<div align="center">**«The Issues of Museology»**
Guidelines for authors</div>

1. Types of manuscripts

(1) Submission of an article for publication implies that the manuscript in field of history and theory of museology is original and previously unpublished. The journal is interdisciplinary; its scope is culture and culturology and history. Article submitted for publication should be written in a literary language and should be aligned with contemporary level of investigations in a field. No article processing charges or submission charges are applicable. All materials are published in the journal without any fee.

(2) The author has to name all sources for all citations, numbers and other information included in the article. The author is responsible for accuracy of citations, proper and geographical names and any other facts. The author's outtakes have to be necessarily marked.

2. Peer review

(1) Manuscripts, which fit the journal's field, are published on the recommendation of the editorial board members after a peer review. Texts, which do not fit the journal's field or do not meet the journal's requirements, are not admitted for reviewing.

(2) All manuscripts submitted for publication are double blind peer reviewed. Manuscripts are admitted for publication only in case of two positive recommendations from the journal's reviewers.

(3) In case of a conflict of interests, the author has to point unfavorable reviewers. The editor in chief reserves the exclusive right of the appointment of reviewers.

3. Manuscript's content

(1) Manuscripts and materials should be submitted only in an electronic form. The author's materials submitted for publication should contain:

1. The main file of the manuscript (see example below)

2. Figures in separate files

3. License agreement between the group of authors and St. Petersburg State University Press. The License agreement file could be downloaded via internet-link. The License agreement have to be filled, printed, signed and scanned in the PDF format.

4. Permission for usage of copyright materials (if needed).

(2) Please, make sure in completeness of the main file of the manuscript before its submission. Technical requirements for manuscript are pointed below.

(3) Use simple and logical ways for naming of files submitted, e.g.:

.../

Jackson_article.doc

Jackson _license.pdf

Jackson _permission.pdf
fig01.jpg
fig02.jpg
etc.

For further information, please contact: voprosy-spu@mail.ru

(4) Recommended volume of an article – not more than 40 000 printed characters with spaces (including references).

4. Technical requirements

(1) Authors should submit their manuscripts on the e-mail: voprosy-spu@mail.ru. All text materials should be executed in text editors like MSWord or OpenOffice Writer. Files with the main text, annotation and acknowledgments have to have extension as: .doc, .docx or .rtf. Font type 'Times New Roman'. No word-wrapping. Figures (black-and-white) are accepted only in the following file extensions: .tif (.tiff) и .jpg (.jpeg) Resolution should be equal to or more than 300 dpi.

(2) Page setup: top margin – 2,5 cm, lower margin – 2,5 c, left margin – 3,0 cm, right margin – 2,0 cm, binding – 0 cm.

(3) Manuscripts should be submitted in English or in Russian.

(4) Author's first and last names should be set up in lower case, bold type, aligned in center (no any data about the author should be provided).

(5) Place UDC index (Universal Decimal Classification index), exactly fitting the article's field, above the author's name in the left.

5. Manuscript structure

The manuscript should have:
- UDC;
- title;
- name(s) of the author(s);
- affiliation;
- abstract (200-300 words);
- keywords;
- main text of the article;
- references;
- information about the author (academic degree, employment, e-mail).

6. Processing guidelines

(1) Title

The title should be short and informative. Titles are used vastly in searching systems, please, avoid usage of formulas and abbreviations. Please do not execute the title in capitals (upper case).

(2) Affiliation.

The postal address of the organisation should be provided fully with a post-index. Please, do not provide any extra information (e.g., information about organisation departments, units etc.). A postal address should be in the same

format, as following: St. Petersburg State University, 7–9, University embankment, St. Petersburg, 199034, Russia.

(3) Abstract

The volume of an abstract should be 200-300 words. An abstract should be presented as one text block. Please do not include numbered/marked lists, bibliographical references in an abstract. Try to avoid usage of abbreviations (except common) and formulas.

(4) Keywords

Provide an article with 5-10 keywords. Try not to use quotations (use italics). Do not use be abbreviations, formulas, complex collocations and phrases among keywords.

(5) Information about the author(s)

Information about departments and administrative positions (head of a department, head of subdivision etc.) should not be provided. Academic degree should be shortened as follows: PhD; Dr. Hab., etc.

7. Content

The text of an article should be divided into paragraphs. E.g.:

1. Introduction and articulation of an issue;
2. Study methodology and factual basis;
3. Research results;
4. Discussion;
5. Conclusion

etc.

