

GUIDELINES FOR AUTHORS OF «MONITORING SYSTEMS OF ENVIRONMENT»

1. GENERAL STATEMENT

Manuscripts can be submitted to «MONITORING SYSTEMS OF ENVIRONMENT» from any country in the Russian or English language. The restrictions on a manuscript's length is **6 to 12 pages (up to 15 pages for the review articles)**. When submitting a manuscript to MONITORING SYSTEMS OF ENVIRONMENT», the authors assure that it has not been published either in the original or in translated form.

The editorial board of «MONITORING SYSTEMS OF ENVIRONMENT» brings to your attention that all manuscripts submitted for publication will be examined by anonymous reviewers. Within one week upon receipt of the manuscript at the Editorial Office, the editorial board will inform the authors of the receipt of the manuscript and provide the receipt date and the registration number. If the manuscript is returned to the authors for revision, the revised manuscript should be prepared within two months. After two months the manuscript is considered a new submission. In an accompanying letter, the authors should describe the changes made in the revised version and reply to all of the re-viewer's comments. Upon acceptance no changes are allowed in the manuscript. When the article is published, the authors receive PDF files of the article.

2. STRUCTURE OF THE MANUSCRIPT

All materials should be submitted to the editorial board via E-mail.

Information file in electronic form in *.doc format should represent the following.

The names of all authors. The corresponding author should be indicated. Full (unabbreviated) affiliations of authors, postal address (please indicate the city, country, and zip code), and E-mail address. If the authors of an article have different affiliations, then it must be clear which affiliation belongs to which author. The E-mail address of the corresponding author is mandatory, because the proofs are sent to the authors only via E-mail. If there is only one author, can be indicate an alternative E-mail address. We recommend that this second E-mail account be accessible outside of the author's office. If there are several authors, it is advisable to indicate E-mail addresses of two or three authors who check their mail regularly.

The following elements of an article are mandatory:

The manuscript title as specific and informative as possible.

The abstract and key words. The abstract should not be too short and should not contain references to other works. The more informative and detailed, the better chance that the article is found, read, and cited, because every abstract is used by numerous abstracting/indexing services.

The text body. The manuscript should be consistent in terms of terminology. It is inadvisable to vary terminology: the text may become more varied but misleading. The authors should use consistent notation, units of measure, and nomenclature. Abbreviations, except for common ones, should be avoided wherever possible. If an abbreviation is used, it should be explained in the text on first mention. Translated quotations are discouraged.

References. The list of references should not be redundant; the entire bibliography is not to exceed 20 sources (excepting review articles). More accurate references raise the value of your article. Citation of recent sources is preferred, and citing old works, dissertation theses, deposited manuscripts, proceedings of conferences, and other difficult-to-access literature should be avoided whenever possible. In the absence of one or more of the aforementioned elements, the manuscript will not be accepted.

3. FORMAT OF THE MANUSCRIPT

The pages of submitted works are **not to be numbered**. Equations, schemes, tables, figures, and references cited are numbered in the order of appearance in the text.

Body of the Text

When preparing the manuscript, please consider the following **text formatting requirements**:

An A4 page must have **margins:** left – 30 mm, right – 30 mm, top – 30 mm and bottom – 30 mm;
paragraph (first line) – indent 0.6 cm.

The text of the article must be **in two-column format (required with auto-hyphenation)**. Font – Times New Roman (font size 11 pt), line spacing is 1:

Above the title of the article on the left is the rubric of the article according to UDC.

The header of the article should include (font size 11 pt):

1 – the title of the article, which is located on the length of the line, centered without a paragraph, without hyphenation, upper case, bold;

2 – initials and surnames of all authors (centered without paragraph);

3 – the full name of the organization is located on the left edge, necessarily from the Charter of the organization – the place of work of each author in the nominative case, country, city, address. If all authors of the article work in the same organization, you do not have to indicate the place of work of each author separately;

4 – E-mail address of corresponding author.

Abstract (typically about 120 to 200 words) must accurately reflect the scientific essence of the article. The abstract is located at the beginning of the article text in a separate paragraph (font size 10 pt);

Keywords are indicated in a separate paragraph after the abstract (6–7 terms) (font size 10 pt).

Body text – (font size 11 pt).

References: paragraph (indent) – **0.6 cm**, names of authors or first word – italic, see sample). Literature references **are numbered in order of mention** in the text. In the bibliography, **references to one's own works are not to exceed 15%** of the total number of sources, and **the entire bibliography is not to exceed 20 sources** (excepting review articles).

Line spacing is 1.

The minimum height of the indices is 2 mm.

The caption and table titles are written in 10 pt font size.

Formulas and tables must be in black and white only, they must be numbered and placed within the specified fields. I

Illustrations can be black and white or color. For illustration, a caption is required, for a table – a title (above the table) (see sample).

Scientific papers must be typed in a Microsoft WORD text editor; **for formulas**, the built-in Microsoft Equation formula editor is used.

Physical units and designations accepted by the International System of Units (SI) should be used.

When submitting a manuscript via E-mail, please follow the following rules:

The subject field should contain the name of the first author.

Common archiving utilities (ZIP, RAR, and others) can be used.

Frequent section headings are:

Introduction

Methods

Results and Discussion

Conclusions

Acknowledgments

Tables. Tables are numbered consecutively with Arabic numerals. The title should follow the table number, at the head of the table. All columns in tables (and the tables themselves) should have headings and be separated by vertical lines. Abbreviations in tables are not permitted. Please use standard functions of the text editor for creating tables.

Illustrations. Illustrations are published black-and-white or color images. Each figure should have a caption. The figures are numbered consecutively in the order they appear in the text. When preparing illustrations, please consider the following requirements: For scanned drawings, use TIFF format with a resolution of 600 dpi, 256 grayscale. Vector drawings should be submitted in the format of the software in which they were created (CorelDraw, Adobe Illustrator, FreeHand) or in the encapsulated postscript (EPS)

format. For photographs, use TIFF format with a minimum resolution of 600 dpi. If software is not generally available, files of figures should in addition be saved in WMF, EPS, PS, or DOC format.

References The requirements for the list of references are as follows: The section is titled References. All references should be given in the original language and numbered. Titles originally written in Japanese, Chinese, and other languages that use non-Latin symbols are written in Latin transliteration. All references should be numbered consecutively in the order they appear in the text. Reference numbers in the text should be in square brackets. Two or more references must not have one number and one reference must not appear under different numbers. Reference format is as follows: For journals, all authors' names with initials, abbreviation of journal name as given in Chemical Abstracts Service Source Index (CASSI), article title, year of publication, volume, number, and the first and last pages should be included. For books, all authors' names with initials, book title, city, publisher, and the year of publication should be included. Sample citations is given below: O' Neill N. T., Eck T. F., Smirnov A., Holben B. N., and Thulasiraman S., "Spectral discrimination of coarse and fine mode optical depth," J. Geophys. Res., D 108 (17), 4559–4573 (2003).

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