

**"BELGOROD STATE  
NATIONAL RESEARCH  
UNIVERSITY "  
(NIU "BSU")**

Approved by rector's order  
From 21.11.2014 № 1063-OD

**The statute  
of journals of Belgorod State National  
Research University**

1. General regulations.

1.1. The Statute is worked out in accordance with the Federal Law dated December, 27, 1991 No. 2124-1 "On mass media" by Charter of the federal state autonomous educational institution of higher professional education "Belgorod National Research University" (hereinafter referred to as the University).

1.2. The Statute defines logistical and intensional demands to printed and electronic journals of the University (hereinafter referred to as Journals, Printed and Electronic Journals).

1.3. Printed Journals are registered in Federal Service for monitoring compliance with cultural heritage protection law and have an index of subscription.

1.4. Electronic Journals are registered in Federal State Unitary Enterprise "Scientific-Research Center "Informregistr"".

1.5. Journals and all their series have individual ISSN (eISSN – for electronic versions).

1.6. Printed Journals and all their series have indexes of subscription. Newly-formed Journals are to apply to Russian Science Citation Index – the bibliographic database of scientific publications and Higher Attestation Commission.

1.7. Journals and all their series are included into international standard library directory and database providing information about popular and academic magazines, scientific journals, newspapers and other serial publications "Ulrich's Periodicals Directory", EBSCO Publishing and WorldCat. Electronic Journals are additionally included into DOAJ. If it is necessary, Printed and Electronic Journals of the University can be included into other international library directory and database.

1.8. The Founder of Journals is the University as represented by the Rector who acts in accordance with the Charter. Co-Founders are admitted.

1.9. The Publisher of Journals is the publishing house “Belgorod”. Other publishers are admitted.

1.10. Journals publish the results of open scientific research conducted by scientists of higher educational institutions, research institutions and people researching on their own initiative or within the scope of official task. Published materials must not include information concerning state, official or commercial secrets.

1.11. Issue frequency and maximum amount of Journals are regulated by the Journals’ certificates.

1.12. The editor-in-chief is the Rector or one of the leading scientists of the University. The editorial board of each Journal and its series is approved at the meeting of the Scientific council of the University.

1.13. Reorganisation or cancellation of Journals is regulated by the resolution of the Scientific council of the University or the court decision come into effect and the authorized bodies registered Journals are informed about this.

1.14. Journals:

- are independent printed or electronic periodicals;
- contain mainly text information;
- represent the system of standards concerning information, library science and publishing as consistent with GOST standard 7.60-90. Issues. Main types. Terms and definitions:

- scientific printed and/or electronic periodicals containing information about theoretical and/or experimental research, scientifically prepared for publication descriptions of cultural memorials, historical and informational documents;
- reference printed and/or electronic periodicals containing short scientific and applied information situated in order which is convenient for their fast finding;

- are printed periodicals (according to distribution technology) of mixed distribution which can be used as printed issues of a journal in the format A4, as electronic issues (this version supplies free access for unlimited amount of users through telecommunications), or only as electronic issues;
- are published by series with constant amount of issues per year with new information and different design in each united by community of ideas and subject matter.

1.15. The Statute is regulated by the following normative legal documents:

- the statute of procedure for registration of scientific periodicals publishing in which is taken into consideration under the defence of

dissertations (approved by the Ministry of the Russian Federation of Communications and Informatization by agreement with the Higher Attestation Commission of the Russian Ministry of Education and Science dated April, 18, 2002).

- the Federal Law of Legal deposit dated December, 29, 1994 No. 77-Φ3;
- the Federal Law of Information, Information Technologies and Information Security dated July, 27, 2006 No. 149-Φ3;
- the Government Decision on the Approval of Statute of the state system of scientific and research information dated July, 24, 1997 No. 950;
- GOST standard 7.56-2002 the System of standards on information, library science and publishing. Issues. International standard numbering of series;
- GOST standard 7.60-2003 the System of standards on information, library science and publishing. Issues. Main types. Terms and definitions;
- GOST standard 7.9-95 (ISO 214-76) the System of standards on information, library science and publishing. Essay and annotation. General requirements;
- GOST standard 7.82-2001 the System of standards on information, library science and publishing. Bibliographic notes. Bibliographic description of electronic resources. General requirements and rules of compiling;

1.16. Journals which are promoted to the databases Scopus and Web of Science must meet their requirements.

1.17. The sources of financing for Journals are subscriptions, extra budgetary funds of grants and special-purpose programs, personal donation.