Paragraphs should be numbered. Sub-paragraphs should be numbered as follows: 1.1 (then 1.1.1, 1.1.2, . . .), 1.2 etc. Abstract should not be numbered. Please, use "spell-check" or "grammarcheck" in a text editor to avoid mistakes in spelling and grammar errors.

8. Text formatting

(1) We kindly recommend using pre-installed parameters of text and paragraph in text editor used.

(2) Full justification, font size – 14, line spacing – 1,5, paragraph indention - 1,25 cm for all text, including titles of figures, tables, references. It is possible to use bold or italic types to mark needed elements.

(3) Please, expand abbreviations (if used) in brackets or in foot-notes.

(4) Use numerals for years and centuries.

(5) Use hyphen (not en rule) for double dates: 1917-1920. Use spaces when add words to dates: 20th – beginning of the 21st c.

(6) Numerals in reference system should be putted as they given in a source: i.e., spelled or in numbers.

(7) Use sign for '%', if it comes after a numeral and divide it with hard space (alt, ctrl + space): e.g., '3 %'.

(8) Use point in fractions (1.25), divide thousands (more than ten) with hard space: 4 530 000. Use short-hands for millions and billions: ths., mil, bn.

(9) Use common short-hands for names of currency units: doll., rub., do not shorten markka etc.

(10) Use 'i.e.', 'etc.', 'e.g.' as short-hands;

(11) Use '' and "" for quotations.

(12) Use italics for citations in other languages.

(13) Use underlining only for internet-links in text

(14) Use omission points for text outtakes as follows: space <…> space.

9. Figures

(1) Figures and diagrams should be provided in individual files in common extensions. Diagrams should be executed in Excel or graphic editors as Photoshop (with .PSD extension of file provided), Corel Draw, formulas – in formula editors as MathType or integrated in MS Word.

(2) Use consecutive numbering for figures throughout full text.

(3) Pictures should be in a digital format and should have .TIF or .JPG extension. Resolution not less than 300 dpi. Do not change parameters (stretch or constrict) of original image.

(4) Use picture titles as in a source. Place text under figure, e.g.: *Fig.1. Title.*

(5) Place title of a table over it, e.g.: Table 1. Title. Tables should not be scanned, but executed in MS Word or MS Excel. Place source under a table if it is authorial: *Composed by: [Jackson, 2002; Dawson, 2004]*, or give reference: *Source: [Jackson, 2002, p. 5-6].*

(6) Provide pictures with references. Provide diagrams, figures with an edition where they were published: *Fig.1. Title. [Jackson, 2002, p. 4].* Provide pictures from museum collections with a place of storage or an edition where they were first published. e.g.: *Fig.1. Title. [Form the collections of the British Museum].*

(7) If figure (image) is taken from a free excess image bank, provide it with a name of the image bank and internet-site, link to a resource, author of an image, year of execution or publishing.

(8) If figure (image) is taken from other sources, provide it with written a permission of a copyright holder for image usage (it could in electronic form as well), point in figure's title its source and copyright holder.

10. Formulas and equations

(1) Set up formulas and equations whether using tools integrated in MS Word, or programs as MathType, or formula editor integrated in OpenOffice Math. Provide formulas and equations in individual line.

(2) Place explanations immediate under the formula in consequence they given in it. Number formulas throughout whole text with the Arabic numerals from the right. E.g.:

$f(x) = ax + 1$ (1)

Whence a — constant, x — variable.

11. References

(1) Use foot-notes for references.

(2) Use only automatic foot-notes; foot-notes should be per page; use consecutive numbering throughout the hole text for foot-notes; full justification; font size — 12, line space — ordinary, no break-off.

(3) Place foot-note number before the punctuation mark[1].

(4) Do not use 'See:'.

(5) Note reference system: last name of the author/last names of authors, year of publication. Use full stops between the elements of the reference rather than commas: Jackson, 1999. P. 18; Dawson, 2001. P. 76. Use hard space between sign (P., S; with no sign duplication, even if there are several pages) and number of a page (shift + ctrl + space). Use short hyphen (not en rules!) for openings between pages: P. 2-12.

(6) If several publications of the same year of the single author are used, add Latin letter in order, publications given in References list: Jackson, 1999a. P. 45, 1999b. P. 94.

(7) If there is no author or authors (in case of a joint monograph) point editor's last name, e.g.: Jackson (ed.), 2000.

(8) In case of referring to several publications put them in chronological order, use semicolon between them.

