

RULES OF SUBMITTING, REVIEWING AND PUBLICATION OF SCIENTIFIC ARTICLES

1. The authors submit articles to the Editorial board of the scientific and educational journal «Bulletin of the Vladimir Law Institute» (further: Journal). Address: 600020 Vladimir, 67e Bolshaya Nizhegorodskaya street, Editorial and Publishing Department of Vladimir Law Institute of the Federal Penal Service of Russia; tel.: (4922) 40-45-18, 40-45-14, 8-905-649-5050, e-mail: vestnik-VUI@yandex.ru.

2. Manuscripts of not more than 1 printed page (approximately 22 pages) are accepted for consideration. Selection criteria: originality, novelty of scientific thought, relevance of the research, theoretical and practical significance of the works, validity of the obtained results.

3. Articles of students, cadets, master students are accepted for publication in co-authorship with the scientific supervisor.

4. Manuscripts are submitted to the Editorial and Publishing Department of the Institute Scientific Centre in printed and electronic forms. A paper version of the manuscript, a covering letter, an application form of the author and personal data operator are sent to the address: Address: 600020 Vladimir, 67e Bolshaya Nizhegorodskaya street, Editorial and Publishing Department of Vladimir Law Institute of the Federal Penal Service of Russia; an electronic version is sent by e-mail: vestnik-VUI@yandex.ru, with an obligatory indication in the field «Subject of the letter»: «Article in the Bulletin».

5. The authors guarantee (bear personal responsibility) that the material provided to the editorial staff has not previously been published and not submitted simultaneously to other journals.

6. Requirements for the design of manuscripts: A4 format; font headset Times New Roman; size 14; indentation is 1.25 cm; line spacing is one and a half; left, right, top, and bottom fields are 2,5 cm. Tables, graphs and formulas are represented in the Word editor, charts are in Excel.

7. The manuscript should include: UDC index (placed in the upper left corner of the first page of the manuscript), information about the author (surname, name, patronymic; place of work and position; academic degree, academic title (if any); contact phone numbers; postal address, e-mail); main text; keywords; abstract (it should not be a paraphrase of the title of the article and should not include uninformative phrases); a bibliographic list (3-4 sources), issued in accordance with GOST 7.1-2003 «Bibliographic record. Bibliographic description. General requirements and rules of compilation». Bibliographic references should be in-text and formatted in accordance with GOST R7.05-2008 «Bibliographic reference». We draw the authors' attention to the fact that the collection of bibliographic references is not a bibliographic list.

8. Information about the author, the title, abstract, keywords and bibliographic references should be made in two copies: in Russian and in English. In case of any changes in personal data, the author shall notify the editorial board before the bulletin is in print and its electronic version is released online.

9. Before the article is submitted to the editorial board the authors should check the general spelling of the material, as well as the correctness of writing the available terms.

10. When submitting the article to the editorial board for publication, the author agrees to abbreviate it, edit, change the title (if agreed with the author) and place the article in those databases or electronic resources (including the Internet), with which the editorial board has an appropriate agreement.

11. Attached to the submitted manuscript shall be the blank form filled in by the author of the paper and the operator of personal data which is a written consent of the author to the processing of his/her personal data in accordance with Article 9 of the Federal Law from 27.07.2006 № 152 «On Personal Data».

12. The materials submitted to the editorial board for consideration must comply with the concept of the Journal, the main headings of which are: «Scientific and applied aspects of improvement of institutions and bodies of the correctional system», «Topical problems of the Russian legal science and practice», «Theory and history of the domestic state and law», «Political and legal systems of foreign countries».

13. The authors are responsible for the authenticity of the materials used in the article, the accuracy of the quotations, the use of data not intended for public printing.

14. The authors whose articles contain plagiarism will be refused further cooperation with the Journal.

15. The editorial board does not pay the author's fee.

16. The editors reserve the right to postpone the articles to earlier issues of the Journal.

17. The Journal is sent by cash on delivery only at the request of the author of the publication.

18. All scientific articles submitted to the editorial board of the Journal in printed or electronic form are subject to mandatory review. The executive secretary determines the correspondence of the article to the profile of the Journal, the requirements to registration and registers it in the logbook of the manuscripts received to the editorial office.

19. The choice of the reviewer is provided by the editor-in-chief of the Journal and members of the editorial board. The executive secretary sends the scientific article for the reviewing to one or, if necessary, two reviewers.

20. To review the manuscripts submitted for publication, the editorial board of the Journal invites recognized experts on the subject of peer-reviewed materials. The reviewers can be members of the editorial board of the Journal, invited scientists with relevant scientific specialization, and also highly qualified experts-practitioners as additional reviewers.

21. The reviewer is notified that the manuscript submitted to him for reviewing is an object of copyright and relates to information not to be disclosed before it is published. Reviewers are not allowed to make copies of articles in their own interests.

22. Reviewing is conducted in the form of a double-blind review. Violation of confidentiality is possible only in case of a reviewer's statement about unreliability or falsification of the materials stated in the article.

23. The form of the review can be free. The reviewer is also entitled to use the editorial form developed for peer reviewing.

24. The term of preparing the review is determined in coordination with the reviewer, but it may not exceed two weeks from the date of receiving the manuscript by the reviewers. The reviewer has the right to refuse from the reviewing by notifying the editorial board within one week.

25. The peer review should include expert analysis of the materials, its objective evaluation and, if necessary, reasonable recommendations for improving the article.

26. In preparing the review the reviewer is guided by the following criteria: the relevance of the chosen topic to the scientific profile of the journal; the compliance of the title with the content of the article; scientific relevance, novelty and originality of the main provisions; the completeness of the data provided; logical consistency; academic writing style and language; required elements of the article (abstract, keywords and references).

27. After reviewing the manuscript the reviewer can:

- a. recommend the article for publication;
- b. recommend the article for publication after the article refinement;
- c. reject the article for publication.

28. The peer review is to be certified by the reviewer's organization according to the established order.

29. If the article is recommended for publication after the refinement, the executive secretary within three days sends the author the copy of the review with the proposal to take into account the recommendations when preparing a new version of the article or arguments to refuse them. A new version of the article is submitted for re-reviewing.

30. The article rejected for publication is not accepted for re-reviewing.

31. Having received a peer review with a recommendation to finalize the article, the author should take seriously the comments of the reviewer, since the articles not recommended by the reviewer for publication after the third revision have not been considered by the editorial board. The editorial board does not enter into the discussion and correspondence with the authors of the rejected articles.

32. In case of disagreement with the opinion of the reviewer of the manuscript the author has the right to appeal to the editorial board with the request to send the manuscript to another reviewer with giving the relevant arguments. In this case, the editorial board sends the manuscript for re-review or provide a reasoned refusal to the author.

33. The positive review is not sufficient for publication. The final decision on whether to accept the publication makes the chief editor or the editorial board.

34. After the adoption of the decisions on the admission of an article for publication the executive secretary shall inform the author and specifies the terms of publication.

35. The editorial board has the right to decide to place articles of Doctors of sciences without sending them for review, if the articles meet the requirements for publication, and their relevance and quality provide a reasonable basis for such an assessment.

36. The original reviews are stored in editor's office for five years. editorial office sends copies of reviews, including those containing a reasoned refusal to publish the materials, to the authors by the email address indicated in the information about the author, as well as to the Ministry of Education and Science of the Russian Federation upon an appropriate request.