

Materials are accepted for publication if they are made in strict accordance with the established rules for submitting materials for publication.

Materials representing reviews and reviews of scientific publications, announcements and reviews of scientific events, information messages are not subject to peer review and are published by the decision of the editorial board or in other cases provided for by the Law of the Russian Federation dated December 27, 1991 No. 2124-1 «On the Mass Media».

All materials must be open source. The presence of a restrictive stamp is the basis for rejecting the material from open publication. The main sections of the journal are presented in the following areas: «Law», «Management», «Psychology», «Pedagogy».

The author sends materials, information about the author, drawn up in accordance with the rules of registration, in electronic form, to the e-mail of the executive secretary of the editorial board [gurnaltomsk@gmail.com](mailto:gurnaltomsk@gmail.com)

The executive secretary of the editorial board checks for compliance with the rules for processing materials. In case of non-observance of the rules for the preparation of materials, the executive secretary of the editorial board by e-mail or in another way that ensures the prompt sending and receipt of information, notifies the author of the need to revise the materials.

The executive secretary of the editorial board, after receiving the materials drawn up in accordance with the established rules, sends them for review.

The reviewer prepares a review, where he assesses the scientific level of the presented article and decides whether to publish the article or to reject it.

In case of rejection of materials, the review is sent to the author by e-mail.

On the basis of the approved original layout, the executive secretary of the editorial board forms a clean original layout of the journal and hands it over to the editor-in-chief for the final proofreading of the manuscript.

Articles are accepted according to the established schedule:

in No. 1 (publication date 30.03.) - submission of materials until 30.12.;

in No. 2 (publication date 30.06.) - submission of materials until 30.03.,

in No. 3 (publication date 30.09.) - submission of materials until 30.06.,

in №4 (publication date 30.12.) - submission of materials until 30.09.

In exceptional cases, in agreement with the editor-in-chief of the journal, the deadline for submitting an article to the next issue may be extended, but not more than three weeks.

The reason for the inclusion of an article in the journal is the presence of a positive decision of the editorial board of the journal, which is adopted based on the results of reviewing the materials submitted for publication at a meeting of the editorial board.

Submitted materials and proofs will not be returned to authors.

Materials that have received a positive decision of the editorial board are published in the journal free of charge.

The journal is formed on equal terms. Articles by authors who are not employees and employees of the Federal state institution of additional professional education «Tomsk institute of advanced training of employees of the Federal Penal Service of Russia» can be placed in the journal in order of priority.

### **The requirements to registration of articles:**

- a size – A4;
- a volume – from 5 to 10 pages (in some cases according to the decision of the chairman of an editorial board or his deputy in the press materials over 10 pages can be allowed);
- a format – .doc (.docx);
- font – Times New Roman, the 14th size;
- line spacing – unary;
- alignment of the text on page width;
- fields: top, bottom – 2 cm; right, left – 2,5 cm;
- paragraph space – 1,25 cm.

At the beginning of the article, the author should indicate the index of the Universal Decimal Classification (UDC), corresponding to the topic and scientific and industrial affiliation of the article.

The title of the article should be submitted in Russian and English. The title should not be too large (1-3 lines) and should reflect the content of the article as clearly as possible.

The article should be provided with an annotation (abstract) in Russian and English. Annotation (abstract) to the article should be: informative; original; meaningful (reflect the main content of the article and research results); structured (follow the logic of describing the results in the article); compact (the volume of the abstract is from 120 to 250 words). The abstract (abstract) should briefly reflect the following aspects of the content of the article: subject, purpose; methodology; results; scope of results; conclusions.

When compiling an abstract (abstract), it is recommended to follow the provisions of GOST 7.9-95 «System of standards for information, library and publishing. Abstract and annotation».

The article should be supplied with keywords in Russian and English (the recommended number of keywords is 5-7). Keywords are used for automated information retrieval and should reflect both general and particular aspects of the results of the research presented in the article.

Figures and captions to them are located directly in the text. Figures should be in .jpg format, allow movement in the text and can be reduced in size.

Objects created using Microsoft Office must be editable.

Tables and figures are numbered if their number is more than one.

References to the cited literature are given in square brackets in accordance with GOST R 7.0.5-2008 «SIBID. Bibliographic link. General requirements and rules of drawing up».

The list of references should be submitted in Russian and English. The list of references in Russian is located after the text of the article, numbered (starting from the first number) in alphabetical order (not in the order in which the source is mentioned in the text), preceded by the word «Literature» and drawn up in accordance with GOST 7.1-2003 «SIBID. Bibliographic link. General requirements and rules of drawing up». It is permissible to indicate only one source under one number.

The list of references in English is located after the list of references in Russian, numbered (starting from the first number) in alphabetical order (not in the order in which the source is mentioned in the text) and preceded by the word «References». The description of the source in English should have the following structure:

surname, initials authors (transliteration), article title in transliterated version [translation of the title of the article into English in square brackets], the name of the Russian-language source (transliteration) [translation of the source name into English], imprint with designations in English.

Normative documents (except for highly specialized, published in scientific and educational publications stored in archives, etc., not available through open Internet resources and specialized legal systems and databases) are not included in the list of references, their description is given directly in the text of the article, the source of publication is not indicated.

In the text, only abbreviations provided for by GOST 7.0.12-2011 «SIBID. Bibliographic record. Abbreviation of words in Russian. General requirements and rules». The use of common abbreviations is allowed. In the case of using a highly specialized or author's abbreviation, the first time it is used in the text, a decoding is given, for example: the penal system (hereinafter referred to as the UIS), the Criminal Code of the Russian Federation (hereinafter referred to as the Criminal Code of the Russian Federation).

Notes and footnotes are formatted directly in the text in square brackets in italics.

The last page of the article contains the published information about the authors in Russian and English: the full name of the institution where the research was carried out; surnames, names and patronymics of the authors in full; academic degree, title, position, place of work, contact phone numbers, e-mail addresses of all authors. Materials are sent to the executive secretary of the editorial board by e-mail marked «Bulletin» in the form of an attached file (for example: IvanovII.doc).