intercultural and interlingual communication;
- Linguodidactic forum;
- University practice;
- Scientific debut;
- International conferences;
- Chronicle of scientific life. Personalities.

In some cases, it is possible to form special thematic issues of the journal within the general thematic scope of the publication and the established frequency of 4 times a year.

Technical requirements

1. The recommended length of the article is 8–10 pages (40,000 characters), A4 format, including graphic attachments. The number of figures should not exceed three, tables – two; there should be **at least 15 (fifteen) references**. Recommended number of references *for survey papers is at least 50*. In agreement with the editors, an increased volume of the article is possible, but not more than 60,000 characters. Titles (signatures) to figures and tables should be indicated in two languages (Russian and English).

For articles in the headings "University practice" and "Scientific debut", a smaller volume of the article (6–7 pages) is possible, taking into account the author's data, abstract, keywords, and a list of references given in two languages (Russian and English). The list of references should amount to 10 (ten) and cited sources should be dated to the 21st century (2000s).

2. Authors should adhere to the following generalized structure of the article: introductory part (0.5–1 page, covering relevance, existing problems); the main part (statement and description of the problem, presentation and essence of the main results); final part (0.5–1 page focusing on proposals and conclusions).

3. It is recommended that the number of authors of the article should not exceed three people. Any author has the right to publish an article in a journal issue once in sole authorship, the second time in co-authorship.

4. Typing is carried out in the MS Word editor, formulas – in the MS Equation editor. Tables are typed in the same format as the main text. The font is Times New Roman, body text font size – 14, spacing – 1.0; large tables can be typed in 12 pt. Page settings: margins on the left – 3 cm, top, bottom – 2.5 cm, right – 2 cm. The text is placed without hyphenation. Paragraph indent is 1.5 cm.

REGISTRATION PROCEDURE

The article is drawn up in accordance with the basic requirements of GOST R 7.0.7–2021 "ARTICLES IN JOURNALS AND COLLECTIONS". Publishing design" and the following structure:

- **UDC** is indicated in accordance with the classifier (in the title of the article);
- **DOI** (Digital Object Identifier) is assigned by the editorial board;
- **information about the authors in the *Authors block*** (Russian/English) for each author is filled in separately: last name, first name, patronymic in full, position, academic title, academic degree, place of work, postal address of the organization (with postal code), contact details (phones, e-mail); SPIN-code of the RSCI and *ORCID ID of the authors*;

When specifying the name and address of the organization in English, it is preferable to use the name and address adopted by the charter of the organization indicated on its website;

When writing an address in English, you should follow the English rules and indicate the data in the following sequence (taking into account the punctuation signs): house number street, city postal code, country;

It is necessary that the full official name of the organization be indicated without contractions or abbreviations; the abbreviation of the organization may be indicated after its full name.

If the name of the organization contains the name of the city, the city must be indicated in the address data;

– **photo of the author(s) of the article** (minimum resolution – 300 dpi (.jpeg or .tiff format): the photo should be businesslike, but not necessarily strictly official, like that on a passport or visa; the background of the photo should be light and contain no faces of other people / children or foreign objects.

– **the title of the article** (up to 12 words, including prepositions) in Russian and English, abbreviations and formulas are not recommended;

– **abstract** (Russian/English): at least **200–250 words**: indicating the novelty of the study and the research methods used; abstract in Russian and keywords are indicated with a space below the title of the article;

The abstract is an autonomous and main source of information on a scientific article and can be published separately from it in domestic and foreign databases.

The abstract is not allowed to include references to sources from the full text, nor abbreviations disclosed only in the full text. Contractions and abbreviations in the abstract must be disclosed. The abstract is prepared after completion of the article when the text is written in full;

– **keywords** (Russian/English). *The recommended number of keywords is 5–7 in Russian and English, the number of words within a key phrase is no more than three; keywords/phrases are separated by commas.*

Keywords should reflect the content of the article and, if possible, they should not repeat the terms used in the title and abstract.

It is preferable to use terms that will facilitate and expand the possibility of finding an article using databases and search engines.

