

RULES

of submission, reviewing and publication of papers in *Ergodesign*

1. Scientific and technical papers reflecting the results of research, experimental and design developments, and other scientific and technical activities conducted by the author (s), which should correspond to the subject matters of the journal, are accepted for publication.

2. Authors should provide original works containing reliable results of the scientific research done. When using text or graphic information borrowed from other papers, references to relevant publications are required. If the parts of the submitted manuscript have already been published, the authors should refer to the earlier paper, showing the difference between the new submission and the previous ones.

3. Submission of a paper to more than one journal is unacceptable and is regarded as unethical behavior of the authors.

4. For publication in the journal papers are submitted electronically:

- the text of the paper signed by all authors (program database file (PDF)); all margins are 20mm;
- the text of the paper (DOCX file; Word-2010 and newer);
- expert opinion on the possibility of publishing the paper content in open access (PDF) – for working citizens of the Russian Federation;
- written recommendation of the supervisor (for graduate students, master and bachelor degree students who submit a paper without co-authors) (PDF);
- a package of figures and illustrations (TIFF, JPG files with 300 dpi at least).

After the paper is accepted for publication, the author/authors and the founder sign a License agreement.

The text of the paper should be carefully checked by the author.

5. All reviewers are recognized experts in the field of the reviewed materials and have papers in the same scope published within the last 3 years. The members of the editorial board of the journal, who have knowledge and experience in the research area close to the topic of the author's manuscript, are mainly involved as reviewers. Reviewers' recommendations are the basis for the decision to publish the paper. Specialists working in the same institution as the author (authors) of the paper cannot be reviewers. The papers should be reviewed within 20 days of submission. If the review recommends paper revision or the paper is rejected, a copy of the review is sent to the author. Reviews of papers are kept in the editorial office for 5 years. When the editorial board receives a corresponding request, copies of the reviews are sent to the Ministry of Science and Higher Education of the Russian Federation.

6. Files submitted to the editorial office should be named after the first author (for example, Ivanov_I.I.).

7. The paper for this journal should be 6-10 pages of A4 format (automatic hyphenation mode), including graphs, figures, tables and references.

8. The text of the paper should be 1- spaced (see the paper templet attached) and contain:

- in the upper left corner - UDC (letter height is 12 pt);
 - title of the paper (uppercase letter height is 14 pt, bold, center alignment);
 - initials, surname of the author (authors) (if there are more than one author, then they are separated by commas, letter height is 12 pt; paragraph is 10mm; superscripts in Arabic numerals are for author affiliation and [✉] sign is for the corresponding author);
 - author affiliation should include the name of the institution of each author (without mentioning its legal entity form), full institutional address for each author (if authors have the same affiliation and institutional address, then it is given once), e-mail address for each author, and his Open Researcher and Contributor ID (ORCID);
 - abstract of 150-250 words (letter height is 10 pt; paragraph is 10mm) should summarize
- the goals,

- the problem to which the paper is devoted.
- methods, experimental and design developments,
- new results and conclusions;
 - keywords (3 – 15 words; letter height is 10 pt; paragraph is 10mm);
 - **optionally:**
 - *acknowledgments (... authors acknowledge ...)*;
 - *data on research funding (... this paper is funded by ...)*;
 - paper text (letter height is 12 pt; paragraph is 10mm) should either have the following parts: Introduction, Materials and Methods, Results, Discussion, or be divided into Introduction, Part 1 (name), Part 2 (name), ..., Results/Conclusion;
 - a reference list (letter height is 10 pt; the title is in uppercase letters); references include only those that are cited in the paper text; they are compiled in accordance with GOST 7.0.5 and are listed in the order of their citing in the paper text; references published in English-language publications are cited according to Vancouver Style;
 - **optionally:**
 - *a reference list which contains references according to the subject matter of the paper and they are not cited; they are listed alphabetically and compiled in accordance with GOST 7.0. 100; references published in English-language publications are cited according to Vancouver Style*;
 - information on the authors: academic degree, academic title, phone numbers, position, honorary titles, membership in scientific and professional communities, international IDs (*optionally*), Scopus-Author ID, Research- ID-Web of Science, Author-ID- RSCI (letter height is 10 pt);
 - data on the contribution of each author (letter height is 10 pt) – *optionally*;
 - data on the absence of conflict of interests (letter height is 10 pt);
 - **optionally** – appendix.

9. The title of the paper should be informative, clearly reflect its content in a few words (mostly keywords). The abstract should make it possible to understand the main content of the paper, its relevance and whether the reader should refer to its full text or not (one of the ways to write an abstract is to give a brief summary of the paper structure, including goals, objectives, methods and results).

10. The text of the paper should be well-structured. For example, it can contain the following parts:

- *Introduction is to perform three main functions: problem statement, justification of its relevance and a review of the reference information that will allow the reader to understand the material presented without referring to additional sources. We recommend structuring these three functions in three paragraphs;*

- *Materials, models, experiments and methods is the section that briefly describes the research plan, the sequence of its stages and contains the justification for the author's choice of certain methods at each stage, since this section is devoted to the analysis of methodological tools used by the author, which allows the reader to assess the validity of the obtained research results;*

- *Results is the section that systematizes the statistical data collected as a result of the experiment, summarized in tables, diagrams, graphs, etc.; it, as a rule, does not contain the author's interpretation and contextual analysis, but contains only objective results presented in the best form for perception.*

It is allowed to divide the text of the paper into headings and subheadings according to the subject matter of the paper.

11. Formulas, letters (uppercase and lowercase, Latin and Greek alphabets), numbers, and other characters should be readable. All Latin letters are typed in italics, all Russian and Greek – upright. Formulas should be in 12 points Microsoft Equation 3.0 (Word-2010 and newer).

12. Figures, graphs, charts, diagrams, tables and other graphics should be embedded to the text (after their mentioning) and should have legends (letter height is 10 pt, center alignment), and tables should have headings. Figures can be inserted in the text with runaround. Lettering in figures should be 10 points in Times, upright, starting with a capital letter. Formulas should be in a word

processor compatible with MS Word 2010 and newer. Captions under figures (always) and letterings in figures (as a rule) are given in Russian and English.

13. Reference list should be in accordance with GOST P 7.0.5 *Bibliographic reference. General requirements and rules of making* and contain at least 10 references not earlier than the year 1980 and mainly presented in Higher Attestation Commission publications and in the international databases Scopus and/or Web of Science.

14. All measurements should be in SI units.

15. The editorial board evaluates the submitted documents in terms of their completeness (in accordance with paragraph 4), screens the text of the paper for unoriginal material using "Antiplagiat" system and reviews the papers in terms of relevance, scientific novelty, quality, compliance with the main scientific and technical fields of the journal. The level of unformulated borrowings of the paper text (including the reference list) should not exceed 12%.

16. If the paper is returned for revision by the editorial board recommendation (up to 7 working days), the journal indicates the date of receiving the corrected text.

17. Authors of papers are not paid a fee; papers are published free of charge.

18. The papers that do not correspond to the subject matter of the journal and those not meeting its requirements, as well as submitted not in full completeness, **will not be accepted**. Papers that do not meet the criterion of originality according to paragraph 15, and/or have received two negative reviews **are not published**. Manuscripts are not returned to their authors. The editorial board is not obliged to review all incoming materials and does not discuss rejected manuscripts with the authors.