

Final paper submission: November 5, 2021.

Formatting proceedings

Text, image (if necessary) and table (if necessary): digital, maximum of 8 A-4 pages, Doc (Word).
Type: Times New Roman Cyr, 12-point type; 1.5 line spacing, left alignment; no word division; indentation – 1.2 cm, margins (all) – 2.5 cm.
Images: JPEG, TIFF (resolution: 300 dpi).
Images with notes are inserted into a text.
Digital images should come as separate files.
References to literature are digital in square brackets

General guidelines:

All the materials (a text file as well as images, photographs and tables) should be in **a separate folder, WinRAR-archived, named by a surname of an author (authors).**

A file name should correspond to a number of an image or a table.

A text file should be Doc (Word, *.rtf) for Windows 98 as the minimum OS.

Papers should not be made up.

“Format - Paragraph - Indents & Spacing” function is for indentation.

PLEASE, DO NOT USE A TAB KEY AND A SPACE BAR!

PLEASE, FULFILL THE FOLLOWING REQUIREMENTS:

1. No word divisions.
2. The hyphen (-) should be used only in compound words and other cases where the hyphen is necessary.
Examples: a room-museum; a deep-sea submersible; T-shaped; -0,37, etc.
The short dash (–) should be applied in other cases (–).
Examples: 20–40 %; 2003–2004; 200–600 m; C. 33–42; August–September; 15–20 m; 3–5 %; 7,3–9,6 °C.
3. In English text, please use “...” brackets.
4. The decimal separator is the comma, not the dot.
5. Latin names for genera and species should be in italics. Families and higher taxa should be Roman type.

EXAMPLES

HOW TO PUT THE OCEAN INTO A MUSEUM?

Sivkova, S., Baykova, I., Zubina, L., Strjuk, V.

Museum of the World Ocean, Kaliningrad, Russia

e-mail: museum@world-ocean.ru

Key words:

Summary

Text

Literature (reference list)

Formatting an image

Digital illustrations (images, diagrams, graphs, photographs) should be presented in two formats:

- 1) In the original, i.e. in the format they were created (Statistica, Excel, etc.) and 2) inserted in a document (Doc-Word).
- 2) Legends under and in the picture should start with a capital letter.
- 3) *Please, remember to refer to illustrations in the text.*

Formatting a table

- 4) Ten-point type is permitted.
- 5) Table should be saved as separate file as well. When constructing a table, please, make a heading as simple as possible. This will allow us to prepare a publication much faster.
- 6) Legends in a heading should start with a capital letter.

Please, remember to refer to tables in the text.

Formatting a formula

Formulae are inserted into a text or put in italics.

Formatting a reference list

Please, check if a list of references corresponds to references in your paper.

A reference list comes in alphabetical order.

Several articles by the same author (regardless a number of co-authors) are in a chronological order.

Works by the same author per one year should be marked “a, b, c” depending on the alphabetical order of a paper’s name.

When citing, two authors are mentioned in full.

Three or more authors are mentioned as “..., etc.”, or “...et al.”.

Examples

Books and monographs:

Federal State Standard for General Education (2011) Moscow: Prosveshchenie.

Shuntov, V. (2001) *Biology of the Russia’s Far Eastern Seas*. Vol. 1. Vladivostok: TINRO-Centre publishing house.

Arbuzov, V. (1998) *The Battleship Navarin*. Saint Petersburg: Nauka.

Magazines:

Nikolina, V. (2012) Modern Pedagogical Methods as a Competence Model Factor for Training a Teacher of Geography. *Geography at School*. Issue 4. 46–55.

Collected articles:

Balayan, K. (2004) Reconstructing an Ancient Armenian Ship. *Study of Maritime Archeology Monuments*. Issue 5. Saint Petersburg. 134-140.

Abstracts:

Kukhterin, S. (2010) The Pomory Koch. Issues of Study and Reconstruction. *Issues of Study and Preservation of Russia’s Maritime Heritage: Materials of the 1st International Scientific and Practical Conference, Saint Petersburg, 27-30 October, 2010*. Saint Petersburg. 258–267.

Theses:

Drobyshev, A. (2011) *A Museum Park as a Way to Display Archeological Heritage*. Author's abstract. Tymen. 29.

Please, use the following standard abbreviations:

century – cent.

centuries – cent.

river – r.

figure – fig.

copy – c.

depository unit – depository u.

island – isl

table – tbl

peninsula – penins.

that is – i.e.

year – yr.

northern (southern)latitude – N / S

years – yrs.

eastern (western) longitude – E / W

family – Fam.

pieces – pc.

thousand – K

million – M

billiard – B

N.B. All the materials should be submitted online.