

## **APPROVED**

by order of the Lviv State University of Internal Affairs  
from 08.2018 № \_\_\_\_\_

## **PROVISION**

### **on the scientific and analytical magazine “Social Legal Studios”**

#### **1. General provisions**

1.1. This Provision regulates the preparation and publication of the scientific and analytical magazine “Sotsialno-pravovi studii”); the name of the publication in a foreign language: "Social&legal Studios" (hereinafter - the magazine).

1.2. The magazine – is a printed periodical publication of scientific works (articles, reviews, scientific reports, etc.), and has the status of domestic.

1.3. As for the intended appointment it is a scientific periodical assigned for a wide range of readers - scientific and scientific-pedagogical workers, competitioners of educational and scientific degrees, and other people interested in studying social and legal issues.

1.4. The sphere of the magazine spread: countrywide and foreign.

1.5. Languages of magazine edition: Ukrainian, Russian, English (in several languages in one issue) with a double annotation of the articles.

1.6. Release frequency: 4 times a year; volume: up to 30 conditional sheets; Edition format: A4 (60x84 / 8).

1.7. The founder of the publication is the Lviv State University of Internal Affairs (hereinafter - the University).

1.9. Registered address of the founder: Gorodotska Street, 26, Lviv, 79007.

#### **2. Politics (purpose and objectives) of the magazine**

2.1. The purpose of the magazine is to highlight issues of social and legal orientation (in the field of economics, political science, psychology, sociology, jurisprudence), as well as to inform readers about the results of scientific-analytical, experimental researches in the field of social and behavioral sciences, jurisprudence in Ukraine and abroad.

##### **2.2. The main tasks of the Journal:**

- to support the latest world scientific tendencies in the field of social and legal research;

- to establish a constructive dialogue of scientists from various spheres about the research of the study of socio-legal problems;

- to provide a comprehensive multidisciplinary approach of designing human relations models in a certain socio-legal context.

2.3. Achievement of the set goal includes:

2.3.1. publication of the research results, theoretical and experimental researches performed by Scientifics, academicians, applicants of a scientific degree of the University;

2.2.2. publication of the research by representatives of the institutions of higher education and the research institutions of Ukraine and other states.

### **3. Completing and publication of the Journal**

3.1. Management of completing and publication of the Journal is carried out by the editorial board.

3.2. The editorial board directly forms the contents of the Journal and submits materials to the editorial and publishing department of the University, which is responsible for maintaining the thematic focus of the collection.

3.3. The editorial and publishing department of the University carries out linguistic editing of the text of manuscripts filed for printing, layout, editing, proofreading of the layout of each issue of the Journal and printing the edition.

3.4. Every issue of the Journal, which is printed and distributed through the Internet is signed by the chief editor or his deputy based on the decision of the Academic Council of the University.

3.5. The editorial board reserves the right to make a final decision on the adoption of the manuscript for publication, guided by the policy of the Journal and in keeping with legal principles, preventing copyright infringement and plagiarism.

3.6. The publication of mandatory copies of the Journal at the addresses specified by the legislation of Ukraine is carried out by the editorial and publishing department of the University. The distribution of copies of the Journal to the authors is carried out at the expense of the recipients.

3.7. The general process of publication of the Journal is regulated by the Regulations about the organization of editorial and publishing work of the Lviv State University of Internal Affairs and the Regulations about the editorial and publishing department of Lviv State University of Internal Affairs, approved by the order of the rector of the University.

### **4. Obligations of the editorial board**

4.1. The editorial board is created and, if necessary, updated by the order of the rector of the University, observing the requirements of the current legislation.

4.2. The editorial board includes the editor-in-chief, his deputy, the executive secretary and members of the editorial board.

4.3. The work of the editor-in-chief, his deputy, the executive secretary and the members of the editorial board is not paid, but is taken into account as the type of organizational work in the individual plan of the scientific / pedagogical worker.

4.4. The editorial board develops requirements for the registration and order of submission of materials for publication in the Journal (Annex 1) and controls their compliance.