– **the text of the article** in Russian should be in accordance with the technical requirements;

In the text, the **letter "ë"** is used only in surnames and geographical names.

The text of the article can also be submitted in English, in which case the title of the article, abstract, keywords and information about the author are presented in two languages: Russian and English.

The text is placed without hyphenation.

– **the list of references** in Russian/Cyrillic/in the language of the original source must be drawn up in accordance with GOST 7.0.5–2008. "Bibliographic reference. General requirements and drafting rules". It is customary to indicate the name of the cited source in the original language.

The cited literature is given in a general list at the end of the article **in order of mentioning**.

The text of the article should contain links to **all the sources** from the list of references. The sequence number in the text is enclosed in square brackets. It is not allowed to specify a source in the format "Same" and "Ibid"!

References. Articles written in Russian/Cyrillic, in addition to the list of sources, in Russian / in Cyrillic / in the language of the original source should contain a transliterated list of sources – **References**. Russian-language sources, as well as sources in Cyrillic that do not have an English translation, are indicated in the References in transliteration.

Transliteration is a translation from Cyrillic into Latin. When uploading an article through the Electronic Edition, transliteration is performed automatically.

Articles without reference lists are not accepted for consideration

A scientific article is supposed to contain links to information obtained from a specific source (internal links), as well as a bibliographic list of these sources at the end of the article. These lists include only sources used for preparing the article.

Self-citation: previously published research by the author may be the source of the quote, however, such **references in the general list of sources should not exceed 5%.**

The list of references contains, as a rule, at least 15 items, of which at least 20% should be foreign sources on the subject of article, indexed in foreign databases (Scopus, Web of Science, etc.). Links to the articles from the early TMHE issues are welcome, as well as those from other peer-reviewed journals. It is recommended that you should analyze the recent scientific literature on the problem of the article, that is the sources published in the past ten years.

Acknowledgments: In the scientific tradition, it is customary to express gratitude to the colleagues who assisted in the implementation of the study and preparation of the articles. However, before expressing and publishing the gratitude, it is necessary that you get the personal consent of those whom you are planning to thank.

If there is a **Source providing financial support** for the study, it should be indicated on the same page with the title of the article, i.e. the details of grants, contracts, scholarships with whose help it was possible to conduct the study (e.g. *This work was supported by the Russian Foundation for Basic Research, project no. 94-02- 04253a*).

IMPORTANT INFORMATION:

In order to avoid annoying misunderstandings, before submitting an article, check the conditions required for the publication of materials by your grantors!

Failure to comply with the rules leads to a publication delay.

CONSIDERATION OF MATERIALS

The provision of all materials is carried out by downloading files in electronic form and filling in special fields on the website of the Electronic Edition (<https://journals.spbstu.ru>), in which the author needs to register.

We pay special attention to the importance of submitting the article in a separate file, containing only the text of the article.

After registration in the **Electronic Editorial Board**, a personal profile of the author is automatically formed, through which you need to upload an article to the menu "My Articles". All interaction with the editor and reviewers takes place through the Electronic Editorial Board in the "Discussion" field.

If the article meets all the requirements, the editor appoints one or more scientific reviewers. Peer review in the journal is a "one-sided blind", that is, the author does not know the reviewer while the reviewer knows who the author is.

Reviewing is carried out by both members of the editorial board and invited reviewers.

In case of the negative review, the editor may appoint an additional reviewer. The second reviewer is also appointed in case of an ambiguously defined subject of the article (e.g. referring to interdisciplinary research). Upon receipt of the negative article review from two reviewers, its further consideration is terminated.

The editors carry out scientific and literary editing of received materials, and, if necessary, correct them in agreement with the author.

The editorial board informs the author of the decision to publish the article; in case of refusal to publish the article, the editors send a reasoned refusal to the author.

In addition to the article, the author is to provide the following accompanying documents: **an expert opinion** on the possibility of publishing materials in the open press and a signed **License Agreement**. Both documents are processed **after the article is accepted for publication**.

If an article is accepted for publication, a license agreement is concluded with the author.

Each author is presented one author's copy of the journal with his published article free of charge.

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