



INTERNATIONAL EUROPEAN UNIVERSITY

REGULATIONS ON SCIENTIFIC PERIODICALS OF INTERNATIONAL EUROPEAN UNIVERSITY

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1. GENERAL PROVISIONS

1.1. These Regulations define general legal and organizational principles of publishing printed and electronic scientific periodicals (hereinafter referred to as Periodicals) registered (founded) by the PHEI “International European University” (hereinafter referred to as the University) and principles of editorial boards of Periodicals (hereinafter referred to as the Editorial board).

1.2. The Regulations on Scientific Periodicals of International European University are developed in accordance with the regulatory documents: the Law of Ukraine On Higher Education, the Law of Ukraine On Scientific and Technical Information, the Law of Ukraine On Publishing, the Law of Ukraine On Media, the Law of Ukraine On Copyright and Related Rights, the Procedure for Forming the List of Professional Publications of Ukraine (approved by the Order of the Ministry of Education and Science of Ukraine dd. January 15, 2018 No. 32), the Procedure for Submitting Applications for Licensing of Media Entities to the National Council of Ukraine on Television and Radio Broadcasting (approved by the Decision of the National Council of Ukraine on Television and Radio Broadcasting dd. May 18, 2023, No. 350), etc.

1.3. A scientific periodical of the University is a scientific publication that has passed the procedure of scientific review and approval for publication by the Academic Council of the University, editorial and publishing processing and published in the form of a work in print or electronic form that meets the requirements of national standards: DSTU 3017:2015. Information and documentation. Editions. Basic types. Terms and definitions. DSTU 4861:2007. Information and documentation. Editions. Reference information (ISO 8:1977, NEQ; ISO 1086:1991, NEQ; ISO 7275:1985, NEQ). DSTU 7152:2010. Information and documentation. Editions. Design of publications in journals and collections.

1.4. The scientific periodical consists of numbered issues with a certain frequency and a clear rubric within each issue (number).

1.5. The publication is assigned International Standard Serial Numbers (ISSN) of periodicals, separately for printed and electronic forms of the same publication.

1.6. Publications publish scientific findings by scientists of International European University as well as other Ukrainian and foreign scientists.

1.7. Publications have a logo with their own name.

1.8. Publications have a thematic focus in a particular area of science within a scientific specialty or group of specialties from the list of scientific specialties approved by the Ministry of Education and Science of Ukraine. The thematic focus of the Publication within the relevant knowledge area is determined by the Editorial Board and is published in the Information for Authors section of the Publication and on the website of the Publication. Materials of manuscripts submitted for publication should correspond to the thematic focus of the Publication.

1.9. The recommendation for publication is given by the Academic Council of the

University at the submission of the Chair of the Editorial Board.

1.10. General control over compliance with the procedure for publishing Publications and the principles of activity of editorial boards, requirements for improving the level of Publications and their inclusion in SCOPUS and Web of Science Core Collection scientific and metric databases (hereinafter referred to as WoS) is carried out by the Scientific and Methodical Council of the University under the supervision of the Vice-Rector for Scientific Work.

1.11. Each Publication shall have its own website within the University domain: ieu.edu.ua. The website provides access to:

- general information about the Publication, the composition of its editorial board, the possibility of purchasing printed copies of the Publication;
- rules for submitting materials for publication;
- template for electronic submission of articles for consideration by the editorial boards;
- full-text versions of articles, archives of abstracts (submitted in Ukrainian and English) and lists of bibliographies in the Roman alphabet;
- official and contact information.

1.12. Electronic versions are placed on websites of Publications, in the institutional repository of the University, on the website of the Vernadsky National Library of Ukraine, other websites of world electronic resources (including open access) of scientific periodicals and world databases on the subject of the Publication (within the deadlines provided by the relevant policy of the Publication).

1.12. Publications are sent out (provided directly):

- in accordance with the List of recipients of compulsory free copies of publications of Ukraine (Annex 1);
- to the University library, to libraries of foreign campuses of the University based on the transfer certificate and to heads of editorial boards of Publications;
- to authors, organizations, other legal entities and individuals on the condition of payment of the cost of a copy according to the estimate.

