

## **Requirements to the materials directed to an editorial board of the journal for publication**

### **1. GENERAL PROVISIONS**

1.1. To the publication the materials containing the results of scientific researches issued in the form of full articles, short messages, reviews are accepted. Reviews and materials reviews of the held scientific conferences (forums, seminars) can be published in the journal.

1.2. The content of the materials sent to the editorial board of the journal and their arrangement must conform to the established requirements (see website: <http://www.vestnik.vsu.ru/content/pravo/>; <http://www.law.vsu.ru/science/publications/vestnik.html>).

1.3. Materials should be sent to the editorial board by mail or by e-mail. In case material goes to an editorial board by mail, it is necessary to apply the electronic data storage device containing the file with the author's article.

1.4. The text of the publication signed by the author (coauthors) should be made out by **one file** which contains the following information and structure:

- UDC identifier;
- article heading in Russian and in English;
- author's (coauthors') initials and surnames;
- name of educational, scientific or other organization where the author (coauthors) works (or holds any appointment);
- date of directing materials to the editorial board of the journal;
- summary of the article in Russian and in English;
- key words in Russian and in English;
- text of article;
- data on the author (coauthors) in Russian and in English with the full indication of a surname, name, middle name, academic degree, academic status, primary place of employment, post, phone number (office, home or mobile), home or office addresses, e-mail.

1.5. For postgraduate students and degree-seeking students it is also necessary to send an extract from the minutes of chair (sector, division of the organization) about the recommendation of the sent material to publication in the journal or a short response of the research supervisor with the recommendation of publication of article to editorial board of the journal.

1.6. Articles sent to the editorial board shall be reviewed, and in case of the positive review – scientific and control correcting.

1.7. The decision on the publication of the article is made by the editorial board of the journal.

1.8. The publication of articles is free of charge.

### **2. REQUIREMENTS TO ARRANGEMENT OF THE MATERIALS DIRECTED TO THE EDITORIAL BOARD OF THE JOURNAL FOR PUBLICATION**

2.1. The text is printed in a text editor of WinWord; font – Times New Roman; size – 14<sup>th</sup>; interval – 1,5.

2.2. All page-sides shall be 2 centimeters.

2.3. The volume of article shouldn't exceed 16-18 pages (note: 22 pages, or 40 000 symbols, including gaps and punctuation marks, make one printed page).

2.4. References are made out page by page. Numbering goes through.

2.5. References are arranged according to state standard specification 7.0.5 – 2008 «The bibliographic references. General requirements and rules of drawing up». In order

to avoid mistakes the editorial board recommends not to reduce references independently, each time pointing out full data on the citing source.

2.6. All pages of the manuscript should be numbered.

2.7. Names of the organizations, public authorities, institutions, international organizations aren't reduced. All abbreviations and reductions, except for well-known, shall be deciphered at the first use in the text.

2.8. All tables shall be mentioned in the text. Each table is printed on the separate page and numbered according to its first mention in the text. Each column must have short heading (reductions and abbreviations can be used there). Explanations of terms, abbreviations are located in references (notes), but not in the table headings. The symbol – \* is applied for references. If data from other published or unpublished source are used, its heading has to be named completely.

2.9. Schemes and charts shall be numbered and submitted in separate files.

2.10. Illustrations (photos) can be black-and-white or colored, scanned with the dimension of 300 dots per inch and kept in the separate file in the tif or jpg format.

### 3. THE DECISION TO PUBLISH AND TO REFUSE PUBLICATION

3.1. Sending the article to the journal, the author is obliged not to represent identical material to other publishers before decision on the publication is made.

3.2. The editorial board sends articles for the conclusion to specialists or experts in case if knowledge of narrow area of law is necessary to make decision on the publication.

3.3. According to the recommendation of the editorial board completion (quality improvement) of article by the author is in some cases possible. Article sent to the author to completion has to be returned in the corrected form together with its initial version in the shortest terms. The author (coauthors) needs to attach the letter containing answers to the remarks made by edition and explaining all changes made in article to the processed manuscript.

3.4. Refusal in the publication is possible in cases:

- article's discrepancy to a profile and specifics of the journal;
- the rough violations in citing including references to statute rules;
- article's discrepancy to scientific level and practical usefulness criteria;
- negative conclusion of the editorial board;
- the article (or identical materials) is published or submitted for publication in other printed editions.

3.5. Manuscripts submitted for publication are not returned.

3.6. The opinion of the editorial board does not always coincide with the author's point of view.