

Submission guidelines

to prepare manuscripts for publication in the journals “News of Baku University”.

The manuscripts format must be strictly followed by this guide.

1. The type of manuscript should be :

- **Original Articles** (as rule 15-20 manuscript pages, and should in no event exceed 30 pages, with appendices, references, tables, and figures).
- **Reviews** should typically be 50-60 manuscript pages, and should in no event exceed 30 pages, with appendices, references, tables, and figures.
- **Concepts & Synthesis** should not exceed 30 manuscript pages.
- **Short Communications** and **Conference Proceedings papers** should typically be no longer than 2500 words.
- **Comments & Replies** are usually not exceeding 600 words.

2. Contributions to the Journals are to be in Azerbaijan, English and Russian. Authors are encouraged to have their contribution checked for grammar.

3. The manuscript has to be in docx (Word 2007 or higher) or doc (older Word versions) format and can be used the style type [Helvetica] only.

4. The paper must be on an 8.27-inch x 11.69-inch (21.0 cm x 29.7 cm) page size, and must be in a single, page-wide column. Do not use two or more columns in your paper.

All pages should have a 1-inch (2.54 cm) margin on all sides (top, bottom, right, and left). Final pagination and insertion of running titles will be done by the publisher. The manuscript has to contain the **cover list** with :

- First line is the **Title** (centered, 18pt, full capital letters)
- The list of **authors' names** (centered, 12pt, full letters) follows to title and has to include the names of all authors, the style for the names is initials then surname, with a comma after all but the last two names, which are separated by 'and', the initials should *not* have full stops¹.
- The **addresses of the authors' affiliations** (centered, 8pt letters) follow the list of authors. Each address should be contain in case of: high education organization, the department and faculty name, the name of the university (or education institute), the name of the city and the country; research institute or center, the department or laboratory name, the name of the institute or center, the name of the city and the country. If there is more than one address then a superscripted number, followed by a space, should come at the start of each address. In this case, each author should also have a superscripted number or numbers following their name to indicate which address is the appropriate one for them. Please also provide **e-mail addresses** for all of the authors after the last address like (centered, 8 pt letters). Use the example:

Affiliation 1; e-mail@e-mail.com. If available, the 16-digit ORCID of the author(s)

Affiliation 2; e-mail@e-mail.com. If available, the 16-digit ORCID of the author(s)

* Correspondence: e-mail@e-mail.com

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¹ In the “Author Names and Affiliations” prohibited to use any professional title (e.g., Director, Chair of Department et al.), any academic title (e.g., Prof., Dr. et al.) or any membership of any organization.

- The **Abstract** (centered, 9pt) follows the addresses and should give readers concise information about the content of the article and has been normally restricted to a single paragraph with no more than 150-200 words
- **Keywords:** Keyword1; keyword2; keyword3,.. **(8pt)** (maximum five keywords) **follow the Abstract.**
- **PACS Number(s):** PACS Number 1; PACS Number 2; PACS Number 3,.. **(8pt)** (maximum three PACS Numbers) **follow the Keywords.**

5. **The text of manuscript** is to be typeset in 11 pt and 1.15 line spacing. Major headings should be typeset in boldface with the letters capitalized (12pt). The text paragraph should start on a new line. For example:

1. INTRODUCTION

We begin in section Introduction by summarizing our current theoretical knowledge of the We then discuss in section Finally, in section we discuss...

2. SECTION

3. DISCUSSION AND CONCLUSIONS

The majority of this section should be an interpretation of your results.

Typeset subsubheadings (11pt) in medium face italic and capitalize the first letter of the first word only. Section numbers to be in roman. **For example:**

3.1. Subsection

3.1.1. Subsubsection : For the third level section headings should also be used italic font 11pt but should end with a colon (:). The text for that section should run on and not start as a new paragraph.

