

## **Article design guidelines for the scientific online journal Actual Problems of Oil and Gas**

An article should be presented as a Microsoft Word document (format \*.doc or \*.docx), line spacing – 1,5; typeface – Times New Roman; font size – 12 pt; break line – 1,25 cm. The title of the article, the information about the authors (their names and affiliations), abstract, keywords and references should be translated into English.

Articles of interest to international research community should be presented by the author in two languages (Russian and English), provided that high-quality translation is done.

The minimum length of an article is 10,000 characters (5 pages), the maximum is 25 pages.

In the first line, the author shall specify the UDC (the Universal Decimal Classification) index.

The title of the article in Russian should be written in lowercase. Capitals should be used for geographical and personal names. The title of the article should consist of no more than 15 words, be informative and clearly reflect the content of the article. Phrases such as “On the issue of...,” “Some issues...,” “An examination of the issue...,” “Materials for study...,” “Some aspects...,” “Problems...,” “On the problem...” and the like should not be used.

The following information should be placed after the title of the article:

- last names, first names, patronymics of the authors of the article in Russian;
- the authors’ affiliations;
- the e-mail addresses of the authors (or of the selected corresponding author only);
- abstract in Russian;
- keywords in Russian (8–10 words).

The abstract should be informative, reflect the summary of the article and main results of research. References to other papers is not allowed in the abstract. The volume of the abstract is 250 words. The abstract shall include the following elements:

- Objective (research problem and purpose of the study);
- Materials and methods;
- Results;
- Conclusion.

## **Funding**

This section should indicate the sources of funding, including information on the state assignment under which the article was performed.

## **Acknowledgements**

Acknowledgement of the persons who helped the author(s) in working on the article.

It is desirable to structure the text by dividing it into the introduction, the main part, the research results, the conclusion or conclusions.

When abbreviations are used in the text, they should be deciphered or limited to generally accepted abbreviations and new abbreviations should be avoided without sufficient justification, abbreviations in the annotation should not be used.

An article may contain illustrations (figures), tables and formulas.

The figures are placed by the author in the text as necessary to explain the text or in the appendix. All alphabetic designations in the figures should be explained in the main or subdrawing texts. Signatures to the figures are mandatory. **Number of figures: no more than 10.**

The figures in the text shall be numbered through Arabic numerals. The number is followed by the name of the drawing.

For example: Fig. 1. Principal scheme of the device

If necessary, the drawing may contain symbols, captions of drawing elements, explanations, and subdrawing text.

All figures shall be necessarily referenced in the text with an ordinal number.

All figures placed in the article are additionally represented by separate graphic images and files of electronic documents in jpg format or similar, compatible with MS Word.

The tables should be numbered according to the same rules as the illustrations.

For example: Table 1. Research results

The text should have references to all tables (the word "Table" and after it – the indication of the serial number of the table in question). **Number of tables: no more than 7.**

The headings of the tables should be uniform in their design. The designations, which are given in the table column headings, should be explained in the text or in the graphical material given. The font size in the tables should be 11pt. All physical quantities used in the text should be expressed according to the GOST 8.417-2002 (Units of Physical Quantities) standard in the International System of Units (SI).

The table should be located after the paragraph in which it is first mentioned with the reference. Depending on the size the table can be placed on the next page or transferred to the appendix to the main text. If the table does not fit perfectly on the page, the rest of the table is carried over to the next page and the horizontal line limiting the table at the bottom is not drawn under the part that remained on the previous page. It is allowed to place tables on A3 sheets.

The formulas should be formed in the same way as the main text. The claims number is written in parentheses and is aligned at the right edge.

Mathematical formulas should be typed in MathType or MS Equation editor, Greek and Russian letters in formulas should be typed in direct font (Style/Text option), Latin – in italics (Style/Math option). Designations of values and simple formulas in the text and tables should be typed as text elements (not as the objects of the formula editor). All designations of values in formulas and tables should be disclosed in the text. Only those claims to which there are references in the subsequent statement should be numbered. The numbering of the claims is continuous. At the end of the main text of the article, information on the funding should be written in italics.

After the main text the reference should be placed in the order of citation designed in accordance with the current GOST standard. There should be no less than 20 references to peer-reviewed sources in the list.

References to textbooks, educational manuals, handbooks, dissertations (including abstracts) are not allowed. For references to GOSTs, SNiPs, RDs and normative documents please use in-text citations. References to websites should be made in the form of footnotes.

References to literature in the text should be marked in square brackets (the number of the reference link should be specified). In the text, the sources can be combined in blocks of no more than three, e.g. [1, 2, 3] or [1–3].

Please, cite journal articles as follows:

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Please cite SPE and other international conference proceedings as follows:

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After the references in Russian, the following information translated into English should be written:

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- last names, first names, patronymics of the authors of the article in English;
- the authors' affiliations;
- the e-mail addresses of the authors (or of the selected corresponding author only);
- abstract in English;
- keywords in Russian (8–10 words);
- references in English.

The authors may include the Appendix in their article. Appendix(ices) may contain the same type of figures, schemes, graphs, large format tables, reference character, etc. Appendices are indicated by Russian or Latin capital letters (Appendix A), and have a through numbering of pages with the whole text.

Figures or tables contained in the appendix should be denoted by its capital letter and should have their own number.

For example: Fig. A-2. Schematic diagram of the appliance