4.5. The editor-in-chief of the Journal, as a rule, is a staff member of the University who is responsible for the qualification requirements of the current legislation. He is directly:

- manages the work of the editorial board;
- presides at the meetings of the editorial board;
- approves the regular collection numbers for printing and dissemination through the Internet;
- represents the editorial board in state organs, institutions and public organizations;

- involves employees of the University to perform certain tasks for the publication of the Journal.

#### 4.6. Deputy Editor-in-Chief of the Journal:

- on the instructions of the Editor-in-Chief temporarily performs his duties in his absence;

- ensures observance of the thematic direction of the edition;

- determines the list of subdivisions according to the actual directions of modern research in the field of social and behavioral sciences and jurisprudence;

- carries out the general management of the preparation and publication of the regular issues of the Journal.

#### 4.7. Responsible Secretary of the Journal:

- executes the order of the editor-in-chief or his deputy concerning the work organization of the editorial board;

- organizes the collection of materials in accordance with the topics of the headings and editorial requirements;

- passes the manuscripts to the reviewing members of the editorial board, and then - to the editorial and publishing department;

- provides communication with article authors and reviewers;

- ensures the location of the electronic version of the Journal in the institutional repository Lviv State University of Internal Affairs, on the platform "Scientific periodicals of Ukraine" in the V. I. Vernadskiy National Library of Ukraine of the National Academy of Sciences of Ukraine and the National Repository of Academic Texts.

#### 4.8. Members of the Editorial Board:

- study the scientific articles submitted to the Journal in accordance with the topics of the sections, and review the materials (the duration of the review should not exceed two weeks since the date of their receipt, with the number of reviewed materials to three scientific articles);

- recommend to accept or reject the article at the meetings of the editorial board.

### **5. Review procedure and editorial ethics**

5.1. Reviewing - is a scientific examination of materials received in the journal, by highly qualified experts; his goal is to objectively assess and ensure the quality of the materials through compliance with the established requirements.

5.2. The review procedure is anonymous for both the reviewer and the authors and is carried out by two independent reviewers, one of which is a member of the editorial staff, the other - with the consent.

5.3. Reviewers being completely objective and impartial in their work should follow:

- international ethical rules of scientific publications that meet the principles of integrity, confidentiality, control over publications, prevention of potential conflicts of interest, etc.,

- the requirements of the Committee on Publication Ethics (COPE),

- recommendations for the Ethics Resource Kit published by Elsevier,

and also take into account the experience of authoritative international publishing houses.

5.4. It is allowed to review only those scientific articles which clearly correspond to the established requirements which is revealed by the basic control of the technical secretary of the editorial board. In the presence of comments at the initial check stage, the article is returned to the author without registration.

5.5 The manuscript of the article, which meets the set requirements, is registered by the technical secretary in the journal of the incoming materials who removes from the article the information about the author (authors), and inserts the registration code instead.

5.6. The coded article is sent via email to a member of the editorial board responsible for the scientific direction of the subject article, and to an external reviewer. The article is accompanied by a typical review form for filling out (Appendix 2).

5.7. The reviewer evaluates the submitted article solely on the basis of its scientific content, irrespective of race, sex, sexual orientation, religious beliefs, nationality, citizenship, origin, social or political views of the author (s).

5.8. The review provides answers to the following questions:

- whether the topic and content of the article corresponds to the purpose, policy and thematic areas of the Journal;
- whether the topic is scientifically relevant and has an applied value;
- whether the content of the article corresponds to the declared title and purpose;
- whether the scientific argument is logical and convincing;
- whether the results of the research are methodologically correct;
- whether the conclusions fully and accurately reflect the results of the research;
- whether the content of the article has elements of novelty and indicates the prospects for further research;
- whether the style and the language of the text are justified;
- whether the latest source is used and whether the quantity, quality and relevance of the links are adequate;
- what exactly are the positive and imperfections of the article (if any), which the author (if necessary) must make the refinement, correction and additions.

