

## AUTHORS' GUIDELINES

### 1. MANUSCRIPT SUBMISSION

All manuscripts should be submitted by e-mail [ruzh@usla.ru](mailto:ruzh@usla.ru). The following files need to be attached:

- a manuscript (the name of the file must include the author's surname);
- an author's profile [[download the application form for the author's profile](#)];
- images, diagrams and graphs (if any) attached as separate files;
- a scanned copy of the scientific supervisor's review (if the author is a student, post-graduate student or adjunct).

The Journal accepts previously unpublished manuscripts and ones that have not been submitted for publication in another journal. If manuscripts have already been published or submitted for publication elsewhere, authors must notify the editors.

The authors guarantee the absence of plagiarism and other forms of unlawful borrowings in manuscripts and proper formalisation of borrowings of texts, tables, images, etc.

### 2. MANUSCRIPT STRUCTURE

#### 1. N. Surname of the author.

In a footnote the author should provide the following information: surname, name, job title, place of work, city, academic degree, academic status, ORCID, and e-mail.

#### 2. Title in the language of the manuscript.

The optimal title length is 7 words ( $\pm 3$ ).

#### 3. Abstract in the language of the manuscript.

The abstract must contain the subject matter of the manuscript and follow the logic of the text. It shouldn't be divided into paragraphs. It must contain at least 250 words. The abstract is not required for the review of the book.

#### 4. Key words in the language of the manuscript.

The key words (4–6) must describe the predominant topics of the article. They are not required for the review of the book.

#### 5. Text of the manuscript.

The max length of the article is 35,000 words; the max length of the review is 10,000 words.

#### 6. References in the language of the manuscript.

#### 7. Title in English.

#### 8. Information about the author in English.

The author should provide the following information: surname, name, job title, place of work, city, academic degree, ORCID, and e-mail.

#### 9. Abstract in English.

#### 10. Key words in English.

#### 11. References in English.

[[Download a sample of the structural components of the article](#)]

### 3. FORMATTING REQUIREMENTS

Manuscripts should adhere to the following formatting requirements:

file format: *.doc* or *.rtf*;

font: Times New Roman or Arial;

point size: 14 for the main text and 12 for the footnotes;

line spacing: 1.5;  
first line indent: 1.25;  
margins: 20 mm – top, bottom, left, right;  
hyphenation: none;  
MS Word macros are not permitted.

All **tables** should be mentioned in the text. If there are several tables, they must be numbered (Table 1, Table 2, etc.) and entitled. Abbreviations in tables are not allowed.

All **figures** (images, diagrams, graphs, etc.) must be black and white and should be submitted as separate files in *.tif* or *.jpg* format. Each figure must be numbered and entitled. Figures should be placed right after the text in which they are mentioned for the first time.

If the author borrows a table or figure from any source, the author should give a reference to that source.

The names of institutions, government bodies, and international organizations should not be abbreviated. All abbreviations and acronyms, except well-known ones, should be defined upon their first use.

#### **4. LEGAL ACTS AND OTHER DOCUMENTS CITED IN THE MANUSCRIPT**

The publication source of the legal acts and judicial documents cited and mentioned in the manuscript needn't be specified in a footnote. All necessary information (full official title, adoption date, number, date of the last amendment, etc.) is provided in the text (or in a footnote) upon the first mention of the document. However, it would be particularly helpful to give in a footnote a reference to the Internet page where the original text of the mentioned document is available.

#### **5. FOOTNOTES REQUIREMENTS**

References must follow the Russian GOST R 7.0.5–2008 «Bibliographic reference. General requirements and rules of making». The footnote index should precede the punctuation mark (dot, comma, semicolon, etc.). In a footnote, all information about a book is separated from each other by a dot. The surname and initials of the authors should be written in italics.

As a rule, when the author refers to a **monograph** or other book, he should provide the surname of the author (co-authors) with his / her initials, title, edition (if any), city, name of the publisher, year of publication, page. When the author refers to a **journal article**, he should give the following information: the name of the author (co-authors), his / her initials, title of the article, title of the journal, year, volume (if any), issue number, page, address of the Internet page and access date (for online journals), DOI (if any). The article's title is separated from the source by two slashes.

For **collections of articles** or **collective monographs**, the author should indicate the editor (executive editor) or compiler. If there is a continuing edition, the issue number is required.

For a **multivolume edition**, it is necessary to indicate not only the volume being referenced but also the total number of volumes.

For **archival documents**, the author should specify the following information: the name of the archive, number of the collection, number of the inventory, serial number of the file, number of the list from the file. The name of the archive is abbreviated. If the abbreviation isn't well-known, the full name of the archive should be given.

For **Internet resources**, the author should, as much as possible, follow the requirements for printed publications; be sure to indicate the address of the Internet page where the material is available.

See the examples below.

*Monographs and other books*

<sup>1</sup> *De Waal Th.* Uncertain Ground: Engaging With Europe's De Facto States and Breakaway Territories. Washington, D. C.: Carnegie Europe, 2018. P. 25.

*Journal articles*

<sup>1</sup> *Scherer M.* Effects of Foreign Judgments Relating to International Arbitral Awards: Is the «Judgment Route» the Wrong Road? // *Journal of International Dispute Settlement*. 2013. Vol. 4. № 3. P. 606. DOI: 10.1093/jnlids/idt013.

