

## **Submission and Publication Requirements to Scientific Articles**

All manuscripts sent by authors of scientific articles to the Editorial board of the Journal via e-mail [journal@rgiis.ru](mailto:journal@rgiis.ru) are subject to review, selection and literary editing procedures.

An article should correspond to the subject of the Journal, be of scientific and practical nature, have scientific novelty, reflect actual results of research and contain conclusions and generalisations on the indicated subject.

The Editorial board does not accept for publication articles that have previously been published in other print or electronic media.

Scientific article should be written in literary Russian, logically structured in accordance with the general requirements for the structure and presentation of scientific publications.

All manuscripts submitted to the Journal's Editorial board are checked for plagiarism and inappropriate borrowings in "Anti-Plagiarism" software.

The author transfers to the Editorial board the exclusive right to use the manuscript of the article in the following forms:

- disclosure by means of publication;
- reproduction on the Internet;
- distribution of copies of the Journal with the author's published article by any means;
- translation of the manuscript;
- exporting and importing copies of the Journal with the author's article for the purpose of distribution for the Journal's own needs;
- editing (whereby literary editing shall be carried out without the author's consent if the editing is not of a semantic nature, and with obligatory consent of the author if the material undergoes serious literary editing).

The author assigns the above rights to the Journal without limitation of:

- validity period (on the distribution of the material published as part of the Journal);
- the territory of use.

By submitting an article for publication in the Journal the author guarantees that they have the exclusive right to use it. In the event of claims against the Editorial board by third parties concerning violations of their personal non-property or property rights in relation to the said article, the author undertakes to compensate the Editorial board for the losses incurred in connection with such claims by third parties..

The author retains the right to use the published article, fragments and parts thereof for personal, including scientific, teaching and other purposes.

The aforementioned rights to the article are deemed to be transferred to the Editorial board from the moment the issue of the Journal in which it is published is signed for printing.

Reprinting of materials published in the Journal by other media is possible only with written consent of the Editorial board with mandatory reference to the Journal's issue in which the article was published.

Pursuant to Article 42 of the Mass Media Law the Journal shall have the right to reject publication of an article if it does not meet the requirements set forth in this Regulation: nobody has the right to oblige the Editorial board to publish an article, letter, other message or material rejected by it unless otherwise provided by law.

Reasons for refusal to publish an article may be the following:

- incompatibility of the submitted material with the thematic scope of the Journal and the scientific fields for which it is included in the Higher Attestation Commission list;
- non-compliance of the submitted material with the requirements for the article's formatting (see below)
- a negative review;
- non-compliance by the author with the current copyright legislation.

Articles approved by the reviewer, finalised by the author (if necessary) and passed literary editing are published in the Journal of which the author is notified accordingly.

The Editorial board evaluates and decides on the publication, rejection or sending the article for revision within 2 months from the moment of its receipt by the Editorial board.

The Editorial board reserves the right to publish articles after editorial revision if the author has not informed in writing about his consent or disagreement with the comments on the text within 7 calendar days from the date of sending the article for approval.

In case the Editorial board does not publish the manuscript within six months after its receipt, the author has the right to publish it in any other edition. The manuscript is not returned.

The Editorial board does not charge for publication of manuscripts.

No author's fee for publication of articles in the Journal is paid. Each author of an article published in the Journal shall be entitled to receive one copy of the issue of the Journal in which his/her article was published free of charge.

### **The Procedure for Reviewing of Scientific Articles**

All manuscripts submitted by authors of scientific articles to the Editorial board of the journal "Copyright (Bulletin of the Intellectual Property Academy)" via e-mail [journal@rgiis.ru](mailto:journal@rgiis.ru) are subject to the review procedure.

The review is carried out in order to select the most relevant, original, and scientifically novel materials for publication in the Journal, improve the quality of published articles and ensure a high scientific level of the Journal, therefore the articles sent to the editorial office shall meet the requirements of scientific novelty, relevance of the subject and not contain illegal borrowings.

Both members of the Editorial board of the Journal and external experts with a PhD or doctoral degree, having experience in scientific work in the scientific field declared in the article, being a recognized expert on the subject of the reviewed materials and having publications on the subjects related to the subject of the reviewed articles within the last 3 years are involved in the reviewing process.

Peer review is performed confidentially (blindly) by the Journal's Editorial board.

When reviewing articles for the Journal, the reviewers should adhere to the following ethical principles:

- The reviewed manuscripts are the intellectual property of their authors and contain confidential information that cannot be disclosed.
- Reviewers are prohibited from using the information provided in manuscripts for personal purposes.
- Reviewers maintain confidentiality and do not disclose the content of articles before their publication.

Upon receiving an article via email (journal@rgiis.ru), the Publishing Editor checks it for compliance with the formatting requirements and subject of the Journal, as well as checks for inappropriate borrowing in "Anti-Plagiarism" software (a manuscript having less than 80% of originality is not accepted for publication in the Journal.)

The Publishing Editor sends the manuscripts which meets the requirements to the reviewers.

Review procedure should not exceed 30 calendar days from the time the article is received by the reviewer.

The reviewer provides the manuscript review within the established time frame evaluating the article objectively according to the following criteria:

- the relevance to the thematic scope of the Journal;
- scientific novelty;
- completeness and reliability of the provided results;
- correctness and accuracy of formulations and conclusions;
- the quality of the writing style.

