

Rules for peer reviewing research paper manuscripts received by the editorial office of the Monitoring of Law Enforcement Journal

1. All research papers drawn up in accordance with the requirements of the editorial office and received by the editorial office of the Monitoring of Law Enforcement Journal shall undergo mandatory peer reviewing within 3 (three) months from the day of their receipt (by e-mail) by the editorial office.
2. The executive editor, upon consultation with the editor-in-chief, shall determine, preliminarily, whether a paper's specialisation falls within that of the journal and its layout meets the requirements (is made according to the template) of the editorial office, and shall forward the paper to an expert for double-anonymous (blind) peer reviewing.
3. The deadline for peer reviewing shall be set by the executive editor, upon consultation with the editor-in-chief, so as to provide the conditions needed for the fastest possible publication of the paper considering the requirements of paragraph 1 of these Rules.
4. Members of the editorial board and external experts who determine the lines of development of research thought and made significant contributions in different areas of legal science as well as experts in appropriate subject areas who have a high citation index may be invited for peer reviewing.
5. The reviewer may also be a recognised expert having not less than 3 (three) publications on the topics of the paper to be reviewed over the recent 3 (three) years.
6. The reviewer shall address the following issues:
 - 6.1. whether the paper's specialisation falls within that of the journal and the paper's content correlates with the topic of its title,
 - 6.2. the topicality and novelty of the paper's topic,
 - 6.3. precisely what problem is considered in the paper,
 - 6.4. whether a formalised statement of the research problem is present,
 - 6.5. research novelty: what is new in the material set forth by the author,
 - 6.6. correlation between the research results presented in the paper under review and the initial research problem statement,
 - 6.7. precision and unambiguity of the terms used,
 - 6.8. the author's familiarity with the research literature on the scope of problems discussed, including foreign experience,
 - 6.9. features of the author's style and language (clarity of language and style, need for further content and stylistic editing, &c.).
7. The review shall contain specific conclusions:
 - 7.1. whether it is appropriate to publish the paper, considering its topicality and novelty,

7.2. what are, specifically, the shortcomings of the paper and what corrections and amendments should be made by the author,

7.3. whether the paper is "recommended for publication in the journal", "recommended after correcting the deficiencies noted by the reviewer", or "not recommended".

8. Peer reviews shall be certified by the reviewer's electronic signature. If a review is submitted in printed form, the reviewer's signature shall be certified at his/her main place of work or by a notary public.

9. Peer reviewing shall be conducted confidentially. If the review is negative, the author of the reviewed paper shall be granted a possibility to read the text of the review. If the review is positive, it is not sent to the author as a rule.

10. If the review contains recommendations for correcting and amending the paper, the executive editor shall forward the review to the author together with a suggestion to take the recommendations into account while preparing a new version of the paper. An amended (or rewritten) paper may repeatedly undergo reviewing.

The author shall have the right to retract his/her paper.

11. A paper not recommended for publication by the reviewer shall not be accepted for repeated consideration, and the author shall be sent a reasoned refusal.

12. All papers shall be checked for plagiarism. If materials taken from other sources without citing them are found the paper shall be rejected by the executive editor without peer reviewing.

13. A positive review shall not be a sufficient justification for publishing the paper. The final decision on publishing shall be taken by the editorial board.

14. After the editorial board has passed the decision that the paper is accepted for publication, the author shall be informed about it and the time of publication shall be specified.

15. The original reviews shall be stored at the editorial office of the Monitoring of Law Enforcement Journal in electronic form during 5 (five) years and shall be submitted to the Ministry of Science and Higher Education in accordance with the established procedure if an appropriate written request is received by the editorial office.