1.13. The circulation of an issue (number) of the Publication is determined by the Editorial Board.

1.14. Each issue (number) of the Publication shall contain the initial information in accordance with Article 23 of the Law of Ukraine On Publishing, in accordance with the DSTU 4861:2007 national standard. Information and documentation. Editions. Reference information.

2. CREATION, REORGANIZATION AND TERMINATION OF SCIENTIFIC PERIODICALS

2.1. The decision on the creation, reorganization, and termination of Publications shall be made by the Academic Council of the University.

2.2. The relevant application for the creation, reorganization or termination of the issue shall specify the name, annual volume and frequency, thematic focus, sources of funding, conditions and territory of distribution of the Publication in accordance with the current legislation.

2.3. Registration of Publications shall be carried out in accordance with the procedure stipulated by the legislation of Ukraine within three months from the date of the decision of the Academic Council of the University to launch the Publication.

3. EDITORIAL BOARD OF A PERIODICAL

3.1. Editorial Boards are established in accordance with the requirements for Publications to be included in the list of scientific professional publications of Ukraine and SCOPUS and WoS scientific and metric databases. At the same time, Editorial Boards include Doctors of Sciences and PhDs (Doctors of Philosophy) working in full-time positions at the University or other institutions in Ukraine and abroad, in particular, those with high scientometric indicators according to the SCOPUS and WoS databases.

3.2. To ensure the inclusion of the publication in SCOPUS and WoS international scientometric databases, the Editorial Board includes at least 25% of foreign members and, as a rule, at least 10% of scientists with a Hirsch index of at least 4 according to the SCOPUS and WoS databases.

3.3. The Editorial Board of a scientific professional publication shall include at least six Doctors of Sciences in the relevant area of science, with at least three Doctors of Sciences being full-time employees of the University. Foreign specialists in the relevant area of science can be included in the Editorial Board.

3.4. Editorial Boards are headed by Editors-in-Chief and their deputies. Editorial Boards also include Executive Secretaries.

3.5. The Editor-in-Chief of the Publication founded by the University is appointed by Rector's order. The Editor-in-Chief of the Publication founded by the University shall be a full-time employee of the University. The Editor-in-Chief shall establish the Editorial Board of the Publication in accordance with the requirements of paragraphs 3.1-3.3 of these Regulations and submit its composition for approval by the Academic Council of the University.

3.6. If the University is one of the co-founders of the Publication, the Editor-in-Chief is appointed by a joint order of co-founding organizations. The Editor-in-Chief shall establish the Editorial Board of the Publication in accordance with the requirements of paragraphs 3.1-3.3 of these Regulations and submit its composition for approval in the

manner prescribed by the founding agreement between the co-founders.

3.7. The composition of the Editorial Board approved in accordance with the stipulated procedure shall be published on the website of the Publication.

3.8. The Editorial Board shall rely on the editorial policies of Publications developed and approved by them, which shall not contradict the provisions of these Regulations. The editorial policy shall be published on the website of the Publication.

3.9. The Editorial Board is obliged to adhere to the specified periodicity of the Publication and timely submit materials for editorial and publishing preparation and printing of issues (numbers) to the designated executors of editorial and publishing papers.

3.10. The Editor-in-Chief of the Publication:

- promotes the involvement of leading scientists in a particular area in Publication activities, raising its scientific level;
- submits suggestions for the composition of the Editorial Board for consideration by the Academic Council of the University;
- organizes the work of the Editorial Board in accordance with the chosen editorial policy of the Publication in compliance with the Budapest Open Access Initiative, standards of Scopus and Web of Science scientometric databases;
- ensures proper professional selection and review of manuscripts submitted for publication, in particular, by Ukrainian and foreign reviewers who are not members of the Editorial Board;
- ensures that authors of scientific articles submitted to the Editorial Board respect the copyright of authors.
- carries out activities aimed at continuous improvement of the quality of the Publication, its promotion, inclusion in the list of scientific professional publications of Ukraine, international scientometric databases, primarily SCOPUS and WoS;
- defines the distribution of functions and tasks among the members of the Editorial Board.