5.9. A member of the editorial board and an external reviewer, within two weeks from the receipt of the article, fill in a standard review form and choose one of the following recommendations:

- recommended for publication;
- recommended for refinement;
- not recommended for publication.

5.10 In case of a refusal to publish or a need to revise the article, the reviewer provides a written reasoned explanation of the reasons for such a decision.

5.11. Recommendations of reviewers are sent by e-mail to the chief editor.

5.12. The final decision on the article is taken at a meeting of the editorial board, which takes place once a month or if necessary (on the initiative of the chairman or deputy chairman of the editorial board). The decision is made taking into account the received reviews by means of an agreed will of the chairman, deputy chairman of the editorial board and the responsible graduate, appointed from among the members of the

editorial board in the scientific direction (thematic direction) of the section of the Journal.

5.13. Further work with the article, accepted for publication, is carried out in accordance with the approved technology of editorial and publishing process of preparation of the Journal number.

5.14. The decision of the editorial board is sent to the author (s). Articles that need to be finalized are sent to the author (s) together with a review containing specific comments and recommendations. It keeps anonymity of reviewers.

5.15. The revised article text is re-evaluated. In the case of a repeated negative review, the article is rejected and is not subject to further consideration.

5.16. The editorial board does not enter into a discussion with the authors of rejected articles.

5.17. Reviews and recommendations for each article are stored in the editorial office (available in electronic form) within two years from the date of issue of the journal number, which contains a peer-reviewed article.

5.18. Not reviewed:

- articles by the authors (co-authors) of which are members of the Editorial Board of the Journal;

- articles specially written on the order of the editorial board.

## **6. Material and technical and financial support of the publication of the Journal**

5.1. The magazine is published on the basis of the editorial and publishing department of the University using its material and technical equipment.

5.2. Funding for publication of the Journal is carried out from the special fund of the University and at the expense of other funds not prohibited by law, observing the principles of targeted and effective use of funds, publicity and transparency in decision-making.

5.3. The calculation of the amount of payment for services related to scientific and literary editing, academic translation, preparation and publication of the material, its placement and distribution on the Internet, as well as distribution to mandatory addressees shall be approved in accordance with the established procedure.

REQUIREMENTS  
CONCERNING THE ORDER OF PERFORMANCE AND SUBMISSION OF  
MATERIALS FOR PUBLICATION IN THE SCIENTIFIC AND ANALYTICAL  
JOURNAL "SOCIAL AND LEGAL STUDIES"

Materials are submitted by the author (co-author) to the executive secretary of the scientific and analytical journal "Social and legal studies" (hereinafter - the Journal) **directly or by e-mail.**

**Materials for publication in the Journal include:** scientific articles, reviews of scientific publications, reports on scientific events.

As for the scientific content the articles must comply with the requirements approved by the decision of the Presidium of the Higher Attestation Commission of Ukraine No. 7-05 / 1 of January 15, 2003 "On raising the requirements for professional publications listed in the HAC of Ukraine", namely: problem statement and its connection with important scientific and practical tasks; an analysis of recent research and publications in which the solution of the problem has been initiated and on which the author bases his/her work; an identification of previously unexplored parts of general problem, which is devoted to the article; a formation of the objectives of the article (problem statement); a summary of the main research material with a full substantiation of the scientific results obtained; conclusions from the study and prospects for further developments in this area.