1.18. Authors, editors, reviewers and publishers can follow the second edition of «Best Practice Guidelines on Publishing Ethics». Items, which are considered in this guide, concern the integrity of scientific research, research ethics in journal articles, editorial standards and processes, copyright and intellectual property, resources for support of responsible publishing activity and procedures.

## 2. Requirements to University Journals and the rules of their distribution:

2.1. Articles in printed Journals may be published free of charge or with payment of typographic expenses.

Subscribers' articles are published free of charge in printed Journals. If there is no subscription, authors pay their articles and do prepayment for typographic and postal expenses. Articles in electronic Journals can be as free of charge, as paid for typographic and postal expenses. It depends on business model of these Journals.

Editorial boards of journals and their series have the right to determine the special cases when some authors are free of subscription.

Articles of post-graduate students are published free of charge in accordance with the statute of scientific journals and issues recommended by Higher Attestation Commission of Ministry of Education and Science of Russian Federation.

Contents of issues with annotations are on the informational server of the University and on sites of Journals. Depending on business model editorial staffs of some Journals determine the rules of laying out the full-text electronic issues and pdf-files with articles published in them.

2.2 It is possible to lay out links to Journals on various informational servers of scientific and other institutions with the preliminary concurrence of them

2.3 In accordance with international legislation on protection of intellectual property each issue has the sign of copyright safety including three elements: the sign of Copyright itself – ©, author(s) name(s), the date of first publication. Creative Commons Attribution License is used for Electronic Journals. Journals are issued with symbols of the University, the Publishing House “Belgorod”, other cofounders and publishers.

2.4. Articles are published in Russian and English. Depending on their specificity some Journals can publish article in other languages.

2.5. Each Journal has its editorial board members of which present different scientific spheres according to the Journal and have academic degrees of doctor and candidate of science or equivalent foreign ones.

2.6. Publication in Journals provides for obligatory reviewing. Each article is to have two reviewers having academic degree corresponding to the speciality of the article. Only original articles which are not published in other periodicals can be issued in Journals.

Reasons for motivated refusal to publish an article can be the following:

- discrepancy of material to Journals' speciality;
- discrepancy to requirements obligatory to materials;
- negative reviews to presenting material;
- author's inobservance of the operating law on copyright and related rights.

Every typescript can be published after receiving positive reviews.

2.7. Procedures of typescript acceptance and reviewing are on the informational server of the University or on sites of Journals.

2.8. The subject structure of Journals is defined by their editorial boards.

2.9. The server of the University has the following information about Printed Journals:

- titles of Journals, symbols of the university and the Publishing House “Belgorod”;
- serial numbers;
- second and first names of editors-in-chief, editorial boards (all series);
- serial numbers of volumes and issues;
- ISSN;
- addresses and telephone numbers of editorial offices;
- signs of copyright guarding;
- indexing and belonging of Journals to various databases;
- other information concerning editorial standards and technical requirements.

2.10. Imprints of the Electronic Journal include the following information: Journal’s conception, the guidance for authors, the address to authors and reviewers, the author index, the article index, the content of the issue, the name of the Journal’s publisher, its postal and electronic addresses, telephone numbers, domestic serial number, eISSN, belonging to various international databases and registers, subscription and others which are important for functioning of the Electronic Journal. All this information is on the home page of the Journal’s site.

2.11. The numeration of periodicals starts from the first number annually (consecutive numbering). The journal “Belgorod State University Scientific bulletin” has double numeration of its issues (volume/issue, number).

2.12. Materials placed in the Journal’s electronic resources of local or distant access are considered as published and they are objects of copyright.

2.13. Each number of the Journal is sent to the Russian Book Chamber for its distribution between libraries, scientific and informational institutions. It is also briefed and put into All-Russian abstract Journals and editions. All Electronic Journals are to be registered in Directory of Open Access Journals (DOAJ).

### 3. Editors-in-chief of the University’s Journals.

3.1. Editors-in-chief of the University’s Journals and their series define the main strategy and general policy of the University’s periodicals.