3.11. The main organizational form of work of the Editorial Board of the Publication is meetings convened at the request of the Editor-in-Chief (except for paragraph 3.12). Tasks of organizing meetings, preparing the agenda and draft decisions of the Editorial Board are assigned to the Executive Secretary of the Publication. The proceedings of Editorial Board meetings shall be recorded in protocols signed by the Editor-in-Chief and the Executive Secretary of the Publication.

3.12. The meeting of the Editorial Board shall be held no later than one month from the date of approval of its composition by the Academic Council of the University (amendments thereto).

3.13. The Editorial Board of the Publication makes a collective decision on acceptance for publication or rejection of the submitted materials based on the results of their independent review. Decisions of the Editorial Board are made by open voting by a simple majority of votes of the number of members present at its meeting. In case of an equal number of votes for and against, the vote of the Editor-in-Chief is decisive.

3.14. The Editorial Board is responsible for the proper scientific level of the materials

accepted for publication and the content of the editorial portfolio.

3.15. The particularities of the functioning of Editorial Boards of individual Publications can be determined by additional provisions approved by the Academic Council of the University, Rector's orders, etc.

4. REQUIREMENTS FOR MANUSCRIPTS SUBMITTED TO A PERIODICAL

4.1. Materials containing original research findings of the relevant thematic focus in a particular knowledge area and having permission for open publication of the submitted material, unpublished previously and not submitted for publication in any other publications are accepted for publication.

4.2. Scientific articles shall be written on topical issues, contain the results of in-depth scientific research and justification of obtained scientific conclusions, as well as have the following necessary elements: statement of the problem in general and its connection with important scientific or practical objectives; analysis of recent research and publications that initiated the solution of this problem and on which the author relies, highlighting previously unresolved parts of the general problem revealed in the article, and formulation of objectives of the article (statement of the task); presentation of the main research material with full justification of obtained scientific findings; conclusions from this study.

4.3. Articles written in languages specified in the editorial policy of the Publication and indicated during the registration of the Publication (indicated in the Certificate of State Registration of the Printed Mass Media, when submitting materials for obtaining the ISSN) are accepted for publication. If articles are accepted for publication in a language other than English, Publications can also be published simultaneously in the English version. The content of journals and abstracts to articles are published in two languages: Ukrainian and English.

4.4. The procedure for accepting manuscripts and accompanying documents is determined by the decision of the Editorial Board of the Publication and shall be based on the following principles:

- ensuring compliance with the requirements for manuscripts;
- maximum convenience for authors of manuscripts;
- the obligation of the author to provide an electronic version of the manuscript designed in accordance with the template developed by the Editorial Board is approved by the Editor-in-Chief and published on the website of the Publication.

4.5. After acceptance for consideration, manuscripts shall be checked for academic plagiarism in accordance with the procedure determined by the relevant regulatory framework of the University.

4.6. Each submitted manuscript shall undergo a double closed peer review procedure. Reviewers can be both members of the Editorial Board and representatives of other organizations: specialists in the relevant knowledge area who have high scientific and metric indicators according to international databases, primarily SCOPUS and WoS. The procedure for reviewing and deciding on publication is stipulated by the decision of the Editorial Board.

5. ORGANIZATIONAL AND METHODOLOGICAL ASSISTANCE AND TECHNICAL SUPPORT OF EDITORIAL BOARDS BY UNIVERSITY UNITS

5.1. The Department of Scientific and Organizational Work:

- organizes the work on improving the scientific level of Publications and their inclusion in scientific, metric and abstract databases, obtaining the status of a professional publication;
- submits the necessary information to the registration authorities to obtain a decision on state registration and international standard numbers (ISSN) of the periodical;
- send abstracts and full texts of articles to the Vernadsky National Library of Ukraine, the Ukrainian Institute of Scientific, Technical and Economic Information, abstract databases of journals, etc.;
- ensures the annual inclusion of journals in the catalog of subscription publications of Ukraine (if necessary).

