

# **RULES OF ACCEPTANCE, REVIEWING AND PUBLICATION OF MANUSCRIPTS GUIDED TO THE JOURNAL OF “PRAVOVAJA KUL’TURA”**

## **The requirements for submission of manuscripts**

1. The journal’s editorial board accepts manuscripts for consideration on a condition of:

- their compliance with the requirements stipulated to the manuscripts guided to the editorial board;
- the compliance of the submitted materials to the general thematic area of the journal and its categorization;
- their compliance with publication ethics, rules of acceptance and reviewing of the article manuscripts.

2. Author sends a manuscript via personal cabinet on the website of the journal.

3. Executive secretary may offer to the author to bring the manuscript in line with the formal criteria. The author has the right to eliminate defects or to abandon the publication of the article in the journal, about which one is obliged to notify the executive secretary of the journal. In the case of compliance with the formal requirements the article would be for reviewing.

4. Fee for publication is not charged.

5. Indexing of the journal in the Russian science citation index (RSCI) involves placing materials published in the journal in open access in the network of the Internet. By directing the articles to the journal, the author knowingly agrees to the placement of the materials in open access in the network of the Internet.

## **The order of review**

1. The editorial board reviews all materials received by the editorial board that correspond to its subject matter for the purpose of their expert evaluation. Reviewing manuscripts, compliant with the statutory formal requirements, is carried out by members of the editorial board or other research and teaching staff enjoying an academic degree of candidate of sciences or doctor of sciences. Reviewers are recognized experts in the relevant field of scientific knowledge and have publications for the last three years published in peer-reviewed articles.

2. Manuscript of an article would be offered to a reviewer, without specifying the authors. The authors do not know who is the reviewer of their manuscript. The editorial board sends the authors copies of the reviews. Correspondence is conducted via personal cabinet on the website of the journal.

3. All necessary corrections must be made by the author in the final version of the manuscript, then the author needs to return to the editor the amended text, and its identical electronic version. After completion the revised article would be re-reviewed and the editorial board decides on publication.

4. The final decision on publication or rejection of an article would be accepted by the editorial collegium session taking into account the views of the reviewers and would be recorded in the minutes of the session. In case of rejection of the manuscript, the author receives a reasoned refusal.

5. The review should contain a qualified analysis of the article material, its objective reasoned assessment and reasonable recommendations.

6. A review highlights the following provisions:

- subject of the study, matching the title of the manuscript with its content;
- conformity of the manuscript to the profile and the scope of the journal, belonging to a specific category;
- methodology of the study;
- relevance;
- scientific novelty, originality;
- style, structure, content;
- conformity of the manuscript, abstract, key words, bibliographic references' list to the general requirements and layout regulations;
- appeal to opponents, availability of discussion;
- conclusions, interest of the readership.

The final part of the review contains the inferences concerning the article and recommendations as to whether the article to be published in the journal, sent back for revision, or not recommended for publication.

7. The reviews are kept in the editorial office for five years.

8. The editorial collegium sends copies of the reviews to the Ministry of Education and Science of the Russian Federation, the Higher Attestation Commission in case a relevant request would be received by the editorial office.

### **The rules of publishing scientific articles**

1. The journal is created on the basis of the materials received from the authors, acquired positive critiques from reviewers and recommended by the editorial collegium for publication. Every author enjoys a right to publish in one issue of the journal no more than two articles.

2. Preparation of the original layout of the journal would be undertaken by the Volga institute (branch) of the Russian State University of Justice (Russian Law Academy of Ministry of Justice of Russia).

3. Editing, publication, multiplication and distribution of the journal would be undertaken by the Volga institute (branch) of the Russian State University of Justice (Russian Law Academy of Ministry of Justice of Russia).

4. The authors would be guided an electronic version of the journal issue or scanned copies of their articles and also provided the right to purchase the journal on a paid basis.