3.2. Also editors-in-chief of the University’s Journals and their series:

- direct the work of editorial boards of Journals and their series and take final decisions concerning issuing of Journals;
- are responsible for the content, the scientific level, the correspondence of articles to the prescribed subject matter, the following the requirements of this Statute;
- draw the leading scientists and highly qualified specialists in activity of Journals and their editorial boards;
- make offers for the approval of the staff of editorial boards including deputies of editors-in-chief to the Academic Senate of the University;
- make offers for the translation of materials in Journals;
- may have other rights defined by the University.

3.3. Executive secretaries of editorial boards or editors of Journals and their series lead the activity of Journals, carry on correspondence with authors and reviewers and provide the determined periodicity of issues.

#### 4. Editorial boards of Journals of the University and work with reviewers.

4.1. Serial Journals of the University have chief editorial boards and editorial boards of series. Chief editorial boards coordinate the work of editorial boards of series.

4.2. Editorial boards of Journals are headed by editors-in-chief and give general scientific leadership to Journals. The staff of editorial boards of Journals is planned with a glance of determined subject spheres which are the basis for the formation of editorial portfolios of articles. Each subject sphere is represented by two profile scientists. Editorial boards of Journals introduce leading scientists of the University, other higher educational establishments and scientific-research institutions including foreign scientists.

4.3. Editorial boards of Journals make lists of reviewers who analyse and appreciate article to be in line with the subject spheres determined by Journals in accordance with requirements to the content of materials and their design. They also take final decisions concerning the acceptance or refusal of the materials and together with editors-in-chief provide the high scientific level of Journals and their informative content and design.

4.4. The articles approved by reviewers are included into issues in sequence of acceptance date. (Acceptance date is the day of the final receipt of materials from authors after the correction of the material if there were some notes of reviewers and from reviewers if there were no notes). Editorial boards of Journals may regulate the procedure of publication: articles which correspond to

the priority aims of Journals can be published in the first place. The priority aims of Journals have dynamic features and can be changed depending on the conjuncture of scientific research in each subject sphere. The priority aims of Journals are formed and approved at the meetings of their editorial boards.

4.5. Procedures of blind and anonymous reviewing are used in Journals of the University. Every article must have two reviews. Article reviewing is carried out free of charge. To replenish and renew the staff of reviewers every author is offered to recommend one reviewer on his profile and it should be the scientist who does not belong to the staff of the editorial board of the Journal. Every reviewer is offered to analyse no more than five articles a year. In Electronic Journals the constantly replenishing list of reviewers can be place in the Journal's site by the decision of editorial boards.

## 5. Editorial staffs of Journals of the University

5.1. Editorial staffs are the main subdivisions of the publisher of Journals and make all procedures concerning publishing. The activity of editorial staffs is coordinated by editors-in-chief of series and executive secretaries of series. Editorial staffs carry out all procedures concerning editorial preparation of issues including reception, registration, reviewing, keeping articles and their editing, electronic makeup and correction, quality control, controlling all preparatory stages before issuing. They also organise compulsory delivery of Journals and placing materials in the Internet; observe the priority of publications and the schedule of issuing at all stages of preparation; other activity supplying the timely issue of Journals.

5.2. Editorial staffs and editors carry out all design woks including the design of pages, navigation of Journals, system administration, information and computer security; monitor the visiting of the Journals' site, present this information to editors-in-chief and place it on the site of Journals.

5.3. Editorial staffs perform the delivery of Journals.

5.4. Editorial staffs perform the including Journals into annual Russian catalogues of periodicals.

5.5. Editorial staffs perform the including materials published in Journals into databases of scientific citation systems.

5.6. Editorial staffs design the information page of Journals on the site of the University.

5.7. Editorial staffs follow the decisions of editors-in-chief and editorial boards, this Statute and other regulations concerning printed and electronic periodicals.

5.8. Founders and cofounders of Journals provide editorial staffs with pecuniary and equipment and the functioning of the telecommunications facilities in the Internet.

6. The procedure of introduction of changes and additions in the Statute.

6.1. Changes and additions in the acting Statute are taken by the Founder of Journals.

7. The requirements to the Journals of the University being promoted to the international databases of scientific citation.