*Articles from the collection*

<sup>1</sup> *Chimni B. S.* An outline of a Marxist course on public international law // *International law on the left: re-examining Marxist legacies* / ed. by S. Marks. Cambridge: Cambridge University Press, 2008. P. 11.

*Multivolume works*

<sup>1</sup> *The SAGE handbook of special education: in 2 vols.* / ed. by L. Florian. 2<sup>nd</sup> ed. London: SAGE Publications, 2014. Vol. 1. P. 229.

*Theses and thesis abstracts*

<sup>1</sup> *Birgé R.* La tragédie de l'expert, ou «Langagement en science-friction» comme réponse à la déconstruction de l'autoritarisme et du relativisme de l'expertise scientifique par la sociologie dramaturgique: Thèse pour obtenir le grade de Docteur. Montpellier: Université de Montpellier, 2018. P. 112.

*Internet resources*

<sup>1</sup> *Brems E.* We Need to Look at International Human Rights Law (Also) as a Whole // *EJIL: Talk! Blog of the European Journal of International Law*. 2014. 17 Oct. URL: <https://www.ejiltalk.org/we-need-to-look-at-international-human-rights-law-also-as-a-whole> (accessed: 10.01.2020).

## 6. REFERENCES

The manuscript should be followed by two lists of references. The first one should be drawn up under the requirements of the Russian GOST R 7.0.5–2008. The second one should follow the international reference standards.

The list of references contains all scientific sources, journalistic author's materials and archival sources mentioned in the footnotes. Legal acts, other official documents, court decisions, Internet resources containing background or statistical information should not be included in the list of references.

References are listed alphabetically (first – editions in Cyrillic, then – editions in Roman letters), not numbered. The output information about each source should be supplemented by the total number of pages (or the range of pages – for articles).

The Editorial Board advises to use at least 10 scientific sources and to cite actively journal materials from RSCI, WoS and Scopus.

In the second list of references, all information in Cyrillic from the first list of references should be transliterated according to the BSI transliteration system. It is recommended to use the website <https://translit.ru>.

See the examples of the second list of references. Please note the correct use of italics.

*Monographs and other books*

De Waal Th. (2018) *Uncertain Ground: Engaging With Europe's De Facto States and Breakaway Territories*. Washington, D. C., Carnegie Europe, 98 p.

#### *Journal articles*

Scherer M. (2013) Effects of Foreign Judgments Relating to International Arbitral Awards: Is the «Judgment Route» the Wrong Road? In *Journal of International Dispute Settlement*, 2013, vol. 4, no. 3, pp. 587–628. DOI: 10.1093/jnlids/idt013.

#### *Articles from the collection*

Chimni B. S. (2008) An outline of a Marxist course on public international law. In Marks S. (Ed.) *International law on the left: re-examining Marxist legacies*. Cambridge, Cambridge University Press, pp. 53–91.

#### *Multivolume works*

Florian L. (Ed.) (2014) *The SAGE handbook of special education*. 2 vols., 2<sup>nd</sup> ed., London, SAGE Publications, vol. 1, 403 p.

#### *Theses and thesis abstracts*

Birgé R. (2018) *La tragédie de l'expert, ou «Langagement en science-friction» comme réponse à la déconstruction de l'autoritarisme et du relativisme de l'expertise scientifique par la sociologie dramaturgique: Thèse pour obtenir le grade de Docteur*. Montpellier, Université de Montpellier, 330 p.

#### *Internet resources*

Brems E. (2014) We Need to Look at International Human Rights Law (Also) as a Whole. In *EJIL: Talk! Blog of the European Journal of International Law*, 27 Oct., available at: <https://www.ejiltalk.org/we-need-to-look-at-international-human-rights-law-also-as-a-whole> (accessed: 10.01.2020).

## **7. MANUSCRIPT ACCEPTANCE**

At the first step of the editing process, the editors peruse the manuscript to make sure the manuscript is of sufficient quality and complies with the general requirements of the Journal. At the same time, the text is checked for plagiarism; if a large number of borrowings are found (more than 50 %), the manuscript is declined and the author is informed accordingly.

After the manuscript has passed the first step, it is submitted to the reviewer. All manuscripts are reviewed in [a double-blind way](#). For more details on the review procedure, see [Rules and Regulations of the Review Process](#) and [Publication ethics and malpractice statement](#).

The author is informed about the submission and the results of reviewing his / her manuscript by e-mail. In one month after the submission, the author is recommended to contact the Editorial Office (personally, by phone, or by e-mail) to find out whether the manuscript has been accepted for publication.

The manuscript returned to the author for revision could be re-submitted. The author should notify the editors about all the changes made in the cover letter. All corrections should be included directly into the text and highlighted.

Once the manuscript is accepted for publication, it will be edited and returned to the author for approval. The author should carefully read the edited text, suggest the necessary corrections and inform about his / her consent to publish the manuscript by e-mail upon the deadline. If the author doesn't make any changes to the manuscript or fail to return it upon the deadline, the editors' version will be published.

The necessary step of the editing process is proofreading. The changes to the manuscripts made at this stage don't require the author's approval.

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