5.2. The Department of the Development of Innovations and Publishing Activities is responsible for:

- editorial preparation of layouts of Publications and their replication;
- organizing the mandatory distribution of Publications in accordance with the List of recipients of compulsory free copies of publications of Ukraine to editors-in-chief of editorial boards, distribution of author's copies of Publications, ensuring distribution to subscribers;
- control over the sale of copies of Publications.

5.3. Information and technological support of websites of Publications is provided by Editorial Boards in accordance with the regulatory framework of the University. Technical support of websites is provided by specialists of the Information Technology Center.

5.4. Financial conditions for the publication and distribution of publications are stipulated by the University administration and put into effect by Rector's order.

6. PUBLICATION OF SCIENTIFIC PERIODICALS CO-FOUNDED BY THE UNIVERSITY

6.1. Relations between co-founders of the Publication, where the University is one of the co-founders, regarding its establishment and activities are determined by the foundation agreement concluded between all co-founders in accordance with the current legislation of Ukraine.

6.2. The founding agreement shall specify the distribution of responsibilities between the University and other co-founders for the production, financial and logistical support of Publication activities.

6.3. If the Publication, where one of the co-founders is the University, is issued without the establishment of a legal entity, relations between co-founders of the Publication are regulated by a joint venture agreement in accordance with the current legislation of Ukraine, the terms of which shall stipulate all aspects of joint venture, including coordination of joint actions of participants, legal status of the property allocated for joint venture, coverage of expenses and losses of participants, their participation in the results of joint venture and other conditions.

6.4. When concluding the founding agreement and the joint venture agreement, the real contribution of the University (funds, other property, professional and other knowledge, skills and abilities of employees, as well as business reputation and business relations) to the establishment and development of the Publication is taken into account.

6.5. Disputes arising between co-founders of the Publication in the course of conclusion, execution and termination of the founding agreement and joint venture agreement shall be resolved in accordance with the procedure stipulated by the current legislation of Ukraine.

7. FINAL PROVISIONS

7.1. The composition of the Editorial Board of existing Publications shall be brought in line with the requirements of paragraph 3.2 of the Regulations within one year after its entry into force.

7.2. Mechanisms specified in these Regulations shall apply to collective monographs.

7.3. These Regulations become effective after its approval by the University Academic Council and are put into effect by the Rector's order. Amendments to the Regulations shall be made in the same manner.

**LIST OF RECIPIENTS OF COMPULSORY FREE COPIES OF
UKRAINIAN PUBLICATIONS**

According to the Resolution of the Cabinet of
Ministers of Ukraine dd. May 10, 2002, No. 608

Recipient	Types of publications
President of Ukraine	social, political, economic, legal, general (reference), literary and artistic publications; All-Ukrainian newspapers and journals
Verkhovna Rada of Ukraine	social, political, economic, legal, general (reference), literary and artistic publications; All-Ukrainian newspapers and journals
Cabinet of Ministers of Ukraine	social, political, economic, legal, general (reference), literary and artistic publications; All-Ukrainian newspapers and journals
State Committee for Television and Radio Broadcasting	all publications in all languages published in Ukraine
Vernadsky National Library of Ukraine	all publications in all languages published in Ukraine, including small editions (up to 100 copies) – in two copies; regulatory legal acts in standardization, metrology and certification – in two copies, all periodicals and continuing publications in all languages – in two copies
National Parliamentary Library	all publications in all languages published in Ukraine, including small editions (up to 100 copies); regulatory legal acts in standardization, metrology and certification; all periodicals and continuing publications in all languages
Book Chamber of Ukraine	all publications in all languages published in Ukraine, including small editions (up to 100 copies); regulatory legal acts in standardization, metrology and certification; all periodicals and continuing publications