All Journals or their series being promoted to the international databases of scientific citation must meet the following requirements:

7.1. The title of the Russian journal must be transliterated;

7.2. Clear editorial policy (ethics) placed on the site of the journal;

7.3. The reviewing procedure availability;

7.4. The international staff of the editorial board (no less than 30%);

7.5. The international staff of authors (no less than 30%);

7.6. The content of the issue is in English;

7.7. Abstracts and key words are in English. The main requirements to authors' abstracts in English are:

7.7.1. informative (excluding common words);

7.7.2. original (it must not be a calque);

7.7.3. substantial (represent the main contents of the article and the results of research);

7.7.4. structured (the author must follow the logic of the description and have the subtitles Introduction, Methodology, Results and Discussion, Conclusion);

7.7.5. translated into English professionally, compact but not short (the volume from 100 to 250 words);

7.8. The bibliography must be written in Latin ("Simple System" of transliteration – Appendix 1 and "Chicago Standard" – Appendix 2);

7.9. The site in English;

7.10. ISSN availability;

7.11. Periodicity and regularity of issuing.



## Generally used systems of transliteration.

Simple system		The system of Library of U.S. Congress		The system of Board of Geographic Names (BGN)		The system of U.S. Department of State	
Russian letter	English version	Russian letter	English version	Russian letter	English version	Russian letter	English version
А	A	А	A	А	A	А, а	A
Б	B	Б	B	Б	B	Б, б	B
В	V	В	V	В	V	В, в	V
Г	G	Г	G	Г	G	Г, г	G
Д	D	Д	D	Д	D	Д, д	D
Е	E	Е	E	Е	E, YE	Е, е	E, YE
Ё	E	Ё	E	Ё	E, YE	Ё, ё	E, YE
Ж	ZH	Ж	ZH	Ж	ZH	Ж, ж	ZH
З	Z	З	Z	З	Z	З, з	Z
И	I	И	I	и	I	И, и	I
Й	Y	й	I	й	Y	Й, й	Y
К	K	К	K	К	K	К, к	K
Л	L	Л	L	Л	L	Л, л	L
М	M	М	M	М	M	М, м	M
Н	N	Н	N	Н	N	Н, н	N
О	O	О	O	О	O	О, о	O
П	P	П	P	П	P	П, п	P
Р	R	Р	R	Р	R	Р, р	R
С	S	С	S	С	S	С, с	S
Т	T	Т	T	Т	T	Т, т	T
У	и	У	U	У	и	У, у	и
Ф	F	Ф	F	Ф	F	Ф, ф	F
Х	KH	Х	KH	Х	KH	Х, х	KH
Ц	TS	Ц	TS	Ц	TS	Ц, ц	TS
Ч	CH	Ч	CH	Ч	CH	Ч, ч	CH
Ш	SH	Ш	SH	Ш	SH	Ш, ш	SH
Щ	SCH	Щ	SCH	Щ	SCH	Щ, щ	SCH
Ъ	-	Ъ	-	Ъ	-	Ъ	-
Ы	Y	Ы	Y	Ы	Y	Ы	Y
Ь	-	Ь	-	Ь	-	Ь	-
Э	E	Э	E	Э	E	Э, э	E
Ю	YU	Ю	Ш	Ю	YU	Ю, ю	YU
Я	YA	Я	YA	Я	YA	Я, я	YA

## Foreign bibliographic standards

The structure of the bibliographic note to the article:

APA - American Psychological Association (5th ed.):

Author A. A., Author, B. B., & Author, C. C. (2005).

Title or article. *Title of Journal*, 1-2, 49-53.

Council of Biological Editors - CBE 6th. Citation-

Sequence **Author AA, Author BB, Author CC. Title of article.**

Title of Journal 2005;10(2):49-53.

Chicago 15th Edition (Author-Date System)

Author, Alan A., B. B. Author, and C. Author. 2005. Title of article. Title of Journal 10, (2): 49-53 Harvard

Author, A.A., Author, B.B. & Author, C.C. 2005, "Title of article", *Title of Journal*, vol. 10, no. 2, pp. 49-53.

Harvard - British Standard

AUTHOR, A .A., AUTHOR, B.B. and AUTHOR, C.C., 2005.

Title of article. *Title of Journal*, 10(2), pp. 49-53.

NLM - National Library of Medicine

Author AA, Author BB, Author, CC. Title of article.

Title of Journal. 2005;10(2):49-53.