(9) Include author's notes (with no references) in foot-notes.

Examples
Examples of foot-notes references:
Article – one author: Ketcham, 2005. P. 23.
Article – two authors: Bernet, Garver, 2005.
Article – several authors: Ross et al., 2005.

If refer again to the same work consequently, use 'Ibid.'. If pages in reference change, add page number to 'Ibid.'; if volumes (issues) of reference change, add volumes' (issues') number to 'Ibid.', etc.

12. Transliteration
(1) Use the 'Library of Congress' system for transliteration of references in Cyrillic. The following link could be used: http://www.convertcyrillic.com/#/convert. In 'Convert to' field chose 'ALA-LC (Library of Congress) Romanization without Diacritics [Russkii iazyk]'.

(2) Transliteration in references:

2.1. Transliterate author's surname, **translate** article's title, transliterate title of journal or joint monograph; use capital letters after full stops.

2.2. Put DOI of an article in the end.

2.3. Use 'vol.', 'no.' for 'Volume' and 'Numbers'.

2.4. Transliterate only publishing house name, add 'Publ.' if it is not obvious from the name that it is a publishing house (e.g., Nauka Publ.);

2.5. If source is published using language not based on the Latin alphabet, add publication language explanation, e.g.: In Russian, In Chinese, etc. Do not point the language in other cases.

2.6. If the author insists on special transliteration of his surname and uses it in other publications, use it rather than rules in n. 2.1.

2.7. It is necessary to make translation of book or article titles in English..

(3) Transliteration of book references:

3.1. Provide with full translation of book title in English adding information in what language it was published (In Russian).

3.2. If the book is translated joint monograph give the following mark: 'Rus. Ed.:'.

Include only published literature (not sources, whether they are published or not) in the Reference list. Use italics to highlight title of a monograph, collected papers, journals.

The Reference list also includes abstracts of dissertations and dissertations (they exist as manuscripts), as well as educational and popular science publications. Along with this, the use of educational and popular science publications in articles for the journal "The Problems of Museology" is not encouraged by the editorial board.

Sort reference list in an alphabetical order, do not number it. First put references in English, than in other non-Latin alphabet languages.

Put DOI if known.

Advise: use original sources rather than translated.

(1) If there is a subtitle in a title, use colon between; type a subtitle from the lower case.

(2) Shorten words for all elements of the bibliographic record, except: a) in the main title; b) it is already shortened in the source; в) if explanation consist only one word (e.g.: 'monograph' or 'text-book', but 'coll. monogr.' etc.). It is possible to use short-hands in the title of a Publishing house, journal or collected papers. Do not shorten titles of St. Petersburg State university journals and journal series, e.g., 'History'.

(3) Total quantity of volumes of a multi-volume edition should be given without colon and in lower case. If a volume is subdivided on issues, books etc., give them after comma and in lower case. In case an issue, a book etc. have its own title, use colon after its number and give its title from the capital letter. Duplicated number of a volume, book or issue should be given after a slash mark (/)**.**

(4) Give a full name of a city of publication. Use semicolon between several places of publication. If a year of publication is unknown use following variants: 1942 (?); 1898 or 1899; ca. 1900.

(5) Do not put total quantity of pages in publication.

(6) Use hard space between the last name and initials (Shift + Ctrl + Space). E.g.: A. Maiorov.

(7) If a book was republished, point its number: 2nd ed., etc. Use whether Roman or Arabic numerals for the number of republication as used in the original reference title.

(8) Use short hyphen (not en rules!) for openings between pages: P. 2-12.

Archive sources guidelines:

Central State Archive of St. Petersburg (CSA SPb). F. 25. Inv. 1. Doc. 1456. F. 6.

(1) For the first time give full archive name with abbreviation, afterwards give only abbreviation.

(2) All elements in search information of a document should be given shortened with hard space (alt, ctrl + space) and full stops between, from capital letters:). F. 25. Inv. 1. Doc. 1456. F. 6.

(3) Use short hyphen (not en rules!) for openings between folios: F. 2-12, 5–6 v. Use hard space between the number and mark of the versa side of folio.

(4) Use 'Cit. ex' if archive document is cited from the publication, not originally.

(5) Use semicolon between several references to archive documants in foot-notes.

(6) If refer again to the same archive document consequently, use 'Ibid.'. If documents in the same archive are changed, add document number and folio number to 'Ibid.'.

Examples:
Books:

а) monograph with one or several authors:

Jackson P. 2016. *Museology.* London: Routledge.