Based on the review results the reviewer should take one of the following decisions regarding the advisability of the article publication:

- "Recommended for publication",
- "The article needs to be revised to reflect the comments",
- "Not recommended for publication".

In the last two cases the reviewer should provide his/her detailed rationale position.

The results of the article review are prepared as a typewritten report signed by the reviewer indicating their place of work, position, academic rank and academic degree and the date of signature (if the reviewer is not an employee of the Russian State Academy of Intellectual Property he/she should certify the review in the personnel department of the organization in which he/she is employed). A copy of the review is sent via email (journal@rgiis.ru) to the Publishing Editor of the Journal.

The Editorial board shall send the authors of the submitted materials copies of the reviews (while maintaining anonymity) or a reasoned refusal, and also undertakes to send copies of the reviews to the Ministry of Science and Higher Education of the Russian Federation in case a corresponding request is made.

If the reviewer considers the manuscript needs improvement, the Publishing Editor of the Journal invites the author to make necessary corrections taking into account the reviewer's comments when preparing the final version of the manuscript, or provide reasonable arguments against them. The deadline for finalizing the article shall not exceed 14 calendar days.

The article may be sent for a second review to another expert in case the author completely disagrees with the reviewer's comments. Provided that the article was significantly revised by the author taking into account the reviewer's comments, this article is re-reviewed by the same reviewer.

If two negative evaluations of the manuscript are received the article is not accepted for publication.

The final decision on acceptance of the manuscript for publication is taken by the Editorial board and shall be drawn up in minutes.

The date of acceptance of the manuscript for publication is the date of the article approval by the Editorial board.

In case of disagreement among the members of the Editorial board regarding the publication of an article, the Editor-in-Chief makes the final decision.

Reviews are kept in the Editorial office for 5 years.

### **General Requirements to Scientific Articles Formatting**

Scientific articles submitted to the Journal should comply with the general requirements.

The beginning of an article should contain: the Universal Decimal Classification (UDC) index, names, patronymics and surnames of all authors (if there are two or more authors) in Russian and English languages, Open Researcher and Contributor (ORCID) code of authors and their corresponding ID in the Russian Science Citation Index (RSCI) system; information about the institution with which the authors are affiliated, place of work, position, (without abbreviations), scientific degree, city, country, e-mail address of each author, the title of the article (in Russian and English), the abstract in Russian and English (no more than 250 words), keywords (3-15 words or word combinations) in Russian and English; information on research funding and acknowledgements of the authors (in Russian and English).

The main text structured in accordance with the general requirements of scientific articles must follow the acknowledgement section. The article must be finished with the list of references in the Russian language and the second one with sources in foreign languages with its transliteration.

The articles must be provided in the Microsoft Word text editor (one of the latest versions of the program), typed with Times New Roman (TNR) font.

Elements of the text should be arranged in the following order:

- The title of the article is given in Russian (font size 14, bold font style, centre alignment);
- UDC index (font size 14, left alignment);
- Authors' names and surnames (in full) and information about the authors are given in Russian (font size 14, bold font style, left alignment)

- The abstract is given in Russian (font size 14, italics font style, paragraph indentation 1.25 cm);
- Keywords are given in Russian (font size 14, paragraph indentation 1.25 cm);
- the translation of the title, author's name, information about the author, the abstract (Abstract) and keywords (Keywords) - font size 14;
- The text of the article (full justification, font size 14, paragraph indentation 1.25 cm);
- The list of references should contain all the sources quoted in the article;
- The list of references should be arranged in the order in which the sources are mentioned in the text. It includes mainly peer reviewed sources: articles in scientific journals and monographs. It is not recommended to use textbooks and tutorials as literary references. Reference numbers should be given in square brackets in the text of the article;
- References with the transliterated Russian-language sources (it is recommended to use automatic transliterating software).

Tables, figures, schemes (hereinafter - illustrative material) in the text should be numbered and titled. Their use must be justified: it is inadmissible to duplicate the information specified in graphs and tables in the text. It should only contain explanations of the meanings of illustrative material. Drawings, graphs, diagrams should be presented as separate files in an editable Microsoft Excel, Tiff or Jpeg format (resolution not lower than 300 dpi). According to the text of the article, drawings should also be placed (in a quality sufficient for viewing), captions to them are mandatory. In addition, tables and figures should be numbered consecutively. Graphs, tables and figures, as well as photographs that do not meet the print quality, are not accepted.

Figures, graphs, diagrams should be submitted as separate files in editable MS Excel, tiff or jpg formats (resolution must be at least 300 dpi). Figures should also be appropriately arranged in the text (in a quality sufficient for viewing), captions are mandatory. In addition, tables and figures should be numbered serially. Graphs, tables and figures, as well as photographs that do not meet the print quality requirements, cannot be accepted.

The volume of articles by specialists should be 5 to 12 pages of typewritten text (from 10 000 to 22 000 characters with spaces); by postgraduate students - should not exceed 8 pages (up to 15 000 characters with spaces). Graduate students and doctoral candidates must indicate the place of study and attach a review signed by the supervisor.

Articles that do not comply with these requirements are not considered by the Editorial board.