

PAPER SUBMISSION GUIDELINES (FOR THE AUTHORS)

I. General provisions

1. The Legal Informatics academic peer-reviewed journal considers and publishes research papers on problems corresponding to the following specialties established by the Higher Attestation Commission under the Ministry of Science and Higher Education of the Russian Federation (hereinafter "HiAtCom"):

05.13.01, 05.13.11, 05.13.17, 05.13.19 (technical sciences)

and

22.00.13 (legal sciences),

in their following sub-sections:

- * theoretical foundations of legal informatics,
- * information support for legal regulation,
- * mathematical aspects of legal informatics,
- * information and electronic technologies in the legal sphere,
- * integrative automation and legal regimes of judicial information,

as well as

- * overviews and reviews.

The academic policy of the journal is geared towards the requirements of the HiAtCom and international professional standards as well as generally accepted ethical rules.

2. There are no publication charges. No fees are paid to the authors. Submitted manuscripts are not returned to the author.

3. The editorial office reserves the right to select papers. The decision to publish a paper is taken by the members of the Editorial Council of the journal based on the results of the assessment and review procedure. Materials approved by the Editorial Council/Board are to be published within half a year after the decision to publish the paper had been taken. The paper can be rejected or returned to the authors for improvement due to its failure to comply with the formal and/or academic criteria. Papers submitted to the editorial office with violations of the submission procedure (v. sec. II) shall not be considered.

II. Procedure for the submission of materials for publication

4. An application for publication (written in free form) and its appendices shall be sent to the e-mail address of the journal: **intell2019@yandex.ru**.

5. Mandatory appendices to the application:

- * paper prepared in compliance with the journal's rules and strictly in accordance with the template, in any of three formats: .doc/.docx, .rtf, .pdf;

* permission to publish openly the paper (in compliance with the rules of the organisation where the author works, approved by the director of the organisation and certified by the stamp of the organisation), in .pdf format.

If no author of the paper holds an academic degree, the authors must additionally submit (it is mandatory) a report on the paper or a recommendation of their research supervisor, in .pdf format.

6. The application sent by e-mail indicates that the author consents, in the event of publication, to transfer the rights to the paper, accepts the policy of the journal and consents to the open publication of the materials of the author's paper and its reviews including the personal data provided by the author unless the latter is specifically otherwise provided in a separate application by the author.

7. All correspondence shall be done via e-mail.

III. Conditions of publication (formal criteria)

8. The authors should strictly adhere to the template available on the site.

The structure of the paper must contain: UDC number, title of the paper, the authors' full names and their mandatory identification data (i. e., academic rank and degree, full name of the organisation, city, e-mail address), paper abstract, keywords, text of the paper (mandatorily including conclusions), bibliography, as well as a high-quality English translation of all the above (except the text) and a transliteration of bibliography into Latin script. The authors' identification data are indicated in the footnotes.

9. It is acceptable to submit a paper written in the English language. In this case the paper should also be furnished with a Russian language abstract.

10. The abstract should be representative and contain 150 to 250 words without repeating the title of the paper, abbreviations, and references. It is recommended to adhere to the following structure for the abstract:

* purpose of the paper: 1 to 2 sentences,

* method of study: 2 to 4 sentences,

* results obtained, including the conclusions (the outcome and in which field of knowledge): not less than 100 and not more than 250 words.

11. The keywords should include 7 to 11 key phrases without repeating the terms used in the title of the paper.

12. The recommended length of the paper is 25'000 to 35'000 characters.

13. The images used in the paper must be attached as separate image files (.jpg or .tif format, resolution for the original size in the printed edition should be not less than 300 dpi).

14. The paper must contain an overview of sources indicated in the bibliography, in the order of mentioning, for example: [1], [2, 5-7], [9, p. 135]. The layout of the bibliography should be in conformance with the Russian Government Standard GOST R 7.05-2008 (indication of pages is mandatory).

It is recommended to indicate the author's ORCID and DOI, if the source has one.

It is strongly recommended to cite topical open peer-reviewed journal papers present on the website Elibrary.Ru (or in such international citation databases as Scopus and Web of Science, with mandatory indication of the DOI) published in the last 5 (five) years. It is not allowed to cite non-indexed sources, such as laws, standards, instructions, and other anonymous publications as well as non-research publications (for example: Wikipedia, newspapers), teaching and visual aids and materials, etc. If it is absolutely necessary to cite such a source in the text, it must be cited in a page footnote.

15. The recommended length of bibliography is 25 to 40 topical indexed sources.

16. Papers are published "as is", without any additional academic editing and proof-reading. The editorial office rejects papers where thorough spelling control was not carried out.

IV. Conditions of publication (academic criteria)

17. The editorial office only considers materials not published elsewhere; the authors should make sure of the uniqueness of the text using anti-plagiarism systems. The percentage of borrowings must not exceed 20%. Submission of manuscripts accepted for publication in other journals or books is absolutely not allowed.

18. The paper must comply with the majority of generally accepted academic criteria, the following ones in the first place:

- * topicality / relevance,
- * novelty of theoretical and/or (industrially) applied results,
- * reliability.

19. Papers containing no elements of formalisation are strongly not recommended.

20. It is important that the paper contain an overview of well-known research works used by the author in the submitted study. It is recommended to present the overview in the form of discussion, with specific references to sources; mass referencing (for example, [1-9]) should be avoided. Papers with a percentage of self-citations exceeding 30% are strongly not encouraged.