**REQUIREMENTS TO A SCIENTIFIC ARTICLE:**

1. **Articles are accepted in** Ukrainian, English and Russian.
2. **The text of the article** (without annotations and list of sources used) should not exceed 0.5 printed worksheets (10-12 pages of A4 format); the text should be typed only Word.doc format (2003, 2007), Times New Roman, 1.5 line spacing, font size - 14 pt. The margins of the text - 2 cm from all sides. The paragraph - 1.25 cm.
3. **Graphic material** should be available in future editing programs: tables - in the Microsoft Word editor; diagrams - in the Microsoft Excel or Microsoft Graph editor; drawings - in the form of organizational charts using the drawing panel of the editor of Microsoft Word; formulas - in the formulas editor. The article should not be overloaded with graphic material and formulas. **Tables and drawings should contain labels and explanations in English. It is forbidden to copy other people's pictures and paste them into your text.**
4. The article should be structured according to the following elements:
  - 4.1. **Code of Universal Decimal Classification (UDC)**; can be determined by the link: <http://www.udcsummary.info/php/index.php?lang=en&pr=Y>;
  - 4.2. **Code by the Thematic Classification** of the Journal of Economic Literature – if possible (**JEL Classification**); can be determined by the link: <http://mmi.fem.sumdu.edu.ua/sites/default/files/JEL%20classification%20ukr.pdf>;
  - 4.3. **Surname, name, patronymic name** of the author (co-authors), degree, academic status, position; personal **e-mail** of the author; **ORCID ID** author's digital ID (can be found at: <https://orcid.org/>);
  - 4.4. **Title of article** (capital letters);

ALL indicated in paragraphs 4.3 - 4.4, should be duplicated in English; if the article is written in Russian – in addition the similar information in Ukrainian should be provided.

**4.5. Abstract and key words (five):** to the article in Ukrainian – 500 signs in Ukrainian and 1800-2000 in English; to the article in English and Russian – 500 signs in the source language and 1800-2000 signs in Ukrainian);

The Abstract in English must include: Introduction, Purpose, Methods, Results and Conclusions of the author. It is expedient to describe the methodology only if it contains novelty and is of interest from the point of view of the submitted article.

If the author is not able to prepare the Abstract, which would meet the above requirements and would be presented in high quality English, he may apply to the editor who will do this work for a fee.

**4.6. Introduction** includes:

- problem statement (description of the analyzed problem in general and its connection with important scientific or practical tasks);

- analysis of recent researches and publications, in which the solution to the problem was initiated and which the author refers to (here it is necessary to distinguish the parts of the general problem that were not resolved earlier, and to which the article is devoted);

- the purpose of the article (should be consistent with the Abstract);

**4.7. The main results of the research** (with full justification of the scientific results obtained; divided into separate sections with names, indicated by numbers);

**References to the sources used**, obtaining actual and / or statistical data are obligatory (are given in the text in a square bracket and placed after the article in the citation or reference order). **A reference to the works of foreign authors is desirable** (their surnames are given in Ukrainian, and in brackets – in the source language indicating the year of publication). For example: (Llewellyn, 1962).

**4.8. Conclusions** (results of the research, proposals and prospects for further developments in this direction; conclusions must be in line with the Purpose (Aim) and consistent with the Abstract (Annotation));

**4.9. List of used sources** is a bibliography of sources in the original language, executed in accordance with the National Standard of Ukraine DSTU 8302: 2015. The titles of the sources are placed in the order of mentioning in the text (not in alphabetic order). It is not expedient to refer to textbooks, educational accessories, and publicistic articles.

**4.10. References** – the same used sources, but in English, they are executed according to the international bibliographic standard **APA-2010** (the rules can be found at the link: <http://soskin.info/userfiles/file/CHASOPYS/APA-2010.pdf>).

The titles of non-English publications (including journals, collections, etc.) are translated (the rules of Ukrainian transliteration can be found at the link: <http://translit.kh.ua/>), and in brackets – in English.

For example:

**Лірепарыя**

1. Бориславська О. Верховенство конституції чи верховенство права: деякі питання відновлення дії окремих положень Конституції України. *Вісник Конституційного Суду України*. 2015. № 6. С. 48–57.

### References

1. Boryslavs'ka O. (2015) Verkhovenstvo konstyuttsiyi chy verkhovenstvo prava: deyakі pytannia vidnovlennia diyi okremykh polozhen' Konstyuttsiyi Ukrayiny [Supremacy of the Constitution or Rule of Law: Some Issues of the Restoration of Certain Provisions of the Constitution of Ukraine] *Visn. Konstyuttsijnoho Sudu Ukrayiny (Bulletin of the Constitutional Court of Ukraine)*. 6, 48–57 [in Ukr.]