Brova I., Demyanivitch Yu., Evdokimova T. 2017. *Spline and its realization.* St. Petersburg.: St. Petersburg State univ.press.

б) joint monograph, collected papers:

Arbel B., Hamilton B., Jacoby D. (ed.). 2018. *Latins and Greeks in the Eastern Mediterranean after 1204.* London: Frank Cass and Companu Ltd. Press.

в) certain volume of the multivolume edition:

Pivinski Yu. 1979. Vol. 1, Iss. 1/2: Questions of technology. *Unmolded refractories in 2 issues.* Moscow: Nauka Publ.

Articles:
a) an article in a journal / periodical with number of a volume, an issue, pages:

Tognetti G. 1998. Dalla rilettura di alcuni documenti europei sulle relazioni coi Mongoli, 1237-1247. *Annali dell'Università degli studi di Napoli "L'Orientale". Rivista del Dipartimento di Studi Asiatici e del Dipartimento di Studi e Ricerche su Africa e Paesi Arabi.* Vol. 58. Iss. 3-4. P. 404-430.

Marusin I. 2011. Immunities of the International organizations and Human rights. *Jurisprudence 5*: 131-140. https://doi.org/10.1023/A:1012436900788

b) an article in a collected papers or conference proceedings:

Dween G. 2001. Complement: communicational status or strategy in discourse. *Social dominion of a language. Coll. papers.* Oxford: Oxford univers. press. 101–106.

Fisher M. 2000. Name of A. Sibiryakov in the Romanov's "Chronicle". Second Romanov's readings: conference proceedings. (Irkutsk, 8-9 of October, 1998). Irkutsk: IOGUNB, 77-80.

c) an article in a newspaper with date, number of an issue and page:

Bow A. 1998. Disarmament and armament. New York Times 399 (10 Dec.): 3.

Electronic publishing:

Viezhlian E. *Literary soiree as a framework, towards a question of a sociological conceptualization of literary manners of living.* URL: http://www.cultivate.ru/mag/issue1/visitor.asp (дата обращения: 12.03.2019).

Please, submit materials, fitting the guidelines above to the following e-mail: voprosy-spu@mail.ru

No article processing charges or submission charges are applicable. All materials are published in the journal without any fee.

For the further information: http://voprosi-muzeologii.spbu.ru/ru

Example:

UDC 1.14
On the question of the philosophical understanding of humanity
Ivan I. Ivanov

St. Petersburg State University, 7–9, Universitetskaya nab., St. Petersburg, 199034, Russian Federation

In the article the possibilities of philosophy to arrive at a full-fledged understanding of humanity are considered. The author theoretically reconstructs the phenomenon of humanity in the aspect of the development directed from natural forms of human life to the creative forms of creation opening the person before the variety of the whole world and the whole world before the boundless opportunities of the person. Accenting social attributes of the person, the author compares various elements of humanity, theoretically synthesizes conditions of the natural course of human life with processes of social creation, allocating to the forefront man-sized transformations of social reality against the background of related phenomena and dehumanization being realized via various mechanisms of social conflicts, collisions and accidents. The author comes to the conclusion that during creation the sphere of freedom extends, possibilities of the person increase,

humanity towers; but at the same time the human world becomes more fragile, more vulnerable. In this regard the phenomena of extremism, catastrophism penetrating and accompanying all course of human life are aggravated. The special efforts of civilization conceal that darkness of inhumanity, which as if the shadow, accompanies all human life as necessary. Society opens up before the person the perspective of development of the most various forms of humanity, which outside of a society are inaccessible to the person taken separately. At the same time, even the very possibility of humanity is not transferred to man as a gift sent down. It is possible to be human only in the constant cultural, historical and creative efforts of man over himself.

Keywords: person, humanity, inhumanity, creation, dehumanization.

(Main text)

References

1. Herder J. G. 2013. *Ideas for the Philosophy of History of Humanity.* St. Petersburg: Centr gumanitarnyh iniciativ Publ. (In Russian)

2. Descola Ph. 2012. *Beyond Nature and Culture.* Moscow: Novoe literaturnoe obozrenie Publ. (In Russian)

3. Mironov V. V. Computerization: problems and prospects (social aspect). *Filosofskie nauki,* 1987, 7: 6–36. https://doi.org/10.21638/spbu03.2018.403. (In Russian) <…>

Author's information: Ivan I. Ivanov — Dr. Hub., Professor; ivanov@spbu.ru