

**REQUIREMENTS
CONCERNING HANDLING PROCEDURES AND SUBMISSION
OF MATERIALS FOR PUBLICATION
IN SCIENTIFIC AND ANALYTICAL MAGAZINE
“SOCIAL LEGAL STUDIOS”**

The materials are submitted by the author (co-author) to the responsible secretary of the scientific and analytical magazine "Social legal studios" (hereinafter – the Magazine) **directly or by e-mail**.

Materials for the publication in the Magazine are: scientific articles, reviews on scientific publications, reports on events of a scientific nature.

According to 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 dated 15 January 2003 “On increasing the requirements for professional editions included in the lists of the Higher Attestation Commission of Ukraine”, namely: the statement of the problem and its links with important scientific or practical tasks; an analysis of recent researches and publications in which the solution to this problem was initiated and on which the author relies; the identification of previously unexplored parts of the general problem, which is devoted to the article; formation of the purpose of the article (statement of the task); the summary of the main research material with a full substantiation of the scientific results obtained; the conclusions from the conducted research and prospects of further developments in this direction.

REQUIREMENTS TO A SCIENTIFIC ARTICLE:

1. Articles are accepted in Ukrainian, English and Russian.

2. The volume of the text of the article (without annotations and list of sources) should not exceed 0,5 print. copyright (10-12 pages of A4 format); the text should be typed only in the format **Word.doc (2003, 2007)** font Times New Roman through 1,5 intervals, point size – 14 pt. Fields around the text – 2 cm from all. Indented paragraph – 1,25 cm.

3. Graphic material should be made available for further editing programs: tables – in the editor Microsoft Word; diagrams – in the editor Microsoft Excel or Microsoft Graph; drawings – in the form of organizational diagrams using the editor’s drawing panel Microsoft Word; formulas – in the editor of the formulas. The article should not be overloaded with graphic material and formulas. **Tables and drawings should contain English-language labels and explanations. It is forbidden to copy other people's pictures and paste them into your text.**

4. The article should be structured according to such elements:

4.1. Code of Universal Decimal Codification (УДК, UDC); can be determined by the link: <http://www.udcsummary.info/php/index.php?lang=uk&pr=Y>);

4.2. Code according to the Thematic Classifier Journal of Economic Literature – when possible (**JEL Classification**; can be viewed at 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), scientific degree, academic rank, position; personal e-mail of the author; author's digital ID **ORCID ID** (available via the link: <https://orcid.org/>);

4.4. Title of article (in capital letters);

EVERYTHING that is indicated in pp. 4.3 - 4.4, should be duplicated in English; if the article is written in Russian - in addition similar information in Ukrainian should be provided.

4.5. Annotation and key words (five): to the article in Ukrainian - 500 characters in Ukrainian and 1800-2000 in English (**Abstract**); to the article in English - 500 characters in the language of the original article and 1800-2000 characters in Ukrainian; to the article in Russian - 500 characters in the language of the original article and 1800-2000 characters in English and Ukrainian);

The abstract in English (**Abstract**) must include: the problem statement (*Introduction*), the aim of research (*Purpose*), the methods of research (*Methods*), the main results of the study (*Results*), conclusions and specific author's suggestions (*Conclusion*). It is expedient to describe the methodology only if it contains a novelty and is of interest from the point of view of the submitted article.

If the author is not able to prepare the Abstract that would meet the mentioned above requirements and would be presented in high quality English, the author may apply to the editors and it will be done for an additional fee.

4.6. Introduction includes:

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

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

- the purpose of the article (to be consistent with the Annotation);

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

References to the sources used to obtain actual and / or statistical data are mandatory (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 original 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 directions; the conclusions should be consistent with the Objective and be consistent with the Annotation);

4.9 References - bibliography of sources in the original language, issued in accordance with the National Standard of Ukraine DSTU 8302: 2015. The names of the

sources are placed in the order of the mention in the text (not in alphabetical order). Referring to textbooks, journal articles, is not appropriate.

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

The names of non-English-language publications (including magazines, collections, etc.) are given by transliteration (the rules of Ukrainian transliteration can be found on the link: <http://translit.kh.ua/>), and in brackets - in English.

The manuscript of the article should be attached with:

- *information about the author (co-authors)*: full name, first name, patronymic, position, place of work, academic degree and academic title, contact phone numbers, postal address, e-mail (for postgraduate students it is necessary to indicate additionally – year of study, full name, scientific degree, title, position of scientific supervisor);

- *external recommendation* of the doctor of sciences in 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;

- *payment receipt of publication* (after consideration of the article and the positive decision of the editorial board).

The editors have the right to make **scientific and literary editing of the article**, agreeing an edited version with the author authorizing the printing (in an arbitrary form).

Editorial work on 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 or at the Department of Foreign Languages or at the Department of International Relations at an educational institution where the author (one of co-authors) is working or studying.

Materials that do not meet the specified requirements are not accepted. The articles that have already been published or submitted for publication to other editions or contain signs of academic plagiarism are not accepted for publication.

The submitted printed manuscripts are not returned.

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

The editorial board takes the final decision to accept the manuscript for publication.

A reference to the source is obligatory when quoting the materials of the Journal. Reproduction and reprinting of materials are possible only with the approval of the editorial board.

Different publications of one author (with the exception of one article and one review) cannot be placed in one issue of the Journal. It is not allowed to place 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 the co-authorship with a scientific leader. Applicants of educational-scientific degree (post-graduate students and adjuncts) can publish scientific articles only in the co-authorship with a scientific leader.

The author (the co-authors) may refuse to publish their materials in the Journal or postpone their publication. They must notify their decision by e-mail, which is indicated in their article within 10 days from the date of submission of the materials.

The 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 publication of the article is payable. If the article and the necessary supporting materials meet the requirements of the Ministry of Education and Science of Ukraine, international index-bases and editorial policy of the Journal, then the author, in the case of a positive response, will receive from the editorial board a letter on the procedure for 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.

Bank requisites of the University for payment of the publication may change, so the author is notified separately, as well as the amount of the cost of payment, which depends on the volume of the article and the services provided (translation, literature, etc.).

The printed copy of the Journal is sent via the “Nova Poshta” at the expense of the payee.

Structure of the article (sample):

UDC ____

JEL Classification _____

In Ukrainian:

**Surname, name of the author,
degree,
academic rank,
position
e-mail:
ORCID ID:**

ARTICLE TITLE

Abstract.

Key concepts:

In English:

**Surname, name of the author,
degree,
academic rank,
position
e-mail:
ORCID ID:**

ARTICLE TITLE

Abstract.

Key concepts:

Introduction

1. Title of the section

2. Title of the section

3. Title of the section

Conclusions

References (in the language of the original)

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.

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References (the names of non-English-language publications are given by transliteration)

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

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