### The manuscript of the article is attached to:

– *information about the author* (co-authors): surname, first name, patronymic name, post of employment, place of employment, scientific degree and academic rank, contact telephone numbers, postal address, e-mail (for postgraduates it is necessary to specify – year of study; surname, first name, patronymic name, scientific degree, academic rank, post of scientific supervisor);

– *Ph.D. external recommendation* of the relevant specialty, certified by the signature and the seal of the reviewer's institution (may be a scanned signature or photocopy of the signature, provided in electronic form) – to authors without scientific degrees;

– *a receipt for payment of the publication (after reviewing the article and the positive decision of the editorial board)*.

The editors reserve the right to make **scientific and literary redaction** of the article, agreeing an edited version with the author who gives permission for printing (in an arbitrary form).

Editorial processing of materials and publication of the Journal is carried out by the Editorial and Publishing Department of Lviv State University of Internal Affairs.

**Articles submitted in English by non-English authors (in translation)** must be certified as to the correctness of the translation in the translation agency, either at the Department of Foreign Languages or in the Department of International Journals of an educational establishment where the author / (co-author) is working / studying.

**Materials that do not meet the specified requirements are not accepted.** Articles that have already been published or submitted for publication in other editions or contain signs of academic plagiarism are not accepted for publication as well.

The submitted printed manuscripts are not returned.

The authors and reviewers are responsible for the accuracy of the facts set forth in the publications and the results of their own research.

The final decision on the acceptance of the manuscript is taken by the editorial board.

When quoting the Magazine materials, a reference to the source is required. Reproduction and reprinting of the materials are possible only with the approval of the editorial board.

Various publications of one author (with the exception of one article and one review) cannot be posted in one issue of the Bulletin. It is allowed to post no more than two articles of one author, provided that one article is single, and the other is co-authored or both are in co-authorship (only one of the co-authors is printed twice).



Applicants of educational degrees cannot publish their scientific articles in the Journal, even in co-authorship with a scientific adviser. Applicants of educational-scientific degree (post-graduate students, adjuncts) can publish scientific articles only in co-authorship with a scientific advisor.

The author (co-authors) may refuse to post in the Journal the materials submitted by him or postpone their publication notifying by the e-mail from the personal e-mail indicated in the article not later than within 10 days from the date of submission of the materials.

An electronic analogue of the Journal is located on the site of Lviv State University of Internal Affairs (Electronic Library: <http://www2.lvduvs.edu.ua/social-legal-studios> and Electronic Repository: <http://dspace.lvduvs.edu.ua/handle/123456789/16>). The printed copy of the Journal is sent by Nova Poshta at the expense of the receiver.

Publication of the article is paid. If the article and the necessary supporting materials meet the requirements of the Ministry of Education and Science (SCC) of Ukraine, international index-bases and editorial policy of the Journal, then the author, in the case of a positive response, will receive a letter on the procedure of paying for scientific and literary editing, academic translation, preparation and publication of the article, its placement and distribution on the Internet, as well as distribution to obligatory addressees.

**REVIEW****editorial board of the scientific and analytical journal "Social and legal studios"**

Article title \_\_\_\_\_

Registration number: \_\_\_\_\_

<b>Question?</b>	<b>Short reply (yes / no)</b>	<b>Comment</b>
Does the topic correspond to the Journal policy?		
Is the topic scientifically relevant and has an applied value?		
Does the title of the article reflect the purpose and corresponds to the content?		
Is the goal clearly stated in the introduction?		
Is the scientific argument logical and convincing?		
Are the results of the study presented methodologically correctly?		
Do the findings fully and accurately reflect the results of the study? Do they show novelty and indicate the prospects for further research?		
Are there any specific refinements regarding style and language?		
Is there a sufficient quantity, quality, and relevance of links and sources used?		
<b>Reviewer's recommendation</b>		<b>Recommended for publication</b>
		<b>Recommended for refinement</b>
		<b>Not recommended for publication</b>

**Reviewer** \_\_\_\_\_