- 6. The reference numbers (11 pt) should be placed in square brackets [X] and placed before the punctuation; for example [2], [3–6] or [6,8]. For embedded citations in the text with pagination, use both parentheses and brackets to indicate the reference number and page numbers; for example [8] (p. 20), or [6] (pp. 1–20).
- 7. The **References (11pt)** are to be listed in the order cited in the text in Arabic numerals. They should be listed according to the style shown in the References. For example:

References

Example References

Journal articles

1. Author 1, A.B.; Author 2, C.D. Title of the article. *Abbreviated Journal Name* **Year**, *Volume*, pp. 1–20, DOI

Book and book chapter

2. Author 1, A.; Author 2, B. *Book Title*, 3rd ed.; Publisher: Publisher Location, Country, 2008

3. Author 1, A.; Author 2, B. Title of the chapter. In *Book Title*, 2nd ed.; Editor 1, A., Editor 2, B., Eds.; Publisher: Publisher Location, Country, 2007; Volume 3, pp. 1–20

An unpublished work

4. Author 1, A.B.; Author 2, C. Title of Unpublished Work. *Abbreviated Journal Name* stage of publication (under review; accepted; in press)

Report

5. Author 1, A.; Author 2, B. (Institute, City, State, Country). Report title, 2012; pp. 1–20

Patent

6. Author 1, A. The title of the patent (if available). *Patent Office Name, Patent Number No 123456*, May 2020

Conference Paper

7. Author 1, A.B.; Author 2, C.D.; Author 3, E.F. Title of Presentation. In Title of the Collected Work (if available), Proceedings of the Name of the Conference, Location of Conference, Country, Date of Conference; Editor 1, Editor 2, Eds. (if available); Publisher: City, Country, Year (if available); Abstract Number (optional), Pagination (optional)

Thesis

8. Author 1, A.B. Title of Thesis. Level of Thesis, Degree-Granting University, Location of University, Date of Completion

Websites

9. Title of Site. Available online: URL (accessed on Day Month Year)

Newspapers

10. Author 1, A.B. (Year, Month Date of Publication). Article Title. Newspaper Title, pp. 3-4 or p. 3. Newspaper homepage URL

Archive materials

11. Author (if applicable) / Title of the item (Rule) / date of the item (Rule) / item number (if applicable) / series title (if applicable) / series number (if applicable) / name of the collection (if applicable) / collection number (if applicable) / name of the depository or archive / location of depository (if applicable) / URL or DOI (if applicable)

Letter

12. Correspondence from Author's First name Last name, Data, Letter №, Box №, Archive name, City, Country.

Photographs & Graphic material

13. Photograph of Author's First name Last name, Data, Photographic Collection № or Archive №, City, Country.

8. Funding: This research was funded by [NAME OF FUNDER], grant number [NNN].

9. Acknowledgments: We are grateful to [First name Middle name initials Family (last) name 1, First name Middle name initials Family (last) name 2, ...] for valuable discussions and the referee for useful comments. OR We thank [First name Middle name initials Family (last) name 1, First name Middle name initials Family (last) name 2, ...] and the referee for useful comments.

10. Appendix A

An appendix contains information that is non-essential to an understanding of the paper but may present explanations that further clarifies major aspects of the paper.

Appendix B

An appendix is an optional part of the paper. In the appendices, Figures, Tables, etc. should be labeled starting with “A”—e.g., Figure A1, Table B1, etc.

12. Figures and Tables

All figures and tables should be cited in the main text as Figure 1, Table 1, etc.



Figure 1. This is a figure. Figure captions must be below the figure, in 10pt font and centred.

Table 1. This is a table (with no column lines!). Tables should be placed in the main text near to the first time they are cited. Table captions must be above the table and in 10 pt font and centred.

1	2	3
A	value	value
B	value	value ¹

¹ Tables may have a footer.

Main text paragraph.



Figure 2. These are figures and they should be listed as: **(a)** Description of what is contained in the left panel; **(b)** Description of what is contained in the right panel. Figure captions must be below the figure, in 10pt font and centred.

Table 2. This is a table (with no column lines!). Tables should be placed in the main text near to the first time they are cited. Table captions must be above the table and in 10 pt font and centred.

1	2	3	4
A	value value value	value value value	value value value
B	value value	value value	value value
C	value value	value value	value value
D	value value	value value	value value

1

2

Formatting of Mathematical Components

3

Main text paragraph. Use the equation editor or MathType for equations. 1st example of an equation:

4

5

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right), \quad (1)$$

and 2nd example of an equation:

6

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}. \quad (2)$$

7